



SUNSET TRACE HOMEOWNERS ASSOCIATION
3140 SW SUNSET TRACE CIRCLE
PALM CITY, FL. 34990
(772) 283-6868 / FAX (772) 223-0801
E-MAIL admin@st-hoa.com

APPLICATION FOR LEASE

Address of Unit: _____

Type of Unit: (circle one) SANDALWOOD / STAMFORD / VILLA / WELLESLEY

Lease Start Date: _____ End Date: _____

(Lease Term: Minimum of 6 months)

Dear Prospective Lessee,

The STHOA office hours are: Monday through Friday 8:00 am to 4:30 pm

Occupancy prior to approval is prohibited.

The attached forms **must be completed in full.** The following items **must be included** and accompany this application:

1. A copy of the completed rental lease.
2. A copy of each resident's valid driver's license.
3. A copy of each vehicle's current registration.
4. A copy of each vehicle's insurance certificate.
5. A non-refundable processing fee of \$300.00 made payable to STHOA (**check or money order only**). Please note that the acceptance of the \$300.00 non-refundable processing fee does not in any way constitute an approval by the STHOA for occupancy. The certificate of approval is issued after a face to face interview.
6. **A non-refundable fee for a background check of \$125.00 per Unit made payable to STHOA. Each additional adult applicant is \$25.00**

The completed and signed application forms, plus the items above, must be submitted to the association at least **14 days prior** to the desired date of lease. Application and approvals will be processed within 10 days of receipt of the application. An incomplete form or other missing items as required above, may result in a delay of approval or rejection of the form as an application for occupancy. There will be a fee of \$100.00 to expedite an application.

Units may not be leased for a period of less than 6 months. Subleasing of a unit by a lessee is not permitted.



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GENERAL AUTHORIZATION FOR APPLICANT SCREENING

A SEPARATE AUTHORIZATION FORM IS REQUIRED FOR EACH APPLICANT.

APPLICATION FEE: \$125.00

Each Additional adult applicant is \$25.00. Check payable to Sunset TraceHOA

Applicant Name: _____ **DOB:** _____

Social Security Number: _____ **Phone:** _____

Present Address: _____

City: _____ **State:** _____ **Zip:** _____

Previous Address: _____

City: _____ **State:** _____ **Zip:** _____

Applicant hereby Authorizes Sunset Trace Property Owners Association and its Agent, Watson Association Management, LLC, to obtain and verify a social security number, criminal background screening required to process his/her application for residency.

Applicant agrees to indemnify and hold harmless Sunset Trace Property Owners Association and Watson Association Management, LLC., their employees, managers, officers and directors, affiliates, subcontractors , and agents from any loss, expense or damage which may result directly or indirectly from information or reports furnished by Pinnacle Association Management, LLC.

Applicant Signature: _____ **Date:** _____



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APPLICATION FOR LEASE

Realtor: **PLEASE** attach a business card. Realtor: _____

This form with a fully executed copy of a LEASE AGREEMENT is to be submitted to STHOA as the undersigned's APPLICATION FOR LEASE APPROVAL as required by the STHOA Declaration of Covenants and Restrictions.

OWNER INFORMATION

Unit Owner's Name: _____

Unit Owner's Phone: _____ Cell: _____

Unit Owner's Email: _____

Unit Owner's Address: _____
Street City State Zip

APPLICANT INFORMATION (Tenant)

Applicant's Name: _____

Applicant's Phone: _____ Cell: _____

Applicant's Email: _____

Applicant's Address: _____
Street City State Zip

Length of Residency _____ Present Landlord _____

Previous Address: _____
(if less than 1 year) Street City State Zip

OTHER OCCUPANTS: (Note: Applicants over 18 **MUST** sign this Application):

Name Relationship Age

Name Relationship Age

Name Relationship Age



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DRIVER'S LICENSE:

_____	_____	_____	_____
Name	ID#	State	Expires On
_____	_____	_____	_____
Name	ID#	State	Expires On
_____	_____	_____	_____
Name	ID#	State	Expires On
_____	_____	_____	_____
Name	ID #	State	Expires On

EMPLOYER:

_____	_____	_____
Present Employer	Position	How Long?
_____	_____	_____
Address	Supervisor	Phone

NON-FAMILY REFERENCES:

_____	_____	_____
Name	Relationship	Phone
_____	_____	_____
Name	Relationship	Phone

PREVIOUS RESIDENCY: (If you or another family member lived in STHOA)

_____	_____	_____
Name	Address	Dates

AFTER APPROVAL FROM THE SUNSET TRACE HOMEOWNERS ASSOCIATION OFFICE, YOU WILL GO TO MARTIN DOWNS PROPERTY ASSOCIATION (MDPOA) TO FINISH REGISTRATION AND HAVE YOUR VEHICLE(S) DECALED. YOU CANNOT COMPLETE REGISTRATION AT MDPOA UNTIL THE START DATE OF YOUR LEASE.



