



Date Stamp

The Shores at Berkshire Lakes Master Homeowner's Assoc, Inc. Lease Renewal Checklist

Dear Prospective Tenant,

Please submit the following for approval of the lease in The Shores at Berkshire Lakes:

- _____ Signed Application Checklist
- _____ Completed Renewal Application to Lease
- _____ (if needed) Background check(s) are done online at <https://www.sseii.com/backgroundcheck.html>. For Canadian and International background checks, please call our office at 239-262-1396 or email spalmer@maymgt.com for more information
- _____ Completed Pet Registration form and supplements (*attach previous forms if vaccinations are still up to date*)
- _____ Completed Exhibit A Addendum to Lease
- _____ Completed signature page of Rules and Regulations (*attach previous form and initial and date*)

Unit Address _____

Missing or incomplete information will result in the delay of processing your application.
Complete application **MUST** be received 25 days prior to occupancy.
MAXIMUM LEASE OF SIX (6) MONTHS AS OF JULY 31, 2019

Applicant Signature

Applicant Signature

If you have any questions, please contact May
Management at 239-262-1396 or spalmer@maymgt.com.

Thank You,
May Management Services

11100 Bonita Beach Rd #101, Bonita Springs, Florida 34135
(239) 262-1396 office

**The Shores at Berkshire Lakes Master Homeowner's
Assoc, Inc. Application for Approval to Lease**

Date Stamp

Street Address _____ Lease ____/____/____ to ____/____/____

Owner Name _____ Phone _____

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

APPLICANT INFORMATION

Last Name		First		Middle
Home Address			Apartment/Unit #	
City		State		Zip
Phone #	Cell #		Other Phone #	
Email Address				
Employer		Employer's Phone #		

APPLICANT INFORMATION

Last Name		First		Middle
Home Address			Apartment/Unit #	
City		State		Zip
Phone #	Cell #		Other Phone #	
Email Address				
Employer		Employer's Phone #		

OCCUPANTS

Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.

Full Name	Relationship	Date of Birth

Have you previously leased in The Shores?	If YES, what address?
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CURRENT OR MOST RECENT LANDLORD

Full Name

Address

Phone ()

How Long

VEHICLES*No recreational vehicles or trucks permitted unless kept in the garage at all times*

Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

EMERGENCY CONTACT

Full Name

Relationship

Phone ()

DISCLAIMER AND SIGNATURE

In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval. I/we have received, read and understand the Rules and Regulations of The Shores at Berkshire Lakes Master Homeowner's Assoc, Inc. and will comply.

Signature

Date

Signature

Date

Return this request to:

The Shores at Berkshire Lakes Master Homeowner's
Association, Inc.
c/o May Management Services
11100 Bonita Beach Rd, Bonita Springs, Florida 34135
(239) 262-1396 phone
spalmer@maymgt.com

**APPLICATION APPROVAL**

Approved

Date

Disapproved

By:

Board Officer or Director

Application for Lease

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The Shores at Berkshire Lakes Master Homeowner's Assoc,

Exhibit "A"

**ADDENDUM TO APPROVED LEASE AGREEMENT
AND ASSIGNMENT OF RENTS FROM LANDLORD TO ASSOCIATION FOR AMOUNTS OWED**

The provisions contained herein modify the lease agreement ("Lease") between _____ ("Landlord") and _____ ("Tenant"), entered into on _____, for the lease renewal of real property located at _____, and serve as an agreement between Landlord and The Shores at Berkshire Lakes Master Homeowner's Association, Inc. ("Association") to assign rents payable to Landlord pursuant to the Lease from Landlord to the Association for past-due and owing assessments, interest, costs, and reasonable attorneys' fees, which amounts are due pursuant to obligations of Landlord arising from the Amended and Restated Declaration of Restrictions and Protective Covenants, recorded at Instrument No. 5732800 in the Public Records of Collier County, Florida, and all valid amendments thereto.

Execution of this Addendum is a required condition of rental of a Unit, pursuant to the authority of the Association contained in the Declaration. The Landlord and Tenant hereto expressly agree that the Lease shall be amended as provided herein, and the following terms shall be incorporated into the Lease. Landlord and Tenant further agree that Association shall be considered a named party to the Lease and this Addendum for the purpose of enabling the Association to enforce the provisions of its Governing Documents and the covenants of this Addendum. In the event of any conflict between the terms and conditions of the Lease and this Addendum, the Addendum shall govern the respective rights and responsibilities of the parties hereto.

Landlord and Tenant further acknowledge and agree that in connection with the approval of the lease application by the Association, it will be necessary for the Association to obtain and consider information regarding Tenant and all proposed Occupants of the Unit, and Tenant specifically authorizes the Association to obtain and consider background information, including financial information, if deemed appropriate by the Association, personal references, and other information deemed relevant by the Association. Further, Landlord and Tenant acknowledge that the Association may require an interview with prospective Tenants/Occupants of a Unit prior to occupancy. Landlord and Tenant agree that no proposed Tenant or Occupant shall take possession of a Unit until at least five (5) days following receipt of the Association's written approval of the Lease. Landlord and Tenant represent that all information contained in the application for Lease (and supporting materials) submitted to the Association are complete, accurate, and truthful. Landlord and Tenant acknowledge that intentional or negligent material omissions or misrepresentations in the application and supporting materials shall constitute grounds for disapproval of a Lease application, or termination of the Lease if such omissions or misrepresentations are discovered after approval thereof.

