

KTS Application to lease Condominium

Key Towers South 1750 Ben Franklin Dr. Sarasota, FL 34236 941-388-3541
KeyTowersSouth@Gmail.com

The Following Rules Apply to All KTS Owners:

A unit may not be leased for a term less than 1 month and leasing is limited to twice in a calendar year.

A leased unit may not be occupied by more than six (6) persons.

The lessee(s) may not have guest when they are not present

A \$100.00 application fee is due at the time of application (\$100.00 if the unit is being leased once again by the same lessee).

The lease application must be submitted for office review and board approval at least **3 weeks** prior to the lease start date.

The owner is responsible to inform their tenants of all KTS owners Association Rules and Regulations. A copy of KTS rules must be printed out and available for tenants to use in the unit.

Owner Information:

Owners Name: _____ Unit Number: _____

Owners Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ - _____ - _____ Mobile Phone: _____ - _____ - _____

Email Address: _____ @ _____ .com

Owners Real Estate Agent: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ - _____ - _____ Mobile Phone: _____ - _____ - _____

LEASE INFORMATION:

Lease Term-Calendar Year: _____ Lease Number 1 OR 2 Start Date: _____ End Date: _____

Name of Unit Owner: _____

Applicant Name (s): _____

Applicant Full Mailing Address: _____

City: _____ State: _____ Zip: _____

APPLICANT CONTACT INFORMATION

Telephone: _____ - _____ - _____

Mobile Phone: _____ - _____ - _____

Email Address: _____ @ _____ .com

Names of all intended occupants during Lease Term (occupancy is limited to (6) persons and No Pets are permitted on the premises):

_____	_____
_____	_____
_____	_____

Mobility of Occupants (for safety measures please identify use of walking aids or wheelchairs):

EMERGENCY CONTACT INFORMATION: (Two)

Name(s): _____ Cell Number: _____

Name(s): _____ Cell Number: _____

AUTOMOBILE INFORMATION: (One Car Only no Trucks or RVs)

Make: _____ Model: _____

License Plate Number: _____ License Plate State: _____

APPLICATION REFERENCES:

Please complete all three references, you may include other Key Towers South Owners. Real estate agents may NOT be included as reference.

Personal Reference 1:

Name (s): _____

Full Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone : _____ - _____ - _____

Personal Reference 2:

Name (s): _____

Full Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone : _____ - _____ - _____

Personal Reference 3:

Name (s): _____

Full Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone : _____ - _____ - _____

If you have previously leased at unit at Key Towers South, please provide: Unit number: _____

The Owner(s) name: _____ Lease term dates: _____ To _____

****The below to be completed by KTS Office Manager. Reference Validation dates for each reference with No/Yes***

Personal Reference 1: _____ N ___ Y ___ Date: _____

Personal Reference 2: _____ N ___ Y ___ Date: _____

Personal Reference 3: _____ N ___ Y ___ Date: _____

Previously leased at unit at Key Towers South reference:

APPLICATION SIGNATURES:

The Undersigned applicant,

-Certifies receipt, from the owner(s), a copy of the Rules & Regulations of Key Towers South Association and agrees to abide by all the same.

-Confirms the address of 1750 Ben Franklin Dr. Sarasota, FL 34236 will not be occupied by more than six (6) persons at any time.

-Understands guests are allowable only when the lessee is present, staying in the unit full time.

-Confirms No pet(s) may be brought to the property / premises at any time.

-Grants permission of Key Towers South Association to contact any or all of the above references. All information will be held strictly confidential.

-Certify that the foregoing information is accurate.

***Upon Approval of Notification, please contact the " KTS " office manager to provide arrival information and to make an appointment for arrival registration.**

Applicant: _____ Date: _____

Applicant: _____ Date: _____

OWNERS SIGNATURE:

The undersigned Owner(s) acknowledges understanding of the rules associated with leasing their Key Towers South unit:

Owner:

Key Towers South Owners Association & Board Approval. The application has been reviewed for completeness and references have been validated:

Reviewed by Owner: _____ Date: _____

Board Member

Approval: _____ Date: _____

Condominium Lease Rules and Application Approval Procedures:

The Condominium lease is an exclusive business relationship between the Key Towers South Owner and Applicant. As a member of Key Towers South Owners Association, the Owner is required to follow the Associations' leasing rules:

1. An individual unit may not be leased for a term less than 1 month and leasing is limited to only twice in a calendar year.
2. A leased unit may not be occupied by more than six (6) persons at a time.
3. An application fee of \$100 is due at the time of application (*\$100 if the unit is being leased again by the same lessee it is the same fee*)
4. An application may be rejected if the owner is delinquent in the payment of their monthly assessments at the time of application.
5. The owner is responsible to inform their tenants of the Key Towers South Association rules & regulations.
6. The lease application must be submitted for office review and board approval at least 3 weeks prior to lease start date.
7. Please return to the Key Towers South Office Manager:

KeyTowersSouth@Gmail.com Fax Number: 941-388-1296

Application Approval Steps:

1. The Owner is responsible to obtain all of the required application information and attest to the accuracy of the application. The lease must be signed by both the owner and the applicants at the time of submission.
2. The Office Manager will validate the application by reviewing the lease for completeness, verifying the applicant references and ensuring all of the Associations leasing rules (listed above) are being followed:
 - A. An incomplete application will be returned the owner for correction and resubmission.
 - B. If an owner application does not conform to the associations leasing rules, the office manager will communicate the rule nonconformity in writing to the owner to the owner and copy the designated Board Member.
 - C. A fully validated application will be signed by the office manager and submitted to the designated Board Member for approval.
3. The designated Board Member will review/approve the validated application.
4. The office manger will maintain the application of file and will send a copy along with the associated fee to the management Company. A letter of approval will be sent to the owner either by Email or US Mail. The Management Company will deposit the application fee and maintain the application as part of KTS official records.