

LAUREATE PARK MASTER ASSOCIATION, INC.

c/o Artemis Lifestyles

1631 East Vine Street Suite 300

Kissimmee, FL 34744

Telephone:407-705-2190

Email: laureatepark@artemislifestyles.com

**RENTAL APPLICATION AND INSTRUCTIONS**

The following items must be provided to the Laureate Park Master Association Board of Directors, c/o Artemis Lifestyles 1631 East Vine Street Suite 300 Kissimmee, FL 34744 within ten (10) days of the lease being signed:

**Required Documents:**

- Copy of signed lease and all amendments
- Annual/Per Lease Administration Fee of \$200, made payable to Laureate Park Master Association, Inc.
  - Payment can be made via check, money order, or credit card. NOTE: Credit card payments cannot be made over the phone with Artemis Lifestyles or the Onsite Manager. Payment can be made via the owner's online resident account, and you will need your account number. Payments can be mailed or dropped off at Artemis Lifestyles, to the address above, Monday through Friday between 9am and 5pm. Payments are not accepted in the Information Center or with the Onsite Manager.
  - NOTE: If you are mailing the check or money order and sending the documents electronically, please include a copy of the check or money order as proof of payment - **the tenant will not be issued amenity access until the check is received.**
- Completed "Acknowledgement of Covenants and Restrictions" form.
- Permission for Amenity Access form.
- Per the Association Documents, "An owner who leases all of his or her property unit shall be deemed to have assigned all such rights to the tenant of such property unit for the term of such lease". As such, owners who rent out their home therefore forfeit their rights to use the amenities and will have their amenity access discontinued. This does not apply to residents who live in the main home and rent out their garage apartment.

NOTE: If emailing this rental packet, please be sure to copy both [laureatepark@artemislifestyles.com](mailto:laureatepark@artemislifestyles.com) and [bryan.merced@tavistock.com](mailto:bryan.merced@tavistock.com)

**Amenity Access:**

- When all the forms, along with proof of payment, has been received and approved by the HOA the tenant can contact [laureatepark@artemislifestyles.com](mailto:laureatepark@artemislifestyles.com) and [bryan.merced@tavistock.com](mailto:bryan.merced@tavistock.com) for amenity access.
- Amenity access will only be good through the lease term. At the end of the lease term if no new renewal lease is received, along with \$200 lease fee, amenity access will be discontinued.

Please Indicate Type of Dwelling Being Leased:

\_\_\_ Single Family Unit  
Address: \_\_\_\_\_

\_\_\_ Townhome  
Address: \_\_\_\_\_

\_\_\_ Garage Apartment  
\* If Garage Apartment, please indicate address if different from main property address  
Main Property Address: \_\_\_\_\_  
Garage Apartment Address: \_\_\_\_\_

**Mailbox Keys:**

Renters will need to bring a copy of the fully executed lease along with valid photo ID to the United States Post Office located at 6301 Hazeltine National Drive Ste. 120, Orlando, FL 32822. Please reach out to the USPS for their operating hours.

**Special Note for Garage Apartments:**

While some garage apartments do have an address that is separate from the main house, this address is not recognized by the City as an "inhabitable" address. The owner of the property will need to notify the City of Orlando that the address is an apartment and not just a garage and confirm it is in the 911 database before the renter can go to the Post Office and be issued keys. Please note that this is something the property owner will need to do – the HOA cannot do this on the owner's behalf. If the address is not in the 911 database, the Post Office cannot issue keys.

By signing below, the Property Owner acknowledges that (1) all leases are a minimum of twelve (12) months, (2) each owner is obligated to provide a copy of the Laureate Park Master Association, Inc. documents ("Laureate Park HOA Docs") to tenant and (3) all tenants leasing the property to comply with the Laureate Park HOA Docs and that the Property Owner is not released from compliance to the Laureate Park HOA Docs by virtue of lease agreement, (4) If tenants are given amenity fobs, the owners are releasing all rights to access said amenities, except as stated above.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Date

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**ACKNOWLEDGEMENT OF COVENANTS AND RESTRICTIONS**

I/we are leasing property at \_\_\_\_\_ for a minimum of twelve (12) months. I/we understand that I/we are moving into a deed restricted community. I/we have (1) received from the Property Owner (Landlord) a copy of all of the Laureate Park Master Association Documents ("Laureate Park HOA Docs") as are currently in effect or (2) obtained a copy of the Laureate Park HOA Docs via the Association's website <http://www.laureateparkhoa.com>.

I/we have read, understand and agree to abide by said Laureate Park HOA Docs. I/we understand that if there are any outstanding HOA violations, or HOA assessments owed, amenity access to all parties will be discontinued.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Co-Tenant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**ACKNOWLEDGEMENT OF LAUREATE PARK  
AMENITY ACCESS**

Property Address: \_\_\_\_\_

As the owners of the above-referenced property, we acknowledge by our signature(s) below that we have leased this property to \_\_\_\_\_ and are aware that they will be requesting access to the Laureate Park Amenities (Aquatic Center and LP Fit). With this permission we also understand that we then waive all our rights to use of the amenities and will have any current fobs, in our possession, deactivated. Please note, this does not apply to residents who live in the main home and rent out their garage apartment. We also understand that unless ALL paperwork is submitted, along with the \$200 payment, amenity access will not be issued. I/we understand that if there are any outstanding HOA violations, or HOA assessments owed, amenity access to all parties will be discontinued.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Co-Property Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date