

# Lakewood Prairie HOA Lease Tracking Agreement

---

In compliance with Lakewood Prairie Homeowners Association policy, all homeowners leasing their units must complete this Lease Tracking Agreement and submit a copy of the current signed lease. Leases must be for a minimum of six (6) months and a maximum of twenty-four (24) months. Incomplete forms or missing documents may result in processing delays.

## Homeowner Information

Full Name:

---

Mailing Address (if different from property):

---

Phone Number:

---

Email Address:

---

## Tenant Information

Tenant Full Name(s):

---

Lease Property Address:

---

Tenant Phone Number:

---

Tenant Email Address:

---

## Tenant Emergency Contact

Emergency Contact Name:

---

Relationship to Tenant:

---

Phone Number:

---

Email Address (if available):

---

## Lease Details

Lease Start Date:

\_\_\_\_\_

Lease End Date:

\_\_\_\_\_

Please attach a copy of the signed lease agreement (PDF preferred).

## Leasing Policy Summary

- Lease term must be a minimum of 6 months and a maximum of 24 months.
- Subleasing is not permitted without express written consent from the HOA.
- Homeowners are responsible for ensuring tenants comply with all HOA governing documents and community rules.
- A new Lease Tracking Agreement must be submitted for each lease renewal or tenant change.

☐ I have read and agree to comply with the Lakewood Prairie HOA Leasing Policy.

## Terms and Conditions

By submitting this form:

- I affirm that all information provided is accurate to the best of my knowledge.
- I understand that I am responsible for the actions of my tenants.
- I acknowledge that failure to comply with HOA rules may result in fines or enforcement actions.
- I grant permission for the HOA to contact me and/or my tenants in relation to this lease.

☐ I have read and agree to the above Terms & Conditions.

## Final Confirmation

Owner Full Name (Typed Signature):

\_\_\_\_\_

Date of Submission:

\_\_\_\_\_

**Mail to: Lakewood Prairie Homeowners' Association c/o Retro Community  
Management**

**3755 E. Main Street Suite 130 St. Charles, IL 60174**