

WESTBROOKE PLACE HOMEOWNERS ASSOCIATION, INC.
LEASE STATUS APPLICATION AND APPROVAL

1. **Owner and Lot.** This Lease Status Application and Approval ("**Application**") is submitted by "**Owner**" identified herein to Westbrooke Place Homeowner's Association, Inc. ("**Association**"), and is applicable to (and only to) the "**Lot**" identified herein. Association's approval is effective as of Association's signature date below, and, if so indicated below, retroactive to the "approved Status Effective Date" in the approval table below. In the event of conflict between this document and the Association's most recently recorded "*Amended and Restated Declaration of Covenants, Conditions and Restrictions for Westbrooke Place*" ("**Declaration**"), the Declaration controls. All lot leases, lessees and occupants must comply with the Declaration and Association rules. For reference, Declaration Paragraph 12 "Leasing" is attached as Exhibit A.

- a. "**Lot**" means the single family residence at (select correct street):

_____ Westbrooke (Way)(Circle) NE, Brookhaven, GA 30319

- b. "**Owner**" means [Owner completes]:

Printed Name

Email

Telephone

Current or Expected Off-Property Address (if applicable)

- c. "**Lessee**" means [Owner completes and keeps current; add pages as needed]:

Printed Name	Telephone No.	Email:

2. **Requested Change in Lot's Lease Status** [Owner completes]:

Requested Lease Status Change or Continuation	
From (existing): ☐ Open ☐ Undue Hardship ☐ Restricted ☐ Uncertain/unknown	To (new or continued): ☐ Open ☐ Undue Hardship
Is the Lot currently leased? ☐ Yes ☐ No If leased, show lease start date and term for current Lessee: Start Date: ____/____/____ (mm/dd/yyyy) Term: _____ (months)	
Requested start date* for new/continued status:	Date: ____/____/____ (mm/dd/yyyy)

* If the Lot is currently leased, and either the Lot's lease status is uncertain or this form is used to confirm or clarify a prior informal approval, use the lease start date as the "Status Effective Date."

3. **Approved Lease Status** [Association reviews and completes; officer initials]:

Approved Status (Association to amend if needed and complete; President to initial)				
Approved Status:	Status Term:	Status Effective Date*	Status Termination Date	Initials
☐ Open	_____ mos	____/____/____	____/____/____	_____
☐ Undue Hardship				

By initialing above and signing below, Association approves the above-indicated approved status, term, effective date, and termination date.

4. **Status Duration and Expiration; Reversion; Continuation.**

- a. Duration and Expiration. Association's approval of Open Lease Status and Undue Hardship Lease Status is valid only on and after the approved Status Effective Date. Approval expires on the Status Termination Date indicated above.
- b. Reversion. Except as otherwise permitted in the Declaration or Rules, Owner acknowledges that the Lot's lease status changes to Restricted Lease Status at midnight on the approved Status Expiration Date, and that leasing of the Lot must not continue thereafter unless and until Owner requests and Association approves a new or continued lease status in accordance with the Declaration and Rules.
- c. Continuation. Owner acknowledges that:
 - i. Undue Hardship. Approval of Undue Hardship Lease Status: (i) is valid for a maximum of **twelve (12) months**; (ii) reverts **automatically** to Restricted Lease Status at the end of such period; (iii) must be must **re-applied for annually** by Owner as provided in the Declaration; and (iv) may be declined by the Association as set forth in the Declaration.
 - ii. Open Lease Status. Approval of Open Lease Status is not open-ended, permanent or perpetual, and the Lot's next approved Open Lease Status may vary in type, length and scope from that herein. Upon expiration, and consistent with the Declaration, Association may decline to continue Open Lease Status, as, for example, if (i) the Lot is one of the maximum allowed under such status by the Declaration and a waitlist exists of Association members seeking that status, or (ii) condition of the Lot or conduct of the parties involved with its lease has led to significant or continuing violation of the Declaration, Rules, applicable laws, or Owner's obligations herein.

5. **Lease Length.** The initial term for lease agreements for Lots having Open Lease Status or Undue Hardship Lease Status shall be at least **six (6) months**, and not more than then-remaining portion of the approved Status Term. Owner may extend the term of a lease on a continuous basis for the same Lessee for periods less than the minimum (e.g., month-to-month), but the initial term plus extensions thereto shall not exceed the approved Status Term or extend beyond the Status Termination Date unless and until Owner first requests and then Association approves renewal of Open Lease Status or Undue Hardship Lease Status for the Lot.

