Dear Highland Square Homeowner,

This is a friendly reminder that you have a Lease Agreement with your tenant that will expire in approximately (45) days. As a reminder of our Bylaws related to Leasing, you will need to present us with the following information, dependent upon how you will proceed following the lease expiration. We must have this information completed and submitted no later than (15) days before a new Lease Agreement may go into effect. If you have any questions, we highly encourage you to contact our HOA Leasing Coordinator by email at HSHOALEASE@gmail.com or by phone at 863-604-1796. All documents that are required, except the Lease Agreement, are located on our community website. All fees can be paid online, via the community website at:

(https://highlandsquarehomeownersassociation.managebuilding.com)

**Planning on Leasing to a NEW Tenant:**

1. Email a copy of a new, signed, Lease Agreement to the email address shown above.

2. Have each of the tenants complete and sign the Tenant Registration Form.

3. All Homeowner(s) and Tenant(s) must sign a Uniform Lease Exhibit.

4. Remit a $150 non-refundable Leasing Application Fee, payable to Highland Square Homeowners’ Association, Inc.

5. Remit a check for $50 for each adult (18+) tenant or occupant to cover the cost of the required Background Checks. This fee shall be waived if the Management Company or Homeowner submits a comprehensive Background Check that has already been completed within the last (30) days. A comprehensive background check encompasses the following:

 a. A search of criminal records for all prospective adult occupants.

 b. Sex Offender Verification

 c. OFAC Background Check

6. Ensure your lease is not less than the minimum term of twelve (12) consecutive months.

7. Submit the signed Rules & Regulations Acknowledgement Form.

8. If you are using a new management company for this Lease period, please complete and submit a new Rental Agent Designation form to allow permission to communicate with them on your behalf.

**Planning on Renewing a Lease with your EXISTING Tenant:**

1. Email a copy of a new, signed, Lease Agreement to the email address shown above.

2. All Homeowner(s) and Tenant(s) must sign a Uniform Lease Exhibit.

3. Remit a $75 non-refundable Leasing Administration Fee, payable to Highland Square Homeowners’ Association, Inc.

4. Ensure your lease is not less than the minimum term of twelve (12) consecutive months.

**Planning to TERMINATE the leasing of your property:**

1. If you no longer wish to rent your property, please complete and submit a Termination of Property Leasing Form.

2. If you choose to begin leasing your home again in the future, you will be expected to follow all of the steps required for New Leases in the Documents section of our website.

Thank you for your prompt time and attention to this matter. Have a great day!

Warmest regards,

Highland Square Board of Directors