

Dorset Glen Condominium Association

Owner Application to Lease Condominium

The undersigned, owner of _____ hereby submits this Application to Lease, together with a \$125.00 administration fee. If this is a new lease and not a renewal then a copy of the lease or land contract, two letters recommending the tenant is **required** (one from a **credit bureau** and one from their **most recent landlord**). Renewals only require an application and administration fee.

***Applications received after the lease start date will incur a \$75.00 penalty.**

NOTE: Each new lease period requires a separate \$125.00 administration fee. When renewing, the application must be submitted to the Board 30 days prior to the lease expiration.

I understand that **if any question is not answered, the application may be returned**, and not approved.

Name(s) of Lessee(s): _____ Telephone: _____
 Current Address: _____ Cell: _____
 E-mail Address: _____ Number of Vehicles: _____

Names of other occupants and relation to Lessee (**include ages of all children**):

Name: _____ Relation: _____
 Name: _____ Relation: _____
 Name: _____ Relation: _____

Lease Terms: In any one calendar year only one lease will be permitted for a minimum period of three (3) months and a maximum period of twelve (12) months.

From: _____ 20__ To: _____ 20__ Total ___ months

This unit shall be used as a private residence. I have familiarized the tenant with the By-Laws and the Rules and Regulations of the Association and I, as owner, understand and agree by the Dorset Glen Condominium Association Rental Rules.

The Dorset Glen Condominium Association and/or its Directors or agents shall in no way be liable with respect to any matter concerning this application. **Leased properties in Franklin County are required by law to be registered with the Franklin County Auditor.**

Owner's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

NOTE: Real Estate Broker may sign owner's name if authorized in writing by owner. A copy of authorization must accompany Application to Lease.

Date Received: _____ Date Approved: _____
 Date Owner Notified: _____ Date Disapproved: _____

For the Board of Directors: By: _____ (Property Manager)

PLEASE MAKE COPY OF THIS FORM FOR USE.
Please email, fax or mail completed form to Stacia Collins
at The Case Bowen Company