6. **Prohibited Rentals.** No Lot owner, lessee or Lot occupant shall rent or sublet the Lot or any portion of it under any lease status for any use prohibited by the Declaration or Rules, or by any applicable law, ordinance or regulation.
7. **Status Not Transferrable.** Association's approval decisions are valid only between Association Owner and only for the Lot. Association's approval decisions herein are temporary and personal to Owner, and no other person or entity (including Lot lessees, Lot Occupants and Lot management companies) has standing or rights to enforce or contest the same. Open Lease Status and Undue Hardship Lease Status **do not run with the property** and are **not transferable or assignable** to: (i) any person or entity, including without limitation, any Lot lessee or Occupant, any person or entity managing the Lot or managing Owner's lease agreements, or any subsequent purchaser or owner of the Lot; or (ii) any other Westbrooke Place lot, dwelling or structure, regardless of Owner's or its Lessee's interest therein.

APPLICANT OWNER:

Signature

Printed Name

Application Date

APPROVED:

WESTBROOKE PLACE HOMEOWNERS ASSOCIATION, INC.

Officer Signature

Printed Name

Title

Date

[Exhibit A follows]

Exhibit A
WPHOA 2003 Declaration of Covenants, Paragraph 12 (Leasing)

12. LEASING.

In order to protect the equity of the individual Lot Owners at Westbrooke Place, to carry out the purpose for which the Property was formed by preserving the character of the Property as a homogenous residential community of predominantly owner-occupied homes and by preventing the Property from assuming the character of a renter-occupied apartment complex, and to comply with the eligibility requirements for financing in the secondary mortgage market insofar as such criteria provide that the project be substantially owner-occupied, leasing of Lots shall be governed by the restrictions imposed by this Paragraph. Except as provided herein, the leasing of Lots shall be prohibited.

(a) Definitions.

(i) "**Leasing**," for purposes of this Declaration, is defined as regular, exclusive occupancy of a Lot by any person or persons other than the Owner; provided, however, for purposes of this Declaration, leasing shall not include exclusive occupancy by the child or parent of an Owner. For purposes hereof, occupancy by a roommate of an Owner who occupies the Lot as such Owner's primary residence shall not constitute leasing hereunder. If an Owner is a corporation, limited liability company, partnership, trust, or other legal entity not being a natural person or persons, then any natural person who is an officer, director, or other designated agent of such corporation, manager or member of such limited liability company, partner of such partnership, beneficiary or other designated agent of such trust, or agent of such other legal entity shall be deemed an Owner of such Unit for purposes of this Paragraph 12. Such person's designation as an Owner of such Unit pursuant to this Paragraph 12 shall terminate automatically upon the termination of such person's relationship with the entity holding record title of the Unit.

(ii) **Open Leasing Status** shall authorize a Lot to be leased at any time. Each Lot at Westbrooke Place which is being leased on the date that this Declaration is recorded in the DeKalb County, Georgia records shall have Open Leasing Status until the Lot is sold at which time the Lot shall automatically be converted to **Restricted Leasing Status**. Unless so converted to Restricted Leasing Status, the Lot shall be in Open Leasing Status until such time as title is conveyed to any person or entity other than the person or entity holding record title on the date that this Declaration is recorded in the DeKalb County, Georgia records, after which conveyance the Lot shall automatically be converted to Restricted Leasing Status. Open Leasing Status may also be conferred upon a Lot as provided in subparagraph (b) below.

(iii) **Restricted Leasing Status** shall subject a Lot to the restrictions on leasing contained in subparagraph (b) below. All Lots which are not being leased on the date that this Declaration is recorded in the DeKalb County, Georgia records shall be in Restricted Leasing Status unless converted to Open Leasing Status as provided in subparagraph (b) below.

