

# Brookwood LAKE

Homeowners Association Inc.  
2305 Brookwater Drive Alpharetta, Georgia 30005

## LEASING PERMIT

To protect the equity of the individual Lot Owners in the Brookwood Lake Subdivision and to carry out the purpose for which the Development was formed by preserving the character of the Development as a homogenous residential community of predominantly owner-occupied homes, leasing of lots shall be governed by the restrictions imposed by Section 10.24 of the third Amendment of Covenants and Restrictions of Brookwood Lake. This Permit summarizes key components of the Lease Covenant, Owner must read the full Covenant restrictions that governs leasing for Brookwood Lake HOA Inc.

-No Owner of a Lot may lease his or her Lot unless the Owner has received a written Leasing Permit or written Hardship Permit. Owner may submit additional separate information for consideration of Hardship.

-The Owner and lessee shall comply with all Declarations, Bylaws and Rules and Regulations, Amendments of Brookwood Lake and use of common areas. All documents can be found on the Brookwood Lake website, under Governance. www.brookwoodlakehoa.com

-Owner shall provide the Board of Directors of Brookwood Lake, prior to entering Lot into a lease:

- 1) Provide a proposed lease agreement form; the Board shall approve or disapprove the form of said lease. (the lease must contain section (d), (iii) 1, 2 and 3 of the Third Amendment to the Declaration of Covenants, Conditions and Restrictions for Brookwood Lake)
- 2) the Owner or Lessee is required to maintain a professional lawn service during the entire term of the lease or occupancy relationship. The professional lawn service company shall provide all mowing, edging, fertilizing and weeding of lawns and all pruning, repair and maintenance of bushes, shrubs, trees and other landscaping on the Lot. The executed lawn service contracts must accompany an Owner's leasing request.
- 3) Lots may be leased only in their entirety; no rooms or fractions of dwellings or Lots may be leased There shall be no subleasing of Lots or assignment of leases; all leases must be for an initial term of not less than one (1) year
- 4) Owner shall provide the Board of Directors of Brookwood Lake, after executing a lease of the Lot, a copy of the lease and name of lessee and all other people occupying the Lot.
- 5) Lease Administration fee of \$ 350.00 will be due within 30 days of lease execution or occupancy by non-owner, payable to Brookwood Lake HOA Inc. Failure to execute payment will be considered default of permit.

**I have read the 3<sup>rd</sup> Amendment to the Covenants, Conditions and Restrictions for Brookwood Lake in its entirety, prior to submitting the request \_\_\_\_\_ (initials)**

Owner of Lot

Print name    signature    street address    lot number

**Contact information (PRINT)**

Owner / Management Company    Billing address

Contact Phone number    email address

**Approved \_\_\_\_\_ Denied \_\_\_\_\_ Notes \_\_\_\_\_**

\_\_\_\_\_  
Board member

\_\_\_\_\_  
Board member

\_\_\_\_\_  
Date