



5915 Farrington Road, Suite 104, Chapel Hill, NC 27517 / [www.casnc.com](http://www.casnc.com)  
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**THE LANDINGS AT PINE CREEK TOWNHOME ASSOCIATION, INC.**  
LEASE APPLICATION / SUBMISSION FORM

**Homeowner Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Lot Number*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Owner Occupied** (owners not leasing)

Vehicle Information Form attached? YES NO

I submitted the form prior to November 22, 2019. No changes have occurred. YES NO

**Leasing Information**

**Currently Leasing?** YES NO

Lease Type:

**Family Member Lease** YES NO

If yes, type of relation?  
\_\_\_\_\_

**“Grandfather” Lot Eligible** YES NO

Lease Start Date: \_\_\_\_\_

Lease End Date: \_\_\_\_\_

A copy of the current lease is attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Lessee Information completed below	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Acknowledgment of Terms completed below	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Vehicle Information Form completed (if applicable)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

\*Please fill out ***italicized, bold, areas*** below. The information pertains to all leases.\*

**Application for Lease Renewal / Application to Lease**

<b>Lease Renewal Application (must be with Current Lessee)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Family Member Lease Application</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Application to begin leasing Townhome</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed Renewal Lease is attached</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed Family Member Renewal Lease is attached</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed Lease is attached</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b><i>Lease term/proposed term is one (1) year or greater</i></b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b><i>Lease contains a "No Sub-leasing" Clause</i></b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b><i>I acknowledge there is NO short-term leasing</i></b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b><i>Start Date/Proposed Start Date:</i></b> _____		
<b><i>End Date/Proposed End Date:</i></b> _____		
<b><i>Lessee(s) have been provided a copy(s) of ALL Covenants, Conditions &amp; Restrictions of the Association</i></b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b><i>Lessee(s) have been informed that sub-leasing is NOT allowed within the Association</i></b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b><i>Lessee(s) have been informed that a Vehicle Information Form(s) of his/her vehicle(s) has been submitted to the Association</i></b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b><i>Lessee(s) have been informed that his/her personal contact information has/will be submitted to the Association for lease compliance</i></b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Lessee(s) Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Lot Number*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Lot Number*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Lot Number*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Lot Number*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Acknowledgement of Terms**

I have read the Amendment to "Article XI. Section 9.7. Leasing." of the Declaration of the Association in full and agree to comply with all Restrictions contained within.

YES NO

I am aware that if my Lessee, or myself, are found to be in violation of any of the Restrictions of the Amendment that the results or actions may be the maximum amounts allowable by Statute.

YES NO

I am aware that there is a 15% Leasing Cap on the Total Number of Townhomes in the Association. (10 Homes)

YES NO

I am aware that my submission of any type of application for renewal or leasing does not guarantee the approval of any lease.

YES NO

I acknowledge that I have been provided all relevant documentation of the Amendment to "Article XI. Section 9.7. Leasing." of the Declaration.

YES NO

\_\_\_\_\_ [PRINT NAME]  
*First* *Last*

\_\_\_\_\_ [SIGNATURE]  
*First* *Last*

\_\_\_\_\_ [DATE]

**Board / Internal**

Date of Receipt: \_\_\_\_\_

**Approved** YES NO

Date of Approval: \_\_\_\_\_

**Conditional Approval** YES NO  
**[Waiting List]**

Date of Conditional Approval: \_\_\_\_\_

**Denied** YES NO

Justification for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**The Landings at Pine Creek Townhome Association, Inc. – Vehicle Information Form**

**Property ID:** \_\_\_\_\_

**Owner Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**Email(s):** \_\_\_\_\_  
\_\_\_\_\_

**Vehicle Information:**

*\*Please list Owner/Family Member Vehicles as: “Owner/Family Member”, whichever applies, followed by vehicle information.*

*\*Please list Resident/Tenant Vehicles on as: “Resident/Tenant” followed by the vehicle information.*

**Vehicle 1.** \_\_\_\_\_  
\_\_\_\_\_

**Vehicle 2.** \_\_\_\_\_  
\_\_\_\_\_

**Vehicle 3.** \_\_\_\_\_  
\_\_\_\_\_

**Vehicle 4.** \_\_\_\_\_  
\_\_\_\_\_

**Extra Lines**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_