(b) General. No Owner of a Lot in Restricted Leasing Status may lease his or her Lot if three (3) or more of the Lots in the Property are in Open Leasing Status, except as provided in subparagraph (c) below for cases of undue hardship. Any Owner of a Lot in Restricted Leasing Status may apply in writing to the Board of Directors for conversion to Open Leasing Status in accordance with rules and regulations promulgated by the Board of Directors. Upon receipt of such written application, the Lot shall be placed at the end of a waiting list for conversion to Open Leasing Status. At such times as less than three (3) of the Lots are in Open Leasing Status, the Board shall notify the Owner of the Lot at the top of the waiting list of its conversion to Open Leasing Status, and such Owner shall have ninety (90) days within which to lease the Lot or it shall automatically revert to Restricted Leasing Status. Any Lot in Open Leasing Status shall automatically be converted to Restricted Leasing Status if the Lot is not subject to an approved lease for ninety (90) or more consecutive days.

(c) Undue Hardship. Notwithstanding the provisions of subparagraph (b) above, the Board of Directors shall be empowered to allow reasonable leasing of a Lot upon application in accordance with this Paragraph to avoid undue hardship, including, but not limited to, (1) where a Lot Owner must relocate his or her residence outside the Atlanta metropolitan area for employment purposes and cannot, within six (6) months from the date that the Lot was placed on the market, sell the Lot for a price no greater than the current appraised market value, after having made reasonable efforts to do so; (2) where the Owner dies and the Lot is being administered by his or her estate; and (3) where the Owner takes a leave of absence or temporarily relocates and intends to return to reside in the Lot, in which case the Lot Owner must reapply every year for renewal of the hardship exception. Those Owners who have complied with this subparagraph (c), have demonstrated that the inability to lease their Lot would result in undue hardship, and have obtained the requisite written approval of the Board may lease their Lots for such duration as the Board reasonably determines is necessary to prevent undue hardship.

Any Owner who believes that he or she must lease his or her Lot to avoid undue hardship shall submit a written application to the Board setting forth the circumstances necessitating the leasing and such other information as the Board may reasonably require. Leasing in the case of undue hardship shall be permitted only upon the Board's written approval of the Owner's application. When an application is approved, the Owner shall provide the Board with the name and phone number of the lessee

and the Owner's address other than at the Property and other such information as the Board may reasonably require within ten (10) days after a lease has been signed by both parties.

The Board shall have the power to make and enforce reasonable rules and regulations and to fine, in accordance with the Declaration and Bylaws, in order to enforce the provisions of this subparagraph. Any transaction which does not comply with this Paragraph shall be voidable at the option of the Board of Directors.

(d) Leasing Provisions. Such leasing as is permitted by this Paragraph shall be governed by the following provisions:

(i) General. All leases shall be in writing in a form approved by the Board prior to the effective date of the lease. All leases must be for an initial term of at least six (6) months, except with written Board approval. There shall be no subleasing or assignment of leases unless approved in writing by the Board. Lots may be leased only in their entirety; no fraction or portion may be leased. No transient tenants shall be accommodated on a Lot. All leases shall be subject to the Declaration, the Bylaws and the Association's rules and regulations. The Owner must provide the lessee copies of the Declaration, Bylaws, and the rules and regulations, and the lease form shall provide that the Owner has done so.

(ii) Notice. Within ten (10) days after entering into the lease of a Lot, the Owner shall provide the Board of Directors with the name and phone number of the lessee and the names of all other people occupying the Lot, the Owner's address other than at the Property, and such other information as the Board may reasonably require. Notwithstanding anything in the Declaration to the contrary, failure to provide the above information to the Board within ten (10) days after entering into the lease of a Lot may result in a fine against the Owner for each day that the information is not provided to the Board. Nothing herein shall be construed as giving any party the right to approve or disapprove a proposed lessee.

(iii) Liability for Assessments, Use of Common Property, and Compliance with Declaration, Bylaws, and Rules and Regulations. Any lease of a Lot shall be deemed to contain the following provisions, whether or not expressly stated therein, and each Owner covenants and agrees that any lease of a Lot shall contain the following language and agrees that if such language is not expressly contained therein, then such language shall be incorporated into the lease by existence of this covenant, and the lessee, by occupancy of the Lot, agrees to the applicability of this covenant and incorporation of the following language into the lease:

