



LEASING A PROPERTY IN WESTON HILLS

Below are the guidelines and requirements for Owners & Tenants & Real Estate Agents. Please, review them carefully to prevent any delays in the application process.

The Weston Hills Association Documents must be strictly followed.

FOR OWNERS

- The entire home must be rented; subleasing or renting individual rooms is not allowed. **Airbnb is strictly prohibited.**
- A **one-time** deposit of **\$1,000.00**, payable to Weston Hills Maintenance Association is required and will be held in the owner's account throughout the lease term to cover potential damage to common areas. Payments are accepted via **personal check or cashier's check only** from the owner.
Note: The Sub-Division THE POINTE requires two payments of \$1,000.00 each.
- Leases must have a **one-year term**—no exceptions.
- Lease approval will not be granted if the owner has outstanding assessment dues or unresolved violations. A property inspection will be conducted, and any violations must be addressed before the tenant's application can proceed.
- All leases must state that the homeowner is responsible for exterior maintenance. If this is not specified, **Affidavits will not be accepted**, and an **Amendment or Addendum** to the lease will be required.
- **Tenants must reapply annually** through Tenant Evaluation. Failure to do so will result in decal deactivation upon lease expiration, requiring tenants to use the guest lane for entry and leading to a violation on the property.

FOR TENANTS

- All lease applicants must apply through **Tenant Evaluation** at **Tenanttev.com** using access code **8943**. For questions, contact **Tenant Evaluation** at **305-692-7900** or **support@tenantevaluation.com**—not the Weston Hills office.
- The **application fee is non-refundable** and covers credit checks, criminal/eviction searches, and other required screenings.
- The expected fee for your application is **\$100.00**. Actual fees may vary depending on the additional information obtained for your application.
- The **optional Platinum service fee** may expedite Tenant Evaluation's processing but **does not** speed up approval from Management or the Leasing Committee.
- **All occupants 18 years or older** must submit a separate application unless listed as co-applicants. If you do not list your spouse as a co-applicant on the original application, your spouse will need to complete and submit a separate application.
- Tenants must demonstrate **income of at least 3x the rental amount**, verified through **bank statements, pay stubs, or tax returns**.
- Documents from foreign applicants must be translated into **English**. **International bank statements, tax returns, or pay stubs** must include a signed letter specifying the **currency conversion to USD**.
- **No vehicle decals or barcodes** will be issued to tenants until the lease is approved by the Leasing Committee. Barcodes will be activated for the lease term and automatically deactivated upon expiration.
- Tenants **cannot purchase decals** for relatives, guests, or vendors.
- Lease approval will be denied if the **owner has outstanding assessment dues or unresolved violations**. A property inspection will be conducted, and the owner must address any violations before approval.
- **Ana Maria Pescetto, Administrative Assistant** (apescetto@castlegroup.com) will review applications to ensure all required documents are included. She will contact tenants and owners if additional information is needed before forwarding the application to the Committee. No lease will be approved until this process is complete.
- Please, be advised that we have no control over when the Committee will issue their approval — it may take as little as one day or several days.
- Once approved, tenants will receive a Welcome Package with general community information, credentials, and decal instructions **the same day the lease starts**.

- Tenants must reapply annually and will be notified 60 days before the lease expires. Failure to do so will result in automatic decal deactivation and restricted community access via the guest lane.

REAL ESTATE AGENTS

- All your emails must include the Owners or Tenants you are representing in CC to ensure transparency and consent when sharing sensitive information to avoid misunderstanding.

The timeline for approval depends on the following factors:

- Whether tenants provide all required documents **on time** during the process.
- Tenant evaluation typically takes **3 to 4 days** to review the application.
- Once received, we must ensure all documentation is complete and accurate.
- If once the inspection has been completed, no violations are issued or are still pending to be complied, otherwise, the owner must comply before we can continue with the application process.
- The time required for the **Committee's approval**.