



## TENANT POLICY

Must comply with the following Rules & Regulations and Deposits

1. If a homeowner decides to lease his home the following paperwork must be completed along with the proper checks and submitted to the HOA office. A copy of the lease along with a \$175.00 fee per leasing year must accompany the Tenant Information Sheet. This process takes 2 weeks.
2. Must provide a \$250.00 security deposit to Gateway Gardens Homeowners Association, to be held for any damage to the Common Areas, by Tenants and/or their invitees, guests or occupants, or for any Violation Fines. This deposit will need to be replenished if used before the end of the lease.
3. A Tenant Authorization Form must be filled out for each occupant over 21 must accompany the paperwork.
4. Must provide copy of driver's license, passport or other picture ID.
5. Tenant must read and sign a copy of the Rules Simplified for Tenants, Gate Policy & Operating Instructions, Pool and Tennis Court Rules, and Vehicle Registration.
6. Once all paperwork, credit reports, background checks have been received and reviewed the Board will notify the new tenant AND schedule an in person interview.
7. The Board member will go over all rules and regulations and answer any questions you may have.

### List of fines for non-compliance

First Violation	\$50.00
Second Violation	\$75.00
Third Violation	\$100.00 (plus another \$250.00 fee)
Fourth Violation	\$250.00

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Tenant Signature Date

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Tenant Signature Date

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Owner Signature Date

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Owner Signature Date

Revised: January 2019