(1) Compliance with Declaration, Bylaws, and Rules and Regulations. Lessee agrees to abide and comply with all provisions of the Declaration, Bylaws, and rules and regulations adopted pursuant thereto. Owner agrees to cause all Occupants of his or her Lot to comply with the Declaration, Bylaws, and the rules and regulations adopted pursuant thereto and is responsible for all violations and losses caused by such Occupants, notwithstanding the fact that such Occupants of the Lot are fully liable and may be sanctioned for any violation of the Declaration, Bylaws, and rules and regulations adopted pursuant thereto. If the lessee or a person living with the lessee violates the Declaration, Bylaws, or a rule or regulation for which a fine is imposed, such fine may be assessed against the lessee and/or the Owner; provided, however, if a fine is not paid by the lessee within the time period set by the Board of Directors, the Owner shall pay the fine upon notice from the Association of the lessee's failure to do so. Any lessee charged with a violation of the Declaration, Bylaws, or rules and regulations adopted pursuant thereto is entitled to the same procedure to which an Owner is entitled prior to the imposition of a fine or other sanction.

Any violation of the Declaration, Bylaws, or rules and regulations adopted pursuant thereto is deemed to be a violation of the terms of the lease and authorizes the Owner to terminate the lease without liability and to evict the lessee in accordance with Georgia law. The Owner hereby delegates and assigns to Westbrooke Place Homeowners Association, Inc., acting through the Board, the power and authority to evict the lessee on behalf of and for the benefit of the Owner, in accordance with the terms hereof, or to require the Owner to do so. In the event the Association proceeds to evict the lessee, any costs, including attorney's fees and court costs, associated with the eviction shall be specially assessed against the Lot and the Owner thereof, such being deemed hereby as an expense which benefits the leased Lot and the Owner thereof.

(2) Use of Common Property. The Owner transfers and assigns to the lessee, for the term of the lease, any and all rights and privileges that the Owner has to use the Common Property, including, but not limited to, 'the use of any and all recreational facilities and other amenities.

(3) Liability for Assessments. Lessee agrees to be personally obligated for the payment of all annual and special assessments and all other charges against the Owner which become due during the term of the lease and any other period of occupancy by the lessee or which become due as a consequence of lessee's activities, including, but not limited to, activities which violate provisions of the Declaration, the Bylaws, or the rules and regulations adopted pursuant thereto. The above provision shall not be construed to release the Owner from any obligation, including the obligation for assessments, for which he or she would otherwise be responsible.

When a Lot Owner who is leasing his or her Lot fails to pay any annual or special assessment or any other charge for a period of more than thirty (30) days after it is due and payable, then the delinquent Lot Owner hereby consents to the assignment

bf any rent received from the lessee during the period of delinquency, and, upon request by the Board of Directors, lessee shall pay to the Association all unpaid annual and special assessments and other charges, as lawfully determined and made payable during the term of the lease and any other period of occupancy by lessee; provided, however, lessee need not make such payments to the Association in excess of, or prior to the due dates for monthly rental payments unpaid at the time of the Board's request. All such payments made by lessee shall reduce, by the same amount, lessee's obligation to make monthly rental payments to lessor. If lessee fails to comply with the Board's request to pay assessments or other charges, lessee shall pay to the Association all late charges, fines, interest, and costs of collection, including, but not limited to, reasonable attorney's fees actually incurred, to the same extent lessee would be required to make such payments to the Association if lessee were the Owner of the premises during the term of the agreement and any other period of occupancy by lessee.

(e) Applicability of this Paragraph 12. Leases existing on the date which this Declaration is recorded in the DeKalb County, Georgia records shall not be subject to the terms of this Paragraph; such leases may continue in accordance with the terms of the Original Declaration as it existed prior to the recording date of this Declaration. However, any assignment, extension, renewal, or modification of any lease agreement, including, but not limited to, changes in the terms or duration of occupancy, shall be considered a termination of the old lease and commencement of a new lease which must comply with this Paragraph. Any Owner of a Lot which is leased on the effective date of this Declaration shall place on file with the Board of Directors a copy of the lease agreement in effect within thirty (30) days of the date on which this Declaration is recorded in the DeKalb County, Georgia records.

This Paragraph 12 shall not apply to any leasing transaction entered into by the holder of any first Mortgage on a Lot who becomes the Owner of a Lot through foreclosure or any other means pursuant to the satisfaction of the indebtedness secured by such Mortgage.

[End of Paragraph 12]