

# GARDEN VILLAS



AT GATOR TRACE OF ST LUCIE HOMEOWNERS ASSOCIATION INC.  
4080 GATOR TRACE ROAD, FORT PIERCE, FL 34982  
Email: gvhoa@gatortrace@gmail.com

## LEASE APPLICATION REQUIREMENTS

**Submit to: Garden Villas at Gator Trace HOA, 4080 Gator Trace Road, Fort Pierce, FL 34982** (All forms must be completed)

Copy of Fully Executed Lease Agreements

Lease Application to be completed in full

Governing Documents & Rules & Regulations Acknowledgement

Pet Regulation Form

Vehicle Registration Form

Copy of Driver's License of all persons eighteen (18) years or older occupying the unit

**\*\* A non-refundable processing fee of \$125.00 made payable to: Garden Villas at Gator Trace HOA.**

\*\* Minimum Lease Period is Three (3) Months \*\*

\*\* Maximum Term or Lease Period is One (1) Year \*\*

\*\* Unit May Not be Leased More Than Three (3) Times Per Calendar Year \*\*

\*\* The Ground Floor Garage Space of Any Unit Not to be Used as A Living Area For The Resident of Such Unit \*\*

**Effective July 1, 2016:** Requires an Association to process a tenant application from a military service member within seven (7) days of submission of the application. A service member is any person serving as a member of the United States Armed Forces on Active Duty or State Active Duty and all members of the Florida National Guard and United States Reserve Forces. **\*\* Copy of Military ID Required. \*\***

**NOTE:** All applications must be submitted in full. If not, this will delay the approval process. Applications take a minimum of fourteen (14) days to process. Please submit your application to us in a timely manner to avoid any delays. **A lease is not approved until a Certificate of Approval has been issued.**

**Submit the Entire Package To (all forms must be completed):** The Garden Villas of Gator Trace, 4080 Gator Trace Road, Fort Pierce, FL 34982

**Applications will not be accepted via fax or email. If application is submitted incomplete, it WILL NOT be accepted or processed until all the required information and fees are received.**

**GARDEN VILLAS OF GATOR TRACE CHECKLIST FOR LEASE APPLICATION - (Please Print CLEARLY)**

Property Address: \_\_\_\_\_

Term of Lease: \_\_\_\_\_

**General Submission Requirements:**

Completed Lease Application

Fully executed Lease Agreement

**A non-refundable processing fee of \$125.00 made payable to Garden Villas of Gator Trace.**

Pet Registration Form - Current Vaccination Record(s), License and Picture of Each Pet must be attached:

Copy of Driver License of any person eighteen (18) years or older occupying the unit.

**Lessee Realtor Information:**

o Name & Company Name: \_\_\_\_\_

o Address: \_\_\_\_\_

o Contact #: \_\_\_\_\_

o Email: \_\_\_\_\_

**Owners Realtor Information:**

o Name & Company Name: \_\_\_\_\_

o Address: \_\_\_\_\_

o Contact #: \_\_\_\_\_

o Email: \_\_\_\_\_

**Current Homeowner Information:** (landlord)

o Owner's Name: \_\_\_\_\_

o Owner's Address: \_\_\_\_\_

o Owner Phone # / Cell #: \_\_\_\_\_

o Owner Email: \_\_\_\_\_

**Applicant (s) Information** (Tenant):

o Applicant Name: \_\_\_\_\_

o Applicant Current Address: \_\_\_\_\_

o Applicant Phone # / Cell #: \_\_\_\_\_

o Applicant Email: \_\_\_\_\_

Member of the United States Armed Forces on Active Duty or State Active Duty and all members of the Florida National Guard and United States Reserve Forces \_\_\_\_ Yes \_\_\_\_ NO (Copy of Military ID Required)

**Co-Applicant Information** (Listed on Contract):

o Co-Applicant Name: \_\_\_\_\_

o Co- Applicant Current Address: \_\_\_\_\_

o Co-Applicant Phone #/ Cell #: \_\_\_\_\_

o Co-Applicant Email: \_\_\_\_\_

**Occupant(s) Other than the Applicants:**

Name/Relationship: \_\_\_\_\_ Age \_\_\_\_\_

Name/Relationship: \_\_\_\_\_ Age \_\_\_\_\_

Name/Relationship: \_\_\_\_\_ Age \_\_\_\_\_

Name/Relationship: \_\_\_\_\_ Age \_\_\_\_\_

**Personal References:** (Other than family members)

1) Name: \_\_\_\_\_

o Address: \_\_\_\_\_

o Phone Cell #: \_\_\_\_\_

2) Name: \_\_\_\_\_

o Address: \_\_\_\_\_

o Phone Cell #: \_\_\_\_\_

**Residence History** (if less than five (5) years, provide previous residence information on separate sheet)

1) Previous Address: \_\_\_\_\_

\_\_\_\_\_

I/We have \_\_\_\_ Owned or \_\_\_\_ Rented this Home for \_\_\_\_ Months \_\_\_\_ Years.

Name of Landlord or Mortgage Holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2) Previous Address: \_\_\_\_\_  
\_\_\_\_\_

I/We have \_\_\_\_ Owned or \_\_\_\_ Rented this Home for \_\_\_\_ Months \_\_\_\_ Years.

