



Renewal of Sublease Permit Application

Parties to the Sublease Permit may request a renewal no more than 60 days prior to the end of the 12-month sublease period.

The steps and required information/documentation to renew the initial Sublease Permit are described below. The information provided must be legible for digital imaging.

- A. The Member (also known as Sublessor) must complete and submit this Renewal of Sublease Permit Application and required fee(s) to the Leasing Office for the board's or authorized agent's review and approval. The Application is available for download at lagunawoodsvillage.com or upon request from the Leasing Office.
- B. Required documentation:
 - 1. Renewal of Sublease Permit Application
 - 2. Payment for processing fee (and for additional occupants in excess of two, if any) can be made by credit card or by check made payable to GRF
 - 3. Copy of the new pending written sublease agreement between the Sublessor(s) and Sublessee(s) for the current year. Such agreement is not included with the Sublease Permit Application or provided by the Laguna Woods Village Leasing Office
- C. Upon receipt of the Renewal of Sublease Permit Application, the Leasing Office will research and take into consideration whether the Member and/or Sublessee(s) has received notices of rule violations or has any outstanding charges and assessments before approval of the application can occur. Extensive history of such events may result in application denial.
- D. The Board or authorized VMS staff member(s) will review the Renewal of Sublease Permit Application and approve or deny the request in writing.
- E. The Leasing Office will notify the Member of the results within 10 business days subject to the terms and conditions that exist. Rush applications may be delayed if the Leasing Office notifies the Member that it requires additional time to review and/or requests additional information from the Member while conducting its review.
- F. The Lease Office hours of operation are Monday through Friday, federal holidays excepted, 8 a.m. to 5 p.m., phone number 949-597-4323 and email leasing@vmsinc.org. Mailing address is P.O. Box 2220, Laguna Hills, CA 92654-2220. Physical address is 24351 El Toro Road, Laguna Woods, CA 92637.
- G. Fees - Members applying to continue to sublease out their Unit shall pay the fees associated with the review, processing, and approval of the Renewal of Sublease Permit Application. The fees shall be as set forth in the original Application for Sublease Permit Policy.



Renewal of Sublease Permit Application

Renewal of Sublease Permit Application is made by and between:

_____, Sublessor(s), and
_____, Sublessee(s),

relative to a certain written sublease agreement for premises known as:

_____, _____, _____, _____
Address City State Zip Code

Sublessor(s) and Sublessee(s) each agree to renew the term of said Sublease Permit for a period of _____
(month(s)/year) commencing on _____ (start date) and terminating on _____ (ending date).

It is further provided, however, that all other terms and conditions of the original Sublease Permit shall continue during this renewal term as if set forth herein.

This agreement shall be binding upon and shall inure to the benefit of the parties, their successors, assigns and personal representatives.

Sublessor/Member

Sublessor/Member

Signed this Date: _____

Signed this Date: _____

Sublessee

Sublessee

Signed this Date: _____

Signed this Date: _____



Renewal of Sublease Permit Application

Unit No: _____

Return completed application to the Leasing Office located in Community Center at 24351 El Toro Road, Laguna Woods, CA 92637; phone 949-597-4323; email leasing@vmsinc.org.

This Renewal of Sublease Permit Application is still subject to the terms and provisions of the originally executed United Sublease Permit Policy and shall continue to be effective when renewal is approved by the Mutual.

Manor Information		
Manor Address:		
Carport #:	Space #:	
Sublease Term Date From:	To:	
Sublessor/Member #1 Information		
First Name:		Last Name:
Primary Phone:	Cell phone:	Email:
Mailing Address:		
Sublessor/Member #2 Information		
First Name:		Last Name:
Primary Phone:	Cell phone:	Email:
Mailing Address:		
Sublessor's Agent / Agency (if any)		
Agent Name		Agency Name:
Cell phone:		Telephone:
Email:		
Information for Sublessee #1		
Sublessee #1 ID No.		
First Name:		Last Name:
Primary Phone:	Cell phone:	Email:
Information for Sublessee #2		
Sublessee #2 ID No.		
First Name:		Last Name:
Primary Phone:	Cell phone:	Email:
Sublessee's Agent / Agency (if any)		
Agent Name		Agency Name:
Cell phone:		Telephone:
Email:		



Renewal of Sublease Permit Application Agreement - Acknowledgments

The undersigned acknowledges receipt of the initial United Sublease Permit Policy and acknowledges that it does not represent any direct or indirect liability on behalf of United Laguna Woods Mutual (United), the Golden Rain Foundation of Laguna Woods (GRF) and Village Management Services Inc. (VMS), and each of their respective directors, officers, employees and agents. By executing this Renewal of Sublease Permit Application, all parties hereby agree to continue to comply with and be bound by the original Sublease Permit and Terms and Conditions of the Sublease Permit, if approved by the board of directors or authorized agent.

Acknowledgment	Initial(s)			
	Sublessor #1	Sublessor #2	Sublessee #1	Sublessee #2
I have read and received a copy of the Sublease Permit Policy and agree to comply.				
I agree to comply with the rules established by this Community.				
United, GRF and VMS are not parties to the terms of the sublease between the Sublessor and Sublessee(s).				
I agree that United has the right to collect and retain the rent payable and to apply it to any delinquent assessments and charges.				
I understand that falsification of any information related to this application renders this application null and void.				

Does Sublessee(s) have authorization to request repairs on behalf on behalf of the Sublessor or work for which there is a charge? Yes No

Sublessor #1 Name (Print)	Sublessor Signature	Date
Sublessor #2 Name (Print)	Sublessor Signature	Date
Sublessee #1 Name (Print)	Sublessee Signature	Date
Sublessee #2 Name (Print)	Sublessee Signature	Date

ACTION BY MUTUAL BOARD OF DIRECTORS

APPLICATION DENIED		APPLICATION APPROVED	
The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is denied.		The Board of Directors of this Mutual Corporation has reviewed this application. Based on the information provided, the application is approved.	
SIGNATURE	DATE	SIGNATURE	DATE

Date _____

Authorized Agent: _____