EMERALD SHORES CONDOMINIUM ASSOCIATION, INC.
C/O A&M Management Partners
4865 Revenna Court, Unit 103, Melbourne, FL 32904
jerryhammgmt@gmail.com

LEASING & TENANT INFORMATION FORM

This form summarizes the leasing requirements outlined in the Declaration of Condominium and the community guidelines (Guide to Easy Living). **All leases require prior written Association approval before the tenant or lessee takes possession.**

Owner & Unit Information

Unit number: _____ Date submitted: _____
Owner name(s): _____
Owner mailing address: _____
_____
Owner phone: _____ Email: _____

Tenant & Occupant Information

Tenant/lessee name(s): _____
_____
Tenant mailing address: _____
_____
Tenant telephone (Unit): _____ (Other): _____
Tenant email: _____
Names of other occupants: _____
_____
Secondary address, if applicable: _____
Pet: _____
Vehicle 1 tag (state & number): _____ Make/model: _____
Vehicle 2 tag (state & number): _____ Make/model: _____
Emergency contact: _____
Phone: _____ Relationship: _____
Does the Association have a key to your unit? YES _____ NO _____
Copy of lease on file with Association? _____
Have you received a copy of the Condo Rules? YES _____ NO _____

Proposed Lease Information

Lease duration — start date: _____ End date: _____
Proposed possession date: _____ Initial lease term: _____
Prior tenant's initial occupancy date (if applicable): _____
Prior tenant's vacating date (if applicable): _____

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Leasing Requirements

Minimum lease term. No unit may be leased for an initial term of less than three (3) months.
Vacating early / consecutive rentals. If a tenant vacates prior to the expiration of the three (3) months, another tenant or lessee may not occupy the unit within three (3) months from the date the prior tenant initially occupied it.
Prior written Association approval. All leases are subject to the prior written approval of the Association and must be submitted for approval prior to the tenant or lessee taking possession.
Entire unit only / no subleasing. Only an entire unit may be rented. Subleasing is prohibited.
Written lease required. All leases must be in writing.
Association termination provision. All leases must include a provision stating that the Association has the right to terminate the lease upon tenant default.
Governing documents. All leases are subject to the Declaration, Articles of Incorporation, By-Laws, and Rules and Regulations.
Owner responsibility and liability. Unit owners remain fully responsible for compliance and are jointly and severally liable with their tenants for any damages, repairs, or property claims caused by a tenant's negligence.

Owner Acknowledgment

I/We acknowledge the leasing requirements listed above and understand that submitting this form does not constitute Association approval. I/We understand that the tenant or lessee may not take possession until prior written Association approval has been obtained. I/We remain responsible for compliance and acknowledge the owner liability described above.

Owner signature: _____Date: _____

Additional owner signature: _____ Date: _____

Please note that only owner names and mailing addresses are a part of the official Association records and no other owner information is available for inspection or distribution.

PLEASE RETURN TO: A&M Management Partners
4865 Revenna Court, Unit 103
Melbourne, FL 32904
OR email to: jerryhammgmt@gmail.com

Association Use Only

Date lease received: _____ Date reviewed: _____
Decision (mark one): _____ Approved _____ Not approved
Comments: _____
_____
Authorized Association representative: _____
Signature: _____ Date: _____