

APPLICATION & APPROVAL PROCESS

- Applications must be received fully completed no later than 14 days prior to the expected move- in date. Dates less than 14 days prior will result in a fee to expedite.
- The 14 day processing period does not begin until EVERY ITEM on the application is provided.
- The applicant and homeowner are responsible to coordinate and have the application and ALL supporting materials and fees/deposits submitted on time.
- Upon completion of all required forms, please mail application to: Stonegate Homeowners Association, Inc. 13860 Wellington Trace, Suite 38, PMB250, Wellington FL 33414. An interview will be scheduled. Applicants will be contacted by HOA.
- **PLEASE NOTE:** Submitting an incomplete application will result in automatic forfeiture of Application and Applicant Fees and potential rejection of the applicant(s).

CHECKLIST OF REQUIRED ITEMS:

APPLICATION: Completed and signed Application to Lease for **EACH** applicant 18 years and older. Each application accommodates up to four adult applicants. **Use separate application for additional adults.** Additional application is considered part of APPLICATION for purposes of fees.

APPLICATION & BACKGROUND CHECK INFORMATION:

Submit a legible copy of your driver's license and social security card. These are required to complete your background check. If not a U.S. citizen, submit a legible copy of your Passport and Visa or Resident Alien card. **ALTERNATE:** Provide Driver's License # and State, Social Security Number. If not US Citizen, Passport number and country, Visa # and country, or Resident Alien Card #. Consult fee schedule for cost on background checks.

PURCHASE CONTRACT OR LEASE AGREEMENT: Submit with your Application a legible copy of your Purchase Contract or Lease Agreement, signed by all parties. Lease terms must be for a minimum of six months.

VEHICLE REGISTRATIONS: Copy of vehicle registrations. Vehicles **MUST** be registered to the applicant(s).

For Buyers

Capital Contribution: \$350 Paid by the buyer of each lot for Common Expenses and Common purposes deemed necessary by the Association.

For Renters

Rental Security Deposit: \$500 Security Deposit is required in addition to application fees. Deposit is held in noninterest bearing account. Any balance remaining at the termination of the lease less an administrative charge of \$50 shall be returned to the owner within 90 days after tenant vacates property. Owner can direct the association in writing to pay tenant in instead of owner.

APPLICATION FEES: *(These fees are non-refundable. Do not submit an application if you do not meet the MINIMUM CRITERIA as your fees will not be refunded if your application is denied. Please consult fee schedule for complete list of fees.*