

**Stonegate HOA Inc**  
13860 Wellington Trace  
c/o UPS  
Suite 38, PMB 250  
Wellington, FL. 33414

Rev. No. : 4  
Date: February 2024

No. of pages: 6

**APPLICATION FOR APPROVAL OF PROPERTY RENTAL**

1. This application for property rental must be completed without omission, signed by the **proposed tenant(s) and landlord** and must be received by Stonegate HOA Inc (SHOA) **at least fourteen (14) days** prior to the start date of the rental. If this document is not filled properly or completely, it will be returned resulting in delay.
2. A copy of the rental/lease agreement **must** accompany this application together with the Application Fee of \$200.00. This fee **includes** a gate call box change fee of \$35. Please complete the attached application for call box change (see pages 5 & 6) since this is an integral part of the application for rental approval..
3. A security deposit of \$500.00 and a background check fee of \$225.00 must also be paid to Stonegate HOA Inc upon application. The security deposit will be held in escrow in the event of any damage to the common areas caused by tenant(s). If no damage is caused by the tenant(s) by the end of the tenancy, \$450 will be refunded to the payee after deduction of a \$50.00 processing fee. The payee will provide address details for forwarding payment.
4. **PAYMENT INSTRUCTIONS:** All fees in 2. & 3. above (\$925.00) above should be paid to SHOA using Zelle. SHOA's payment address for Zelle is **shoapayments@gmail.com**.  
If you have made payment by Zelle, note the date here:     /     /     . If payment is made using Zelle, the completed application should be sent by email to: **stonegatehoa.wellington@gmail.com** .  
**If payment is not made using Zelle, mail application with check(s), payable to Stonegate Homeowners Association, together with rental agreement to the address above.**
5. No commercial vehicles, boats, trailers, RV'S, motor homes, etc. shall be parked in driveways or roadways.
6. The tenant(s) must arrange to get gate cards, pedestrian gate keys, gate openers, etc. from the homeowner. **These must be returned to the homeowner at the end of the tenancy.**
7. SHOA will **NOT** sell gate clickers, gate cards or gate keys to tenants. These must be obtained from the homeowner/ landlord.

Name(s) of proposed tenant(s) (PRINT) (1) \_\_\_\_\_ (2) \_\_\_\_\_

Email: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Property owner's name(s): \_\_\_\_\_

Address of property: \_\_\_\_\_

Realty Company: \_\_\_\_\_

Rental Agent \_\_\_\_\_ Tel # \_\_\_\_\_

Agent's email address: \_\_\_\_\_

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**NOTE: IN THE FOLLOWING, “I” REPRESENTS ALL PROPOSED TENANTS.**

I hereby agree to the following for myself and on behalf of all persons who may use the home which I am seeking to rent/lease:

- A. I will read and abide by all of the By-Laws, Rules and Regulations contained in the **Governing Documents** of Stonegate Homeowner’s Association (SHOA). [**This is available online at <https://stonegatehoa.org>.**] **I attest to this by signing below.**
- B. I understand that I must be present when any visitors occupy the home or use the common areas. I understand that I am responsible for visitors to rented property;
- C. I understand that any violation of these terms, provisions, conditions, and covenants of Stonegate Homeowner’s Documents provides cause for immediate action as therein provided;
- D. I understand that the acceptance for renting/lease of any home in the Stonegate Community is conditioned upon the truth and accuracy of this application;
- E. I understand that Stonegate Homeowners Association will be provided with a signed copy of the lease/rental agreement with this application.
- F. After application review, an interview of the renter(s) may be requested by the SHOA Board prior to approval of this application.

