

RIVERWOOD COMMUNITY ASSOCIATION LEASE NOTIFICATION FORM

ARTICLE IV: Section 4: Lessees. A Resident has the right to lease his/her Riverwood property in accordance with the neighborhood Supplemental Declaration. Prior to the Lessee taking possession of the property, the Resident must complete an RCA Lease Notification Form. The Resident shall provide the Lessee with the Covenants and the RCA Policies and Rules. The Resident does not have the right to use the Facilities during a lessee's occupancy of the Resident's property.

Most neighborhood covenants state that homes/condos may be rented for a one (1) month minimum and with a maximum of three (3) times yearly. Rentals of less than this time period are not permitted in Riverwood unless your neighborhood documents allow this. All rental information is to be supplied to the Riverwood Community Association Management Office. Owners renting for periods other than as stated will be considered in violation of the Covenants. In accordance to the Riverwood Policies, Article V: Fees; Section 2: Business Fees.

A non-refundable lease processing fee of \$25 will be charged.
NO GATE PASSES OR BARCODES WILL BE ISSUED PRIOR TO COMPLETION OF PAPERWORK.
BARCODES ONLY ISSUED FOR RENTAL OF 91 DAYS OR MORE.

OWNER INFORMATION (Please Print)

Lot # _____

Date _____

Owner(s) Name(s): _____

Rental Address: _____

Neighborhood _____

Owner(s) Telephone #: _____

I _____ have supplied _____ with a copy of the Riverwood
(Owner's name) (Renter's name)

Community Association Covenants and Policies & Rules. As the owner of the property, I understand that I am responsible for all violations within the community caused by the renter of my property. Notices of violations will be sent to me personally plus a copy to the renter(s). Continued violations may carry fines to me as the owner.

(Owner's signature)

Date

RENTAL OCCUPANCY INFORMATION

NAME _____

NAME _____

NAME _____

NAME _____

DATE OCCUPANCY COMMENCES: _____ ENDS: _____

Renter(s) Phone #(s): _____

Renter(s) Email Address: _____

IN CASE OF EMERGENCY CONTACT

Name

Street

City

State/Zip

Phone No.

THIS APPLICATION MUST BE COMPLETED and SENT IN ADVANCE TO
RIVERWOOD COMMUNITY ASSOCIATION with the \$25.00 processing fee (non-refundable) made payable to RCA
c/o MANAGEMENT OFFICE, 4250 Riverwood Dr., Port Charlotte, FL 33953
Phone: (941) 764-6663 Fax (941) 625-7806