

APPLICATION FOR APPROVAL TO LEASE

As the Owner(s) of Record of the townhome at _____ and pursuant to Article VIII, Section 1 of the Declaration of Covenants of the Windsor Square Homeowners Association I, Inc., (I) (We) hereby apply for approval to execute a lease for said townhome.

(I)(We) understand that the following conditions are required of all leases and, within 90 days after this Application is approved will provide a signed Lease Addendum Form. A copy of this Form will be attached to and become part of the lease.

- Only the entire Townhome (not rooms or portions of the home) may be leased.
- Lease must have an initial term of no less than twelve (12) months.
- Tenant must agree to abide by the Declaration of Covenants, the By-Laws, and the Rules and Regulations of the Association.
- I(We) will notify the Association of any change of my(our) contact information (address, phone, email) within 15 days of any change.

(I)(We) further understand that this Application will be denied if it would cause the 10% limitation on leased properties in Windsor Square to be exceeded.

Owner(s) of Record:

Name(s) (Please Print): _____

Signature(s): _____

Mailing Address: _____

Email: _____

Phone(s): _____

Date: _____

NOTE: Any approvals granted by the Board will expire and be voided 90 days after notification to the Owner(s) unless the Board receives a Lease Addendum Form signed by the Tenant(s) and Owner(s).

Please submit the completed form to:

Windsor Square HOA c/o Crofton Perdue Assoc., Inc. at 111 Marsh Rd, Suite 1, Pittsford, NY 14534

For Office Use Only

Date Received: _____ Received By: _____ Date Board Notified: _____

Board Action: Approved _____ Denied _____ Pending _____ Reason _____

Date Owner(s) Notified: _____ If Approved, Date Lease Addendum Form Issued: _____

90-Day Approval Period Begins: _____ Expires: _____

