



## COMMUNITY ASSOCIATION, INC.

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### TARPON BAY COMMUNITIES NEW LEASE RENTAL REQUIREMENTS

#### OWNERS, TENANTS, REALTORS AND ANY PARTY INVOLVED IN LEASING A UNIT WITHIN TARPON BAY ARE HEREBY GIVEN NOTICE OF THE FOLLOWING REQUIREMENTS FOR LEASING OF A UNIT:

1. The filing of a rental application with the property manager not less than fifteen (15) days before the date of proposed occupancy under the terms of any lease. LEASE APPLICATIONS ARE AVAILABLE AT THE CLUBHOUSE AND ON THE TARPON BAY WEBSITE (<https://tarponbaycommunity.com>) ON THE HOME PAGE UNDER THE TAB "DOCUMENTS". The proposed tenants would complete application.
2. A copy of the updated GUIDELINES FOR RENTALS available at the clubhouse or on the website, signed by both the owner and the applicant(s). Older versions will not be accepted. The owner must sign the first page; the proposed tenants must sign all the pages.
3. A copy of the LEASE AGREEMENT, made between owner and applicant(s), signed by the owner and applicant(s). Tarpon Bay does not provide lease agreements. Each lease must be a minimum of thirty (30) days up to a maximum of one (1) year.
4. A check in the amount of \$150.00 must accompany the above documents as the application fee. Check to be made out to the Sub-Association of the unit address. **PLEASE NOTE FOR INTERNATIONAL APPLICATIONS PLEASE CONTACT THE OFFICE FOR FEES.**
5. A key must be given to the office for emergency purposes and pursuant to its statutory right of access to the residence.
6. All Maintenance Assessments to the Sub-Association and the Master Association must be paid to date.

NO APPLICATION WILL BE PROCESSED UNTIL ALL OF THE ABOVE ALONG WITH THE SIGNED OWNER CERTIFICATE ARE RECEIVED AND ONCE A COMPLETE PACKAGE IS RECEIVED, MANAGEMENT RESERVES THE RIGHT TO TAKE FIFTEEN (15) DAYS TO PROCESS THE APPLICATION. IF THERE IS ANY VIOLATION OF THESE REQUIREMENTS, THE ASSOCIATION RESERVE THE RIGHT TO IMPOSE FINES OF \$100 PER DAY, TO A MAXIMUM OF \$1000.00 AGAINST THE OWNER OF THE UNIT AND/OR TO SEEK EVICTION OF ANY UNAUTHORIZED TENANT AT THE OWNER'S EXPENSE.

Once a tenant moves into a unit, all access cards of the owner to use the amenities shall be cancelled and the tenants shall be required to purchase access cards at the clubhouse.

Individual associations may have additional requirements as shown on their application, including but not limited to requiring the posting of a security deposit with the association for damage to Association Property.