

# Indian River Club Association, Inc.

## Approval Process Cover Letter for Leasing Units

Unit Owner-Lease contracts must be approved by Indian River Club Association **Prior** to lease taking effect.

### **Lease Process**

1. Request the appropriate application from
  - A. Website: [www.indianriverclub.org](http://www.indianriverclub.org)
  - B. E-mail: [ircrockledge@cfl.rr.com](mailto:ircrockledge@cfl.rr.com)
2. Complete the intent to Lease Form.
3. Mail, hand deliver or e-mail the completed form with signed lease contract to:  
Indian River Club Association, Inc.  
Attn: Approval/Orientation Committee  
1025 Rockledge Drive  
Rockledge FL 32955  
E-mail: [ircrockledge@cfl.rr.com](mailto:ircrockledge@cfl.rr.com)
4. The committee has 10 business days from the date of receipt (excluding date of receipt, Saturdays, Sundays, and Holidays) of application to act upon the application.
5. Lessee must be available for an interview with the Approval Committee within the allotted 10 days.
6. Provide any additional information, if requested.

### **LEASE INFORMATION**

1. Must use Indian River club Association approved lease contract form.
2. MINIMUM lease is one year.
3. Owners of units SURRENDER their rights to use the Common Areas, while their units are leased.
4. Subleasing is NOT permitted.
5. All leases are handled as NEW leases.
6. NO pets are permitted.
7. NO Smoking unless approved by the unit owner. Refer to lease contract.
8. NO rooms or parts of unit may be rented.
9. NO transient residents may be accommodated.

**Indian River Club Association, Inc.**  
**Notice of Intent to Lease**

**UNIT #** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Address** \_\_\_\_\_

**To be completed by the Lessor (Owner):**

This notice of intent to lease and fully executed copy of the related lease contract must be sent to the Indian River Club Association, Inc., Approval Committee, 1025 Rockledge Drive, Rockledge, FL 32955. E-mailed to [ircrockledge@cfl.rr.com](mailto:ircrockledge@cfl.rr.com)

All Leases are granted according to the **HANDBOOK OF RULES & REGULATIONS** posted on the Association website, [www.indianriverclub.org](http://www.indianriverclub.org), to include all changes and updates. The owner should direct the lease to this site.

The Owner/Agent is to furnish Lessee with keys to the unit and the common areas.

The Association must be given keys to the unit and in the event the locks are changed, the Association keys must be updated. Handbook page 3, rule 2.4.

Use of the unit is limited to a single-family residency.

Occupancy of the unit will be limited to the lessee and his/her immediate family listed on page 2 of this form.

Owner/s of the unit surrenders their rights to use of the common areas, while the unit is leased.

In compliance with the Declaration of Condominium of the association, I/We hereby serve notice that as Owner/s or Agent of the above references unit, I/We intend to lease said unit, in accordance with the attached Contract for Lease.

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

**Print Name:** \_\_\_\_\_

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

**Home phone** \_\_\_\_\_ **Cell phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**E-mail address** \_\_\_\_\_ **Fax#** \_\_\_\_\_

**Mailing address for owner** \_\_\_\_\_

---

**Indian River Club Association, Inc.**  
**Notice of Intent to Lease**

**To Be Completed by Lessee (Tenant)**

**The Indian River Club Association will not accept partially completed forms.**

**I/We intend to lease unit number \_\_\_\_\_  
at address \_\_\_\_\_**

**I/We are aware that any falsification or misrepresentation of the information contained herein will result in automatic rejection of this application.**

**I/We acknowledge and understand that the property offered for lease is governed by condominium documents and rules and regulations, which are applicable to both the unit and the common property, and which may be amended from time to time by the Association.**

**I/We have been directed to review the Handbook of Rules and Regulations, Indian River Club, a Condominium by the Owner/Agent and all changes and updates.**

**Units are for single-family use ONLY. The following persons will occupy the unit:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Dates Resided at Previous address: from \_\_\_\_\_ to \_\_\_\_\_

---

## **Indian River Club Association, Inc.**

### **Notice of Intent to Lease**

**List two references:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

#### **LEASING INFORMATION**

**Date Lease Begins** \_\_\_\_\_

**Date Lease Ends** \_\_\_\_\_

**Name of Leasing Agent** \_\_\_\_\_

**Agent's phone & Email:** \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_, 20\_\_\_\_\_.  
Lease fee \$100.00 paid by

Owner \_\_\_\_\_

Tenant) \_\_\_\_\_

---

**Signed(Lessee)** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Signed (Lessee)** \_\_\_\_\_ **Date** \_\_\_\_\_

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

---

## THIS SECTION FOR ASSOCIATION USE ONLY

Upon receipt of Notice to Intent to Lease and a fully executed copy of the related lease contract, the Association has 10 days from the date of receipt (not to include the day of receipt) of the application to advise the Owner/Agent of actions taken.

\_\_\_\_\_ was/were interviewed by the Approval Committee  
on \_\_\_\_\_ as lessee for unit # \_\_\_\_\_.

*Signed:* \_\_\_\_\_ *Signed:* \_\_\_\_\_  
Print name \_\_\_\_\_ Print name \_\_\_\_\_

*Signed:* \_\_\_\_\_ *Signed:* \_\_\_\_\_  
Print name \_\_\_\_\_ Print name \_\_\_\_\_

*Signed:* \_\_\_\_\_ *Signed:* \_\_\_\_\_  
Print name \_\_\_\_\_ Print name \_\_\_\_\_