1. USE: Tenant (which term shall at all times in this Addendum include all proposed Occupants of the Unit) will use the premises only for single family, residential purposes by Tenant and his Family members who have been listed and approved in Tenant's application for Association approval of this Lease. Single family shall mean one natural person; two or more natural persons who commonly reside together as a single housekeeping unit, each of whom is related by blood, marriage, or adoption to each of the others; or two or more natural persons meeting the requirements of the preceding provision, except that there is among them not more than one person who is not so related to some or all of the others. Tenant will make no unlawful, improper, or offensive use of the leased property, nor permit the commission of any act which constitutes a public or private nuisance.

2. COMPLIANCE WITH THE GOVERNING DOCUMENTS: Any infraction of the provisions or restrictions set forth in the Declaration, Articles of Incorporation, Bylaws, and the Rules and Regulations of the Association, as amended from time to time (hereinafter the "Governing Documents") by the Tenants or their Family, Guests, or invitees shall be deemed a breach of the Lease, and the Association or Landlord shall

LANDLORD(S):

Date: _____

Date: _____

TENANT(S):

By: _____

Date: _____

By: _____

Date: _____

ASSOCIATION:

By: _____

Date: _____

Title: _____

The Shores at Berkshire Lakes

GATE ACCESS - AUTOMOBILE BAR CODE / CLUBHOUSE ACCESS CARD

Date: _____ New Owner: Yes – No **PLEASE PRINT**

First: _____ Last: _____

Shores Address: _____

Email Address: _____

Telephone number used for gate access directory: _____

GATE ACCESS – AUTOMOBILE BAR CODE

Make/Model Vehicle(s)

(1) _____ Tag# (1) _____

(2) _____ Tag# (2) _____

(3) _____ Tag# (3) _____

CLUBHOUSE ACCESS CARDS

NUMBER OF ACCESS CARDS REQUESTED

OFFICE USE ONLY

#1 _____

#2 _____

#3 _____

ASSOCIATION PET REGISTRATION

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

OWNER INFORMATION

Name(s)

Community Name

Address 1

PET INFORMATION

Name

Date of Birth

Sex

Weight

Species

Breed

Primary Color

Secondary Color
(if applicable)

License #

Expiration Date

County/State

Rabies Vaccination Date

Microchip #
(if applicable)

PHOTO IDENTIFICATION

Please provide a picture of your animal attached in the space below.

VETERINARIAN INFORMATION

Name		
Address		
City	State	ZIP
Phone #	Fax #	

DISCLAIMER AND SIGNATURE

I/we represent that the above information is factual and correct and agree that any falsification or misrepresentation in this registration form will justify further investigation by the Board. I/we agree that the above reference pet is licensed with Collier County per their Animal Control Ordinance. I/we agree that if the above referenced pet dies, I/we will notify Anchor Associates of the death and will complete a new form if a replacement pet is obtained.

I/we understand that the ability to keep such a pet is a privilege, not a right. Failure to adhere to the Declaration and Rules & Regulations regarding pets shall result in action taken by the Board of Directors.

Signature		Date	
Signature		Date	

REGISTRATION REQUIREMENTS

The following items must be included in order to properly register your pet:

- _____ Completed Pet Registration form
- _____ Copy of Certificate of Vaccinations
- _____ Picture of your pet

Return this registration form to:

c/o May Management Services
211100 Bonita Beach Rd
Bonita Springs, Florida 34135
(239) 262-1396 *phone*
spalmer@maymgt.com

Date Stamp

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registration form at the management companies' office and provide a Veterinarian Certificate. After the initial form is completed, updated vaccination records must be available to the Association upon request. All cats and/or dogs registered with the management company as of June 17, 2021, are considered grandfathered for the purposes of this section.

25. Leasing - The maximum lease term is Six (6) months. The minimum Lease term is 30 consecutive days. No Unit may be leased more often than four (4) times in any calendar year, nor any combination of Leases and allowing Guests to occupy a Unit when the owner is not in residence more than four (4) times per year, and no option for the Tenant to extend or renew the Lease for any additional period shall be permitted unless approved by the Master Board. Any purchaser of a Unit is prohibited from leasing their Unit for a period of two (2) years from the date of purchase. All Guests staying while the owner is not in residence must register with the management company. A non-family guest staying in a residence without an owner in residence may do so for up to (14) fourteen consecutive days. Guests staying in a residence without an owner in residence are limited to two (2) guest per bedroom.

26. Any consent or approval given under these Rules and Regulations by the Association may be modified, added to or repealed at any time in accordance with the governing documents of the Association.

I/We have read, understood, and acknowledge the above Rules & Regulations for The Shores at Berkshire Lakes Homeowners Association Inc.

Date: _____

Owner or Lessee Signature

Date: _____

Owner or Lessee Signature