

Wyndemere HPR Landlord / Tenant Required Documents

The following checks, conducted by certified companies, and information collected by the owner, must be submitted by **villa owners** to the Wyndemere Board of Directors for approval prior to tenants taking residency in Wyndemere, no less than fourteen (14) days prior to the tentative move-in date.

1. Wyndemere Tenant Application
2. Certified **National** background check on all adults named on the lease (We suggest that owners also obtain a credit check on each prospective tenant. There are many online services and phone apps that expedite both for a nominal fee.)
3. A non-executed lease reflecting the terms of the potential lease
4. Number of adults and minors requesting residency

The above completed information must be mailed to wyndemerehpr29928@gmail.com, A response from the Board will be forthcoming within 2 days of receipt of the required documents.

Upon Board approval of Numbers 1-4, the following information must be submitted by **villa owners** no less than seven (7) days before tenant occupancy:

5. Executed lease naming adult residents, commencement date and expiration date
6. HO6 (owner's insurance) declaration page
7. Proof of payment of Wyndemere HPR Behavior Deposit (\$500) and Move-in Fee (\$500). The owner must obtain these from the tenant and remit to the Regime accountant.

Items 5-7 will be provided via email to wyndemere.parking@gmail.com. Upon acknowledged receipt of Items 5-7, tenants will submit parking info through the website. The parking manager will respond with further instructions for the tenant, and offer a convenient time for tenants to obtain a parking permit or decal.

NOTE: Failure to abide by the rules set forth for tenant residency will result in fines issued daily to the owner until board approval is obtained.

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