

Thank you for contacting us.

Please bear with me, there is a lot of information since there are two associations. This is the information which includes **FishHawk Ridge** Lease Application and Community Access forms, along with information for FishHawk Ranch and CDD Amenities.

FishHawk Ridge is part of a master association, FishHawk Ranch. Applications and fees for the master association are not associated with FishHawk Ridge. FishHawk Ridge is a sub-association and has its own (additional) application, fees, and amenity access forms.

Please keep in mind that the FishHawk Ridge Board of Directors is not processing the application nor accepting fees. Our management company, Terra Management, sends, receives, processes, and communicates all parts of the leasing process. For the most timely response, it is best to communicate directly with them. The application turnaround time is 3-5 days from when the completed application and applicable fees are received. Applications must be received and processed, including applicable fees, **PRIOR** to tenants moving in.

FishHawk Ridge is managed by **Terra Management Services**.

Terra Management Services LLC

14914 Winding Creek Court

Tampa, FL 33613

Phone: (813) 374-2363

Email: askus@Terramanagers.com

Website: <https://terramanagers.com/fishhawk-ridge>

Manager: Daniel Doolin, LCAM

FishHawk Ranch is managed by **Real Manage**.

Real Manage

16132 Churchview Dr. Suite 209-C

Lithia, FL 33547

Phone: 813-578-8884

Email: FISHRAN@CiraMail.com

Website: www.FishHawkConnect.com

FishHawk Ranch CCD operates FishHawk Ranch amenities (pools, fitness centers, courts, parks, etc.)

CDD Resident Services, Osprey Club

5721 Osprey Ridge Drive

Lithia, FL 33547

Phone: (813) 657-6629

Website: www.fishhawkbranchcdd.org

LEASING CHECKLIST

FishHawk Ridge Association

- FishHawk Ridge Lease Application *(and Applicable Fees)*
- Fully Executed Lease Contact with Lease End Date
*No less than 7-month Term. No Month-to-Month Leases.
All Occupants, Vehicles, and Pets Must Be Indicated on Lease.*
- \$250 Processing & Application Fee for First Applicant
- \$50 Application Fee for Each Additional Applicant Over the Age of 18
- Photo ID for Each Applicant Over the Age of 18
- Proof of Current Homeowners Insurance (HO3)
- FishHawk Ridge Gate Access Registration Form (Gate Code/Remote) and Applicable Fees
**Gate Access Registration MUST be received with Lease Application*
- FishHawk Ridge Pool Fob Registration and Applicable Fees

Send (or drop off) to: FishHawk Ridge Association, c/o Terra Management Services, 14914 Winding Creek Court, Tampa, FL 33613

Digital copies may be sent to: askus@Terramanagers.com

**** Lease Package must be received, processed, and approved PRIOR to tenants moving in (including applicable fees) ****

FishHawk Ranch Association

- FishHawk Ranch Lease Application (Real Manage) and Fees

Send to: Real Manage, 16132 Churchview Dr. Suite 209-C, Lithia, FL 33547

FishHawk Ranch CDD

- FishHawk Ranch CDD Assignment of Amenity Rights Form
- FishHawk Ranch CDD Amenity Facilities Access Card Registration Form *(FishHawk Ranch Photo ID)*

Send to: FishHawk Ranch CDD, Marcel Perez, MPerez@FishHawkRanchCDD.org

Along with the Lease Application for **FishHawk Ridge** (Terra), I've attached our **FishHawk Ridge Gate Access Registration** and Pool Fob Registration Forms. These need to be completed by the owner to issue Pool Fob and Gate Access for **FishHawk Ridge**. **Existing Gate Transmitters and Pool Fobs can be passed on to new tenants without a fee. However, the registration forms must be completed with all requirements satisfied to activate. Rented units are allow ONE active Pool Fob. Rented units are allowed TWO parking spaces.

To receive/activate the **FishHawk Ridge** pool fob tenants will need a FishHawk Ranch Resident ID. It is issued by **FishHawk Ranch CDD** for access to the Master Association FishHawk Ranch amenities and it serves as a Resident Photo ID. For tenants to get their FishHawk Ranch ID, the owner will also need to

assign their Amenity Rights to their tenant. All residents age 14 and up are required to have a FishHawk Ranch Resident ID to access FishHawk Ranch and **FishHawk Ridge** amenities.

I've also attached the FishHawk Ranch Lease Application Package that can be found on the FishHawk Ranch Association website: <http://www.fishhawkconnect.com>. ** These are not submitted to nor approved by FishHawk Ridge Association nor Terra Management Services. They are being provided as a courtesy. Any questions regarding the FishHawk Ranch lease application process should be directed to their management company, **Real Manage**.

I've included the **Assignment of Amenity Rights** and **Amenity Access Card Registration** Forms required for amenity access and Resident ID. The **Assignment of Amenity Rights** form is for the owner to sign over FishHawk Ranch amenity access to their tenant. It needs to go to **FishHawk Ranch CDD**, Marcel Perez, MPerez@FishHawkRanchCDD.org. Tenants need to complete the **Amenity Facilities Access Card Registration** for when they go to the Osprey Club to get their FishHawk Ranch IDs (by appointment). Osprey Club: 813-657-6629.

LEASE RENEWALS

Renewal or extension of a previously approved lease with all the same occupants. If any new occupants over the age of 18 are added to the lease, the initial lease approval process will need to be completed.

- Lease Renewal Contract or Addendum
 - Renewals are 7months or greater*
 - Extensions are less than 7 months*
- FishHawk Ranch Extensions and Renewals Form

Digital copies may be sent to: askus@TerraManagers.com

****To ensure that FishHawk Ridge community Gate Access is uninterrupted, please submit Lease Renewals and Extensions at least TWO WEEKS PRIOR to Lease end date.**

Please let me know if you have any further questions.

Thank you,