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STATEMENT OF UNDERSTANDING

As Owner(s), I/We certify that there is NO OUTSTANDING ASSESSMENT OR OTHER LIEN, EXCEPT A MORTGAGE, on the unit to be leased. Tenant(s) will get recreational key(s) from the owner.

Undersigned acknowledges that as STHOA Tenant, undersigned & guests are bound by terms & conditions of Sunset Trace Homeowners Association Declaration of Covenants & Restrictions, STHOA By-Laws, & Rules and Regulations (collectively known as the "DOCUMENTS"). Documents are made part of the application's Lease Agreement with Owner. STHOA is made party to suit for damages, eviction or other appropriate remedy. STHOA is entitled to recover reasonable ATTORNEY'S FEES for Tenant and/or Owner for enforcement, including enforcement by means other than litigation, such as correspondence and negotiation of STHOA Documents.

NO MORE THAN SIX (6) PEOPLE MAY OCCUPY A UNIT AT ANY TIME. SUBLETTING IS NOT ALLOWED. Prospective Tenant and occupants over 18 years of age MUST SIGN THIS APPLICATION. Lease (new or renewal) is for (3) THREE months or longer (not month-to-month). Owner agrees to annually inspect the unit. This application must be fully completed and executed, along with a copy of Lease Agreement or Contract and a \$300 processing fee, payable to STHOA, must be submitted to STHOA. THE UNDERSIGNED AGREES THAT THE APPLICATION FEE IS NON-REFUNDABLE. **Please allow ten (10) business days for paperwork processing.**

Applicants cannot occupy a unit prior to the interview and execution of Certificate of Approval by STHOA. STHOA reserves the right to conduct a personal interview before application approval. At lease expiration, TENANT will remove vehicle decals. Lease provisions in conflict with STHOA Documents are null and void. By executing this application, the undersigned acknowledges receipt of the STHOA Rules & Regulations.

There will be a mandatory face to face interview with the STHOA Representative before approval is given. Call the office for an appointment at 772-283-6868.

Unit Owner's Name: _____
 (PLEASE PRINT)

Signature: _____ Date: _____

Applicant's Name: _____
 (PLEASE PRINT)

Signature: _____ Date: _____

Co-Applicant's Name: _____
 (PLEASE PRINT)

Signature: _____ Date: _____



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IMPORTANT NOTICE FOR HOMEOWNERS AND TENANTS

Sunset Trace Homeowners Association, Inc. has the power to collect delinquent Assessments by suit or otherwise, and to abate nuisances and enjoin or seek damages from Owners for violation of the provisions of the Declaration, the Articles of Incorporation, these By-Laws or the Rules and Regulations. This power shall include the power of the Association to collect rent from a lessee as an assignment of rent from the lessee to pay the Association delinquent Assessments, interest, late fees, costs and attorneys fees also due and owing provided that the Association notifies the Owner/landlord or his or her agent of such sums due and owing and the fact that the Association intends to exercise this power. The lessee shall not be in breach of the lease for making such payments and deducting same from the rent due and owing to the landlord; the foregoing shall not change the fact that the Owner shall remain liable for the payment of any and all such sums to the Association until same are paid in full. Every lease, whether oral or written, shall contain, and if it does not contain, shall automatically be deemed to contain the foregoing assignment of rent provision."

By signing, I hereby state that I understand and agree that I will abide with the above statement, which has been legally and duly recorded with Martin County and is in the By Laws of Sunset Trace Homeowners Association, Inc.

Unit Owner's Name: _____
(PLEASE PRINT)

Signature: _____ Date: _____

Applicant's Name: _____
(PLEASE PRINT)

Signature: _____ Date: _____

Co-Applicant's Name: _____
(PLEASE PRINT)

Signature: _____ Date: _____

Email _____

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VEHICLE INFORMATION SHEET**

Barcode/Sticker Fee \$15 per vehicle.

Copy of Driver's License:

Date: _____ Paid by: Check #: _____

Please read and complete this document and sign below. **A copy of the registration and proof of insurance** for each vehicle listed below must be submitted simultaneously with this information sheet.

Name: _____

Address of Unit: _____

Phone # of Unit: _____ Cell: _____

Assure the board of Directors of STHOA that pursuant to Article 9 of the STHOA Declaration of Covenants and Restrictions the vehicles listed below will be used solely as family or personal transportation and not as commercial vehicles. The undersigned also agree(s) that the below described vehicle(s) will: (1) be well maintained at all times; (2) **display no body rust or other deterioration**; and (3) exhibit a well painted exterior free of any exterior markings, decals and lettering and /or not have any non- manufacturer options (removable or not).

