

## **TARPON BAY COMMUNITY ASSOCIATION - RENTAL GUIDELINES FOR OWNERS/AGENTS**

Your cooperation in following these procedures will make the rentals flow smoothly. Tarpon Bay is not a rental agent. All rentals and leases are between the owner/agent and tenant.

Any owner wishing to rent their unit is expected to do the following or delegate to their agent:

1. For rentals go to [www.tarponbaycommunity.com](http://www.tarponbaycommunity.com) website. Download/print an application and all other documents under 'sales & leasing' tab .
2. Have the prospective tenants sign the lease provided by you or your agent.
3. Provide a check in the amount of \$150.00 payable to the unit sub association for any new application. (The application fee will be waived for tenants renewing an annual lease for the same unit within the same sub-association.).
4. Complete and pay for a background check on each tenant age 18 and over. \* This background check is required to be submitted with the complete application packet.
5. Sign the Owners Certification.
6. Sign the Rules & Regulations by the owners(s) and tenants(s).
7. Provide color copy (copies) of driver's license.

Once complete, the entire package needs to be submitted to the Tarpon Bay Office, 2050 Castaways Court, Naples, FL 34119 or scan to [tarponbay@sandcastlecm.com](mailto:tarponbay@sandcastlecm.com) for forwarding to the appropriate sub-association Board of Directors for approval/denial. **Fifteen (15) days are required for the sub-association boards to review the completed lease packet.** Incomplete packets will not be forwarded.

Once the Tarpon Bay office receives a decision by the sub-association board, the office will notify the tenant and owner/agent of approval. **Reminder:** The tenant is required to purchase a fob to access the amenities (pool, clubhouse, fitness center, grill area, etc) and it will be deactivated at the end of the lease. The owners' fob or amenity card will be deactivated during the time you are leasing your unit.

\* The link for US background check is: <https://www.findoutthetruth.com>. You can bookmark this link so you can go straight to the search page in the future. A regular search is "On site countywide criminal record search." The cost is \$31.95 . After that you add to the cart and adjust the quantity needed. You can also bookmark the subject information page to make things faster as well. The information can be entered either before or after payment, but they will not proceed with the search until payment is received.

**There is a different website and price for Canadian rentals. [secure@verificationscanada.ca](mailto:secure@verificationscanada.ca)**

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