



Lease Checklist

- ☐ Transfer of membership form must be signed by Homeowner/Member and Prospective tenant(s). This may be signed by Agent for Owner. Management Agreement must be on file.
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- ☐ Background Check form must be completed by each occupant 18 years or older including dependents. Must include all children's date of birth that are listed as occupants even if under the age of 18.
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- ☐ Executed Lease. Everyone residing in the home must be listed on the lease under "occupants" section including dependents/children. Lease may be signed by Agent for Owner. Management Agreement must be on file.
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- ☐ Rental Agreements must be between the Homeowner and tenant, not realtor or agent for owner
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- ☐ \$700 Transfer of Membership fee is paid and made out to Stoneybrook Master Association (check or money order only)
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- ☐ Additional \$80 background check fee for any dependent over the age of 18 (if applicable)

After completing the above steps, you're ready to submit to Stoneybrook Management office for approval. We ask that you submit the completed packet to the Management Office 14 days prior to the move-in date in order to process the application. Please keep in mind that the application process can take 7-14 business days to receive approval. Please be advised that Stoneybrook is a Single-Family community. Each living unit shall be occupied by one family at a time, as a residence and for no other purpose. Single family is defined as one adult, their spouse, and any unmarried children.