

SUTTON FIELDS HOMEOWNERS ASSOCIATION, INC.

c/o Essex Association Management, L.P.

1512 Crescent Drive, Suite 112

Carrollton, TX 75006

Office: (972) 428-2030

Fax: (469) 342-8205

<https://www.suttonfieldshoa.com>

HOA Lease/Rental Application

Date ____ / ____ /20____

Are you claiming any kind of hardship regarding the leasing of your home? _____. An example of a hardship would be an involuntary job-related transfer. If yes, please explain: _____

Address of property _____

Owner First / Last Name _____, _____

Owner Mailing Address _____

Owner Primary Phone Number _____ Secondary No. _____

Owner Email Address _____

Is the home already leased? Yes / No If so, how long has it been leased? _____ years / months

If you are approved to lease, what will be the length of the Lease _____ Years / Months

If approved, when do you plan on leasing the residence? ____ / ____ /20____

Lease Start Date: ____ / ____ /20____ Lease End Date: ____ / ____ /20____

APPLICANT (TENANT) INFORMATION:

COMPLETE IF YOU ALREADY HAVE TENANTS OR YOU HAVE AN APPROVED APPLICANT

Name First / Last _____, _____

Name First / Last _____, _____

Present Address _____ How Long? _____

Phone Cell: _____ Work: _____

Email: _____

Children / Minors: If yes, how many? _____ Enter names below. Use reverse side of sheet if necessary

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Do you know how many vehicles the Tenants will have? _____ if yes, complete all the information below. Use additional pages or back of form if needed.

Make & Model License Plate No. Color

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ADD A PAGE OR USE THE BACK OF THE APPLICATION IF MORE ROOM IS NEEDED. IF YOU ARE APPROVED TO LEASE OUT YOUR RESIDENCE, YOU MUST AGREE TO THE FOLLOWING. ADDITIONAL INFORMATION SUCH AS A TENANT INFORMATION FORM WILL ALSO BE REQUIRED.

- All units are single-family residences not to be occupied by more than one (1) family unit.
- **NO AGGRESSIVE BREED OF DOG OR ANY ANIMAL ALLOWED.**
- Sutton Fields HOA is a Deed Restricted Community. Owner, Occupants, Tenants, Guests and Invitees are all required to abide by the restrictions and rules of the Association.
- A sample copy of the lease agreement you will be using is to be provided to Cinnamon Anderson at canderson@essexhoa.com and Kennedy Middlebrooks at Kennedy@essexhoa.com prior to the tenant taking occupancy of the residence.
- Landlord shall supply a semi-annual update to all Tenant information to Managing Agent.
- No Lease Agreement may be for a term of less than twelve (12) months.
- Lease is non-assignable except at the end of a one-year term.
- **The Owner shall agree to remove, at the Owner's sole expense, by legal means, including eviction, if necessary, should the tenant refuse or fail to abide by and/or adhere to the Covenants, Rules and Regulations and any other policies adopted by Association. Landlord shall make every effort to screen tenants. Tenants committing criminal acts or continually causing a nuisance within the community shall be removed by the Owner upon written request from the Association.**

I understand that as the Owner and Landlord, I have completed the above information and have read a copy of the Rules and Regulations, Covenants, Conditions and Restriction of the Association and agree to be bound by these Association Documents and agree to provide a copy to my tenant(s). I understand that, after proper notice, the Association may take certain actions, including legal actions, against me or the tenants, depending upon the nature and severity of the incident. Any violation by the tenant may result in notice of violation and fine and will result in immediate suspension of amenity rights and privileges. Any fines levied will be the owner's full responsibility to pay.

Signature of at least one Owner of Record

Print full Name of Person Signing this Form

Date ____/____/20____