I/We further affirm that none of the vehicles listed below are campers, trailers, commercial vehicles, motorcycles, mopeds, or recreation vehicles. Additionally, I/We understand and agree that pursuant to **Section 9.1.4.2 of the Declaration of Covenants and Restrictions for STHOA, Trucks, Vans, and SUVs must be approved by the STHOA Board of Directors with trucks not to exceed 6000lbs GVW also, Vans and SUVs are not to exceed 7500lbs GVW**

The term "Gross Vehicle Weight" as utilized in Section 9.1.4.2 of the Declaration of Covenants and Restrictions for Sunset Trace, shall be defined as the GVW designated by the manufacturer of the vehicle. It shall be the responsibility of the vehicle owner(s) as requested by STHOA (through the Board of Directors and/or the management company) to provide proof of curb weight (defined as manufacturer's estimated weight with all standard and optional equipment including weight of fuel at normal tank capacity) either from the vehicle manufacturer or from a licensed weigh station with a certificate of proof.

I/We understand that the Board of Directors of STHOA Inc., shall have the authority to revoke any permit issued if the representation and warranties that I/We made were found to be inaccurate at the time of permitting , and /or are no longer accurate at a later date. This will mean that I/We are not in compliance, hence, the vehicle(s) will not be allowed on STHOA property and will be towed off at my expense.

Any third vehicles must be parked in designated "Reserved" parking spaces and not in "Guest" designated spaces.

Signature

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Unit #: _____

Vehicle #1 Owner's Name: (Print) _____

Vehicle Make: _____ Model: _____ Year: _____

Color: _____ Gross Vehicle Weight (GVW): _____ 2 or 4 Door

Tag: _____ State: _____

Signature (Owner): _____

Vehicle Visually Inspected by STHOA: _____ Date: _____

Vehicle #2 Owner's Name: (Print) _____

Vehicle Make: _____ Model: _____ Year: _____

Color: _____ Gross Vehicle Weight (GVW): _____ 2 or 4 Door

Tag: _____ State: _____

Signature (Owner): _____

Vehicle Visually Inspected by STHOA: _____ Date: _____

Vehicle #3 Owner's Name: (Print) _____

Vehicle Make: _____ Model: _____ Year: _____

Color: _____ Gross Vehicle Weight (GVW): _____ 2 or 4 Door

Tag: _____ State: _____

Signature (Owner): _____

Vehicle Visually Inspected by STHOA: _____ Date: _____



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RESIDENT AGREEMENT TO ABIDE BY THE RULES & REGULATIONS GOVERNING
SUNSET TRACE HOMEOWNERS ASSOCIATION.

I/We agree to abide by the Rules and Regulations as set forth at the present time, or at any time of the duration of my residency, and any other Rules and Regulations applicable to the residents of **SUNSET TRACE HOMEOWNERS ASSOCIATION**.

LESSEE(S): If at any time during the tenancy of the unit the Lessee(s) fails to comply with the Rules and Regulations of **SUNSET TRACE HOMEOWNERS ASSOCIATION**, the Association has the right to ask for immediate eviction from the premises.

RESIDENTS' GUESTS MUST ABIDE BY THE SUNSET TRACE HOMEOWNERS ASSOCIATION RULES AND REGULATIONS. (It is the responsibility of the resident to inform guests of Rules and Regulations, including parking.)

THE RULES AND REGULATIONS HAVE BEEN EXPLAINED AND THE TENANT(S) HAVE RECEIVED A COPY AND AGREE TO ABIDE BY THEM.

Applicant's Name: _____
 (PLEASE PRINT)

Signature: _____ Date: _____

Co-Applicant's Name: _____
 (PLEASE PRINT)

Signature: _____ Date: _____

Co-Applicant's Name: _____
 (PLEASE PRINT)

Signature: _____ Date: _____

Unit Address: _____

Phone #: _____



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PARENTAL RESPONSIBILITY FORM

Although STHOA is a family oriented community, certain conditions exist of which you should be aware.

For the safety and welfare of all residents, children under the age of fifteen (15) are not allowed to use any of the recreational facilities, i.e., pools, tennis court, basketball court, racquetball court, playground, unless under the supervision of an adult.

Recreational activity must be confined to the designated areas for all children.

Climbing of trees and fences is strictly forbidden.

Parents will be held responsible for **ALL ACTIONS** of their children at all times, in and about the Association's property.

CAREFULLY CONSIDER THE ABOVE WHEN CONTEMPLATING THE LEASE OF A UNIT IN SUNSET TRACE HOMEOWNER'S ASSOCIATION.

