



## Lease or Temporary Guest Application Process Introduction

Owners have the privilege to lease their properties or allow for temporary guest to stay when they are not in resident. This is a privilege not a right, therefore, it is important that anyone staying at Heritage Oaks abide by the Rules, Regulations and Restrictions to ensure that our community remains a place of pride.

Lease agreements are for no less than a 30-day period year-round.

Temporary Guest with no charges – Maximum 7 days is allowed May 1 thru Oct 31 only. The term “GUEST” is defined as any person who is physically present in a living unit on a temporary basis at the invitation of the owner, without the payment of consideration.

1. Complete the following list and send to Sunstate Management Group for processing.
  - A.  Lease & Guest Stay Application
  - B.  Return the Signed Copy of Rules & Regulations Agreement
  - C.  A copy of the Lease
  
2. Deliver the welcome package to your tenant or Guest and confirm he/she has read it.
  
3. Once you receive approval from Sunstate, complete the required HO Registration forms for Heritage Oaks on the member site <https://www.heritageoaksgcc.com/> or contact Kathleen Burke, Director Membership Services.

Please submit all paperwork to [Sean@sunstatemanagement.com](mailto:Sean@sunstatemanagement.com)

Association Website: [www.MyVerandaVII.com](http://www.MyVerandaVII.com)



## Lease or Temporary Guest Application

Applications that are not complete will be returned to the owner without being processed and will delay submittal to the Board for approval.

Lease Stay

Guest Stay (Max of 7 days)

Owner / Contact: \_\_\_\_\_

Veranda VII Address: \_\_\_\_\_

Lease Or Guest Stay Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Guest / Lessee Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Guest / Lessee Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Motor Vehicle(s):** Cars must be parked in the garage, when possible, given the limited parking spaces outside.

Make \_\_\_\_\_ Year \_\_\_\_\_ Color: \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Year \_\_\_\_\_ Color: \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

### Other Occupants:

Guest / Lessee Name: \_\_\_\_\_

Guest / Lessee Name: \_\_\_\_\_

Guest / Lessee Name: \_\_\_\_\_

Guest / Lessee Name: \_\_\_\_\_