

November 30, 2019

From: Lake Beach Club Board of Directors

To: All Unit Owners

Re: Important Rental Procedure Process

REMINDER TO ALL UNIT OWNERS OF THE RULES AND REGULATIONS FOR THE RENTAL PROCESS

BEFORE CONSIDERING RENTING A UNIT, ALL UNIT OWNERS SHOULD BE AWARE OF THE PROVISIONS IN OUR DECLARATION OF CONDOMINIUM, OUR BY LAWS, AND THE CONDOMINIUM'S RULES AND REGULATIONS: SOME OF THESE PROVISIONS ARE LISTED BELOW:

- In order to obtain an application for occupancy approval, each Unit Owner planning to lease is requested to submit a written notice to the Board Members advising of their intent to rent.
- A Unit can ONLY be rented ONCE in a calendar year. Each Unit can only be rented for a period of three (3) months, six (6) months, nine (9) months, or twelve (12) months.
- No Unit can be rented for a period shorter than 3 months.
- Prior to any Unit renting for 3 months or 6 months, a short rental, the Owner MUST provide to the Association copies of all of the required city permits, along with the FL issued resort tax ids.
- No more than four (4) residents per Unit.
- No Unit Owner can rent a Unit without prior written approval of the Association and will result in legal action against the owner.
- All rental units will be subject to authorize and sign a Lease addendum by the Lake Beach Club Condominium Association.

**At the Lake Beach Club Condominium Association, a sublease of a Unit is totally PROHIBITED. The Association will execute the right to evict both the tenant and the sub lessee. The cost of such actions, including attorney's fees shall be the responsibility of the owner and the proper legal authorities will be notified.**

THE FOLLOWING STEPS SHOULD BE TAKEN ONCE THE OWNER HAS THE HARD COPY OF OUR APPLICATION FOR OCCUPANCY APPROVAL FULLY COMPLETED. A CONDOMINIUM LEASE AGREEMENT ISSUED BY THE ASSOCIATION NEEDS TO BE FULLY EXECUTED AND SIGNED BY BOTH THE OWNER OF THE UNIT AND THE PROSPECTIVE TENANT. NO EMAILED APPLICATIONS WILL BE ACCEPTED OR PROCESSED.

Submit a hard copy of the application to the Board of Directors for the screening process along with the following items:

- A copy of a valid driver license.
- A United States issued Passport.
- A social security number and/or a working permit.
- A copy of a permanent residency card.
- A copy of a valid visa issued by the United States of America (USA).
- If corporate entity, submit corporate papers and TIN number issued to the corporation or LLC
- A screening fee of \$150.00 (NON-REFUNDABLE), per applicant, in the form of a money order is required, payable to Lake Beach Club Condominium Association
- A rental security deposit in the amount of \$500.00 per applicant (NOT PER UNIT), PAYABLE BY MONEY ORDERS OR CASHIERS CHECK MUST BE RECEIVED AT TIME OF INTERVIEW

**Note: All payments made to the Association for screening, keys and remote controls should be paid in the form of a money order.**

**The rental security deposit in the amount of \$500.00 per applicant (NOT PER UNIT) PAYABLE BY MONEY ORDER OR CASHIERS ONLY. NO EXCEPTIONS**

PROCESSING TIME FOR THE SCREENING IS A **LEAST 7 TO 10** BUSINESS DAYS AFTER AN APPLICATION FOR OCCUPANCY HAS BEEN SUBMITTED.

ONCE THE SCREENING RESULTS ARE IN, THE BOARD OF DIRECTORS WILL REVIEW THE REPORTS.

UPON APPROVAL OF AN APPLICATION, THE BOARD MEMBERS WILL SCHEDULE AN INTERVIEW WITHIN THE NEXT **5 WORKING DAYS**.

THIS MEANS THAT THE PROCESSING TIME FOR AN APPLICANT MAY TAKE UP TO **15 BUSINESS DAYS, AFTER** SUBMITTING A COMPLETED APPLICATION.

INTERVIEWS WILL BE SCHEDULED UPON BOARD MEMBER AVAILABILITY.

AT TIME OF INTERVIEW THE FOLLOWING PROCEDURES MUST BE OBSERVED:

- The Unit Owner (meaning the owner of record) must be present.
- If the Unit Owner is not present, a legal representative must attend as long as a power of attorney is on file for that Unit Owner.
- At the time of interview ALL applicants must be present.
- Only one interview per Unit will be held, therefore all parties involved must be present.
- A moving date needs to be provided after approval of occupancy is granted and must be done between the hours of 9 am to 4 pm, from Monday to Friday.
- Moving on the weekend or on a holiday is NOT ALLOWED by the Association.
- Advance written notice to the Board of Directors is required to move in or out of the UNITS.
- At the end of a Lease and a tenancy, the owner or legal representative of the Unit must be present together with a Board Member to inspect the conditions of the common areas.

REQUIREMENTS AT TIME OF A RENEWAL OF AN EXISTING LEASE

- Renewal of a lease requires a new contract to be submitted by the Unit owner to the Association, prior to its renewal.
- A newly signed and dated contract must be submitted to the Board for review and approval.
- A meeting with the unit owner and the already approved tenant needs to be scheduled before the commencement of new lease.
- The Board reserves the right to refuse any renewals of a rental contract.
- Unit occupancy prior to board approval is prohibited and it will result in legal action against the Unit owner and an automatic disapproval of the applicant.