Indicate the children's name(s) under the age of 18 and their age(s):

Name: _____ **Age:** _____

Name: _____ **Age:** _____

Name: _____ **Age:** _____

Name: _____ **Age:** _____

Applicant's Name: _____
 (PLEASE PRINT)

Signature: _____ **Date:** _____

Unit Address: _____

Phone #: _____



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ANIMAL CONTROL AGREEMENT**

No unit is allowed to house more than (2) DOMESTIC ANIMALS. Cat and dog owners MUST obtain a license and annual shots, as stipulated by Martin County, and a TAG MUST BE WORN BY CATS AND DOGS AT ALL TIMES.

PROOF OF LICENSING AND SHOTS MUST BE SUBMITTED TO THE STHOA WITH THIS APPLICATION AND ENCLOSE (2) PICTURES OF EACH PET. ***(During the occupancy of your unit you will be responsible for updating this information yearly, as well)*.**

ALL DOGS MUST BE KEPT ON A LEASH AT ALL TIMES AND ARE NOT ALLOWED TO RUN FREE. **Animals that roam will be subject to pick-up by animal control.**

Dogs and cats are not allowed to be tied outside any unit, or left unattended on porches, patios, at the main entrance or outside the fence of your unit. All residents must pick up after pet waste immediately.

No resident shall keep, harbor, or maintain an animal, which barks or cries so as to disturb the peace and quiet of the neighbors. The Board of Directors of STHOA has the right to order the removal of an animal which is considered a nuisance or dangerous, in the Board's sole discretion. **Owners with pets that are not registered are subject to fines per STHOA's fine schedule and/or removal from facility/Unit.**

1. Pet Name: _____ Breed: _____

Weight: _____ Color/Markings: _____

Martin County License #: _____ Expiration Date: _____

2. Pet Name: _____ Breed: _____

Weight: _____ Color/Markings: _____

Martin County License #: _____ Expiration Date: _____

Applicant's Name: _____
 (PLEASE PRINT)

Signature: _____ Date: _____

Unit Address: _____ **Phone #** _____

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RESIDENT RULES & REGULATIONS

You are required to comprehend the current Rules and Regulations dated April 10, 2010. After reading and understanding the Rules and Regulations, initial each item and sign at the bottom.

1. _____ Vehicle must have a valid Butterfly sticker, barcode and year sticker from the MDPOA.
2. _____ All guests must be called into the gate prior to arrival.
3. _____ Speed limit is 25 mph. Automatic fine issued for speeding.
4. _____ Running or "California Stops" are not permitted at stop signs. Automatic fine issued for failing to stop.
5. _____ Any changes to the outside of your unit must be approved by ARB prior to the start of the project. The owner has to approve the changes and fill out the ARB application for approval.
6. _____ All landscaping changes must be approved in advance, except for planting annual flowers.
7. _____ No commercial vehicles are allowed to park in the community overnight.
8. _____ Motorcycles are not permitted in Sunset Trace.
9. _____ Only 2 pets allowed per unit. A leash is required on your pet at all times. You must pick up after your pet.
10. _____ Vehicles must be in good working condition. No broken windshields, no oil leaks, excess rust or bad paint jobs. All vehicles must have a valid license plate, registration, insurance and current MDPOA decals. No vehicle is allowed to park on the street overnight.
11. _____ No campers or boats are allowed.
12. _____ Trash day is Tuesday & Friday. Recycle day is Tuesday. Yard Waste is on Wednesday. Trash cans and recycling bins may be put out the evening prior and must be removed by sunset on the day of pick up.
13. _____ Lost pool entry cards are \$35.00 and lost tennis keys are \$75.00 each.
14. _____ STHOA is not responsible for mailbox keys. Call the post office at 283-1974 for keys and to locate which mailbox belongs to your unit.
15. _____ Please contact the STHOA with any exterior concerns or water intrusion issues immediately.

Applicant's Name: _____
(PLEASE PRINT)

Signature: _____ Date: _____

Co-Applicant's Name: _____
(PLEASE PRINT)

Signature: _____ Date: _____



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E-MAIL CONSENT FORM

Print Name(s): 1. _____ 2. _____
 3. _____ 4. _____

Sunset Trace Address: _____

Please check one only: **OWNER** _____ **RENTER** _____

I agree to accept electronic transmission of general information from the Association:

Check One: **YES** _____ **NO** _____

E-Mail Address: 1. _____ 2. _____
 3. _____ 4. _____

~All Owners on Deed May Provide E-mails - All Renters Per Unit are Limited to Two E-mails~

Signature

Signature

Signature

Signature