***I understand that the information I provide may be used for credit checks and/or criminal background checks. By signing below, I give SHOA approval for such use.***

\_\_\_\_\_

Tenant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tenant’s SSN: \_\_\_\_\_

Tenant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tenant’s SSN: \_\_\_\_\_

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**PROPOSED OCCUPIERS' PROFILE:**

NAME

RELATIONSHIP

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**VEHICLES:**

**MAKE AND MODEL:**

- (1) TAG #  
(2) TAG #  
(3) TAG #

Retired ? Yes  No  If not retired, Tenant's Employer / Address/ Phone

**PETS: Give details below.**

**DOGS:** \_\_\_\_\_ **BREED:** \_\_\_\_\_ (Certain Breeds of Dogs are not allowed)

**CATS:** \_\_\_\_\_ **OTHER** \_\_\_\_\_

**RENTER'S INSURANCE:**

Insurance Co. \_\_\_\_\_

Agent \_\_\_\_\_ Phone: \_\_\_\_\_

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

Is Renter(s) responsible for Lawn Maintenance ? Yes  No

**CRIMINAL RECORD:**

Do any of the proposed tenants have a criminal record? Yes  No

If yes, please give full details including name, date and location of record:

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**By signing this application, I/we certify that all information I/we have provided in all pages of this application is accurate and true.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**RULES ENFORCEMENT AND LANDLORD’S RESPONSIBILITIES**

Stonegate Homeowners Association’s (SHOA’s) enforcement of the community’s rules, guidelines and regulations is based on State law and the Declaration of Covenants. By State law, SHOA’s contract is only between itself and the homeowner. Therefore, the following will apply to this proposed lease/rental:

1. Landlord will ensure that tenant(s) be aware of the governing documents and rules before move-in;
2. Adherence by tenant(s) to HOA covenants, rules and regulations must be a condition of the rental agreement;
3. Landlord must inform renter(s) about SHOA’s guidelines for garden waste, Village of Wellington’s trash pick-up as well as parking restrictions at Stonegate;
4. Landlords will be held accountable by SHOA for renter’s infractions and be required to have infractions promptly corrected;
5. Renter(s) must communicate requests to SHOA through the landlord;
6. Landlord must provide a copy of rental agreement to ensure compliance with SHOA’s requirements;
7. Landlord must provide to tenant gate clickers and/or cards for gate entry since SHOA will not; and
8. For the security of the community, landlord must ensure that tenant(s) return all clickers and/or cards to landlord at expiration of lease/rental.

Signed by Landlord signifying agreement with the above conditions, 1 through 8:

\_\_\_\_\_  
Name of Landlord (Print)

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Date

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**GUIDELINES FOR CALL BOX OPERATION**

SHOA requires a valid telephone number from each renter so that it can be programmed into the call box. Its purpose is to allow visitors to scroll and find the name of the renter to whom they wish to proceed.

The visitor, having found the correct name at the call box, will then press the call button on the call box and a call will be automatically placed to the phone number associated with the renter. The renter's phone number is not displayed at the call box.

The renter will see **STONEGATE** in their caller ID. The renter **must** answer the call to identify the visitor and if he/she wishes to allow entry to the identified visitor, the gate will open **ONLY** if the renter presses **9** firmly.

In that way, the renter has full control and can allow or deny entry to any visitor.

SHOA's guidelines are that renter codes are not to be shared with the wider public since this has the potential to be a security risk to the renter(s) household as well as to the Stonegate community.

SHOA strongly recommends that the renter(s) gate code be shared with as few **trusted** persons as possible with everyone else using the call box to gain entry to Stonegate.

USPS, FEDEX, UPS, AMAZON, other authorized companies and emergency services have their own specific code and/or method of entry to the community. These companies have no need to access your code. Do not give it out.

SHOA asks you to assist in protecting your household, as well as all others at Stonegate, by restricting the sharing of your code.

Please note that only one surname and phone number can be programmed for each household.

**Application to change a name and/or telephone number at the gate call box**

1. This application must be used to request changes to names and/or telephone numbers that are programmed at the front gate call box system. This enables visitors who wish to visit a specific home to dial the occupier's number to gain entry to Stonegate. This telephone number is NOT displayed at the call box.
2. This document forms part of the application for property rental.
3. No additional fee is required. The rental application fee includes the programming costs associated with this change request.
4. **PLEASE NOTE THAT YOUR LOT NUMBER-SPECIFIC CODE WILL BE: #xxxx, WHERE xxxx REPRESENTS THE LAST FOUR (4) DIGITS OF YOUR TELEPHONE NUMBER.**

Date: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Property owner's name(s) : \_\_\_\_\_

Address of property \_\_\_\_\_

**New number:** (    )    -

**Surname** to appear at the gate call box:

Name of Applicant: \_\_\_\_\_

Print

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