

**HIGH POINT ESTATES**  
**HARDSHIP LEASING PERMIT APPLICATION**

This Hardship Leasing Permit Application ("Application") is made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_ ("Owner"), who owns the following Lot within High Point Estates: \_\_\_\_\_ (the "Lot"). Owner believes that a Hardship Leasing Permit is justified based on undue hardship to Owner, described in detail below, and Owner requests a Hardship Leasing Permit from High Point Estates Homeowners Association, Inc. ("Association").

Owner understands and agrees that, if a Hardship Leasing Permit is issued to Owner, then Owner's leasing is subject to, and must comply with, all provisions of the Declaration of Protective Covenants, Conditions and Restrictions for High Point Estates (the "Declaration"). Additionally, if Owner fails to lease his or her Lot for 180 consecutive days after the issuance of a Hardship Leasing Permit, then Owner's Hardship Leasing Permit shall automatically terminate and expire. Owner's Hardship Leasing Permit shall not be transferable to any other Lot or to any future owners of the Lot.

Owner understands that at least seven (7) days prior to any occupancy of a Lot by a tenant, Owner must provide the Board with: (1) emergency contact information for the Owner; and (2) a receipt confirming the Tenant Screening and Background Check provided for below, all as required by High Point Estates Homeowners Association, Inc. Leasing Regulations. Owner further understand that Owner must provide to the Board within ten (10) days of execution by the tenant a copy of the fully completed and executed Lease and Lease Addendum.

Owner agrees to furnish a copy of the following items to the tenant(s) and any occupants prior to them taking occupancy of the Lot:

- A copy of the Declaration of Protective Covenants, Conditions and Restrictions for High Point Estates
- A copy of the Bylaws of High Point Estates Homeowners Association, Inc.
- A copy of the most recent Rules and Regulations, Leasing Regulations and Architectural Guidelines for High Point Estates

Owner further understands and acknowledges that if then tenant(s) or Owner fail to comply with any of the leasing provisions in the Declaration, both the tenant(s) and the Owner shall be subject to fines, termination of the lease agreement and/or termination of the Hardship Leasing Permit.

**Please complete the following:**

1. Detailed description of hardship, including identifying the submitted attachments of all relevant documentation to evidence the hardship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Proposed commencement date of leasing: \_\_\_\_\_

3. Proposed term/length of lease: \_\_\_\_\_

4. Names, addresses, home and work phone numbers of all proposed tenants and/or occupants of Owner's Unit (if known at this time):

<u>Name</u>	<u>Address</u>	<u>Home Phone</u>	<u>Work Phone</u>

5. Non-resident address of Owner: \_\_\_\_\_  
\_\_\_\_\_

6. Phone numbers of Owner: (work) \_\_\_\_\_ (home) \_\_\_\_\_

7. Email of Owner: \_\_\_\_\_

**OWNER:** \_\_\_\_\_  
Signature Date

**(For Association Use Only)**

Application Received: \_\_\_\_\_  
This Hardship Leasing Permit Application is \_\_\_\_\_ Approved (Permit Attached), or \_\_\_\_\_ Denied.

By: \_\_\_\_\_  
Signature Title

Date: \_\_\_\_\_