



Application for Lease Permit Checklist

- Please provide a copy of the executed lease agreement between the Member and Lessee for the current year. (Separate from this application, it is the Member's responsibility to execute a lease agreement, not included within this package, and not provided by Laguna Woods Village Leasing office.)
- The information provided must be legible for digital imaging.
- Please submit a complete package with all documents otherwise the package cannot be processed—see page 19.
- Complete Package can be submitted:

BY MAIL

Laguna Woods Village
Attention Leasing
P.O. Box 2220
Laguna Hills, CA 92654-2220

DROP OFF (Black drop box in front of Community Center entrance)

Laguna Woods Village
Attention Leasing
24351 El Toro Road
Laguna Woods, CA 92638



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**Lease Authorization Policy
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To view this lease authorization policy and application package online, visit
lagunawoodsvillage.com and click on Neighborhoods→Sales & Leasing→Third
 Laguna Hills→Third Lease Authorization Policy

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Information for Lessee #1		Lessee #1 ID No. _____	
First Name:		Last Name:	
Telephone:		Cell Phone:	
Date of Birth:		SS#:	
Email:			
Occupation:			
Current Monthly Income:		Source of Income:	
Move-in Date:			
Prior Addresses (include information for the past five years/use additional paper if required)			
Present Home Address:			
Length of Time/From:		To:	
Reason for Leaving:			
Previous Home Address:			
Length of Time/From:		To:	
Reason for Leaving:			
Next Previous Home Address:			
Length of Time/From:		To:	
Reason for Leaving:			
Has proposed Lessee #1 been convicted of a felony in the last 20 years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has proposed Lessee #1 been convicted of a misdemeanor involving moral turpitude in the last five years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Information for Lessee #2		Lessee #2 ID No. _____	
First Name:		Last Name:	
Telephone:		Cell Phone:	
Date of Birth:		SS#:	
Email:			
Occupation:			
Current Monthly Income:		Source of Income:	
Move-in Date:			
Prior Addresses (Include information for the past 5 years/Use additional paper if required)			
Present Home Address:			
Length of Time/From:		To:	
Reason for Leaving:			
Previous Home Address:			
Length of Time/From:		To:	
Reason for Leaving:			
Next Previous Home Address:			
Length of Time/From:		To:	
Reason for Leaving:			
Has proposed Lessee #2 been convicted of a felony in the last 20 years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has proposed Lessee #2 been convicted of a misdemeanor involving moral turpitude in the last five years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Lease Authorization Agreement

The undersigned acknowledges receipt of the Lease 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.

Acknowledgment	Initial(s)			
	Member #1	Member #2	Lessee #1	Lessee #2
I have read and received a copy of the Lease 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.				
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) have authorization to request repairs on behalf of the Member or work for which there is a charge? Yes No

Member #1 Name (Print):	Member Signature:	Date:
Member #2 Name (Print):	Member Signature:	Date:
Lessee #1 Name (Print):	Lessee Signature:	Date:
Lessee #2 Name (Print):	Lessee 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	SIGNATURE
SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE
DATE:	DATE:

Date _____

By _____
Authorized Agent

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DECLARATION REGARDING CRIMINAL RECORD

Each non-member occupant is required to sign a separate “Declaration Regarding Criminal Record”.

The following representations are made pursuant to Article II, Section 2 (c) of the Covenants, Conditions and Restrictions (CC&Rs) of Third Laguna Hills Mutual.

TO: Third Laguna Hills Mutual

The undersigned hereby states:

- 1. I have not been convicted of a felony within the last twenty years, and/or**
- 2. I have not been convicted of a misdemeanor involving moral turpitude within the last five years.**

Executed on _____ at _____.
Date City/State

I understand that falsification or misrepresentation of any information contained herein shall automatically render the Lease Authorization Application null and void.

Lessee Signature

Lessee Name Printed

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TO: Third Laguna Hills Mutual

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Executed on _____ at _____.
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I understand that falsification or misrepresentation of any information contained herein shall automatically render the Lease Authorization Application null and void.

Lessee Signature

Lessee Name Printed

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DECLARATION OF UNDERSTANDING

I have read and understand the Third Laguna Hills Mutual Lease Authorization Policy and agree to comply with its Terms and Conditions. The information provided on the Lease Authorization Application dated _____ is true and correct.

Member #1 Print Name Date

Member #1 Signature

Member #2 Print Name Date

Member #2 Signature

Lessee #1 Print Name Date

Lessee #1 Signature

Lessee #2 Print Name Date

Lessee #2 Signature

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When you get approved, please set this up.

When seconds count, you can count on...



CodeRED is the community notification system used to call, text and/or email Laguna Woods Village Residents with time-sensitive and/or emergency information. This system is separate from the regular email information you may be receiving from the Communications Department, and requires a specific, unique enrollment.

Laguna Woods Village Security and Disaster Preparedness Task Force encourage you to take a few minutes to ensure we have accurate contact information for you so you are informed in the event of an emergency or threat to the Village. Safety is a two-way street. Be sure to register today to receive the information you need, when it matters, regarding events such as:

- Critical Power Outages
- Earthquake Emergency Procedures
- Evacuation
- Gate or Road Closures
- Safety Threats
- Fire

Please complete the form online through the Laguna Woods Village website. Go to www.lagunawoodsvillage.com, and look for the CodeRED icon at the top left of the home page.

You can be assured that all information provided for your CodeRED notification is confidential and will only be used to contact you in the case of an emergency.

Note: California Civil Code Section 4041 requires owners to provide annual written notice to the association of the following. This includes contact information of the legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of an emergency or extended absence from the manor. Emergency contact information may be given to hospital personnel upon request.