

### **Renewal of Lease/Rental Authorization: Procedure and Application**

[Resolution 03-23-78](#); Adopted July 18, 2023

Parties to the Lease/Rental Authorization may request a renewal no more than 60 days prior to the end of the 12-month lease/rental period.

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

- A. The Member (also known as Landlord/Lessor) must complete and submit this Renewal of Lease/Rental Authorization 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](http://lagunawoodsvillage.com) or upon request from the Leasing Office.
- B. Required documentation:
  1. Renewal of Lease/Rental Authorization 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 lease/rental agreement between the Landlord/Lessor and Lessee or Renter for the current year. Such agreement is not included with the Lease/Rental Authorization Application or provided by the Laguna Woods Village Leasing Office.
- C. Upon receipt of the Renewal of Lease/Rental Authorization Application, the Leasing Office will research and take into consideration whether the Member and/or Lessee/Renter 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 Lease/Rental Authorization 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](mailto: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 - Owners and Resident Members applying to continue to lease out their Unit or rent out a portion of the Resident Member occupied Unit shall pay the fees associated with the review, processing, and approval of the Renewal of Lease/Rental Authorization Application. The fees shall be as set forth in the Fee Schedule which will be distributed upon request.

**Renewal of Lease/Rental Authorization Application**

Renewal of Lease/Rental Authorization Application is made by and between:

\_\_\_\_\_, Landlord / Lessor, and  
\_\_\_\_\_, Lessee / Renter,

relative to a certain lease/rental agreement for premises known as:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Address City State Zip Code

Landlord/Lessor and Lessee/Renter each agree to renew the term of said Lease/Rental Authorization 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 Lease/Rental Authorization 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.

\_\_\_\_\_  
Landlord / Lessor Signature

Signed this Date: \_\_\_\_\_

\_\_\_\_\_  
Landlord / Lessor Signature

Signed this Date: \_\_\_\_\_

\_\_\_\_\_  
Lessee / Renter Signature

Signed this Date: \_\_\_\_\_

\_\_\_\_\_  
Lessee / Renter Signature

Signed this Date: \_\_\_\_\_

### Renewal of Lease/Rental Authorization Application

Unit No: \_\_\_\_\_

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

This Renewal of Lease/Rental Authorization Application is still subject to the terms and provisions of the originally executed Third Lease/Rental Policy and shall continue to be effective when renewal is approved by the Mutual.

<b>Manor Information</b>			
Manor Address:			
Carport #:		Space #:	
Lease/Rental Term Date From:		To:	
<b>Landlord / Lessor #1 Information</b>			
First Name:		Last Name:	
Primary Phone:	Cell phone:	Email:	
Mailing Address:			
<b>Landlord / Lessor #2 Information</b>			
First Name:		Last Name:	
Primary Phone:	Cell phone:	Email:	
Mailing Address:			
<b>Landlord's Agent / Agency (if any)</b>			
Agent Name		Agency Name:	
Cell phone:		Telephone:	
Email:			
<b>Information for Lessee/Renter #1</b>			
<b>Lessee / Renter #1 ID No.</b>			
First Name:		Last Name:	
Primary Phone:	Cell phone:	Email:	
<b>Information for Lessee/Renter #2</b>			
<b>Lessee / Renter #2 ID No.</b>			
First Name:		Last Name:	
Primary Phone:	Cell phone:	Email:	
<b>Lessee/Renter's Agent / Agency (if any)</b>			
Agent Name		Agency Name:	
Cell phone:		Telephone:	
Email:			

**Renewal of Lease/Rental Authorization Agreement - Acknowledgments**

The undersigned acknowledges receipt of the initial Third Lease/Rental Policy and acknowledges that it does not represent any direct or indirect liability on behalf of Third Laguna Hills Mutual (Third), 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 Lease/Rental Authorization Application, all parties hereby agree to continue to abide by the Lease/Rental Authorization and Terms and Conditions of the Lease/Rental Policy, if approved by the board of directors.

Acknowledgment	Initial(s)			
	Member #1	Member #2	Lessee/Renter #1	Lessee/Renter #2
I have read and received a copy of the Lease/Rental Policy and agree to comply.				
I agree to comply with the rules established by this Community.				
Third, GRF and VMS are not parties to the terms of the lease between the Member and Lessee or renter.				
I agree that Third 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 Lessee(s)/Renter(s) have authorization to request repairs on behalf of the Member or work for which there is a charge?  Yes  No

Landlord / Lessor #1 Name (Print)	Member Signature	Date
Landlord / Lessor #2 Name (Print)	Member Signature	Date
Lessee/Renter #1 Name (Print)	Lessee/Renter Signature	Date
Lessee/Renter #2 Name (Print)	Lessee/Renter 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.	
<b>SIGNATURE</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>DATE</b>

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

Authorized Agent: \_\_\_\_\_