Name of Landlord or Mortgage Holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Emergency Contacts:** (In case of Emergency, Notify:)

1) Name: \_\_\_\_\_

o Address: \_\_\_\_\_

o Phone Cell #: \_\_\_\_\_

2) Name: \_\_\_\_\_

o Address: \_\_\_\_\_

o Phone Cell #: \_\_\_\_\_

**Certificate of Approval for delivery options:** (Mark "X" by delivery option)

o \_\_\_\_\_ Email Copy to Realtors

o \_\_\_\_\_ Email Copy to Owner

All the information requested above and contained in this application are attached, true and correct. I understand that any falsification, misrepresentation, or omission is grounds for refusal to approve this lease application.

**Applicant:** \_\_\_\_\_  
(Signature)

**Co-Applicant:** \_\_\_\_\_  
(Signature)

**Applicant:** \_\_\_\_\_  
(Print Name)

**Co-Applicant:** \_\_\_\_\_  
(Print Name)

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**GOVERNING DOCUMENT & RULES & REGULATIONS**

**TENANT(S) ACKNOWLEDGE AND AGREE TO THE FOLLOWING:**

I/we have received from the Property Owner a copy of all the deeded Documents, Rules and Regulations as amended, or as may be promulgated hereafter by the Board of Directors. I/we are moving into a deed restricted community. I/we have read, understand, and agree to abide by said Documents, Rules and Regulations of The Garden Villas at Gator Trace of St. Lucie Owner's Association Inc.

**Applicant:** \_\_\_\_\_ **Co-Applicant:** \_\_\_\_\_  
(Signature) (Signature)

**Applicant:** \_\_\_\_\_ **Co-Applicant:** \_\_\_\_\_  
(Print Name) (Print Name)

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PET REGISTRATION FORM**

Maximum of Two (2) Pets Only

No pets shall be kept, bred, or maintained for any commercial purpose.

Dogs which are household pets shall always whenever they are outside a unit be confined on a leash held by a responsible person.

An owner/tenant shall immediately pick up and remove any solid animal waste deposited by his/her pet on the properties, including the common areas and the exclusive neighborhood common area.

**PET(S)** \_\_\_\_\_ YES \_\_\_\_\_ NO

Names	Age	Color	Weight	Breed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Current Vaccination Record(s), License and Picture of Each Pet must be Attached**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VEHICLE REGISTRATION FORM**

**LICENSED DRIVERS: (To be residing in the Community) Most Homes Can House Only Two (2) Vehicles  
No Parking on Street From 12:00 a.m. to 6:00 a.m.**

Name, License #, State: \_\_\_\_\_

Name, License #, State: \_\_\_\_\_

Name, License #, State: \_\_\_\_\_

Name, License #, State: \_\_\_\_\_

**DESCRIPTION OF VEHICLE(S):**

Vehicle #1 Make, Model year \_\_\_\_\_

Color: \_\_\_\_\_

Vehicle #2 Make, Mode, Year \_\_\_\_\_

Color: \_\_\_\_\_

Vehicle #3 Make, Model, Year \_\_\_\_\_

Color: \_\_\_\_\_

**(If you have additional vehicles, please attach a separate page.)**

**Pick-up trucks are allowed provided they are used only as passenger vehicles, are not rated greater than one (1) ton (manufacturer’s load capacity specifications), and MUST have an appropriate bed cover installed. NO business ads on vehicles.)**

**No RV parking at any time except to load or unload.**

**25 MPH max. at ALL times in our community.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Frequently Asked Questions - Sales & Leases

Q: How do I obtain the current lease and/or sale application for our Association?

A: Request an application by logging into the Gator Trace Master Website at [gatortracemasterassociation.com](http://gatortracemasterassociation.com) Go to Sub Associations ... Garden Villas. Download Forms. Complete ALL forms requested in black or blue ink. If an incomplete application is submitted, it will not be accepted or processed until all required information and fees are received.

Q: What is the processing time for applications?

A: Most applications require a minimum of ten (10) business days for processing and to receive Board approval.

Q: How do I obtain the Association documents (i.e. Declaration of Covenants, Bylaws, Rules & Regulations, Approved Budget, etc.)?

A: The current owner of the property can access and download, by logging into the Gator Trace Master Website at [gatortracemasterassociation.com](http://gatortracemasterassociation.com) Go to Sub Associations ... Garden Villas. The documents can be reviewed or downloaded. The owner may request Budget documents in writing at The Garden Villas 4080 Gator Trace Road, Fort Pierce FL 34982, or by email: [gvhoatgatortrace@gmail.com](mailto:gvhoatgatortrace@gmail.com)

Q: What is the process to obtain an Estoppel?

A: Requests for an Estoppel should be emailed to [gvhoatgatortrace@gmail.com](mailto:gvhoatgatortrace@gmail.com) Estoppel fees are collected by the Title Company and payable at closing.

Standard Processing (7-10 Business Days) \$250.00

Expedited Processing (4-6 Business Days) \$300.00

Express Processing (1-3 Business Days) \$350.00

Capital Contributions and/or Special Assessments will be included on the Estoppel.

Q: What does a new owner do if they have questions or concerns immediately following their closing?

A: Once Garden Villas receives the closing paperwork from the title company, (which typically takes 1-2 weeks) leases we will send out a "Welcome" packet by mail and email. The letter contains contact information about ownership and information about the Homeowner Portal, Association dues, etc. To expedite access, a new owner may email a copy of the Warranty Deed received at closing, along with their questions, to [gvhoatgatortrace@gmail.com](mailto:gvhoatgatortrace@gmail.com)