

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.

Effective 1/1/23, the Tarpon Bay office will no longer facilitate rentals for condos within Tarpon Bay. Any questions re: sales or rentals will be directed to the unit owner or owner's agent.

All rental information/communication will be handled by the owner/agent and renter.

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

1. Download/print an application for rental from tarponbaycommunity.com website and provide the requested information.
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 subassociation for any new application.
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)

Once complete, the entire package needs to be submitted to the Tarpon Bay Office, 2050 Castaways Court, Naples, FL 34119 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 owner/agent of approval and the owner/agent will notify the tenant and arrangements can be made for the renter to pick up the keys if needed. **Reminder:** The tenant is required to purchase a fob/amenity card to access the amenities (pool, clubhouse, fitness center, grill area, etc) and it will be deactivated at the end of the lease. Your owner amenity card will be deactivated during the time you are leasing your unit and you will need to have it re-activated when you are no longer leasing.

*The link for US background check is: <https://www.findoutthetruth.com/subjectinfo.php>. You can bookmark this link so you can go straight to the search page in the future. A regular search is "Intermediate Screening". There is an options section where you can choose the "one on-site nationwide criminal". After that you **add to cart** and adjust the quantity needed. You can also bookmark the subject information page to make things faster as well.

<https://www.findoutthetruth.com/subjectinfo.php>. 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

12/16/22