



TARPON BAY

COMMUNITY ASSOCIATION, INC.

2050 CASTAWAYS COURT

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RENEWAL OR RETURNING RENTAL REQUIREMENTS

OWNERS, TENANTS, REALTORS AND ANY PARTY INVOLVED IN LEASING A UNIT WITHIN TARPON BAY ARE HEREBY GIVEN NOTICE OF THE FOLLOWING REQUIREMENTS FOR RENEWING THE LEASE OF A UNIT:

1. The filing of a **new** rental application with the property manager not less than fifteen (15) days before the date current lease expires. LEASE APPLICATIONS FOR EACH ASSOCIATION ARE AVAILABLE AT THE CLUBHOUSE AND ON THE TARPON BAY WEBSITE (tarponbayca.com) ON THE HOME PAGE UNDER THE TAB "DOCUMENTS". The proposed tenant would complete the application.
If a proposed lessee is moving from one Sub-Association to another, that file must be treated as if it were a first time lease, not a renewal, and is subject to the requirements of a new lease process.
2. A copy of the signed updated GUIDELINES FOR RENTAL, available on the website. Older versions of the Guidelines will no longer be accepted. The owner must sign the first page. The proposed tenants must sign all pages.
* The first set of signed updated Guidelines will be sufficient for all renewals thereafter.
3. A NEW LEASE AGREEMENT signed by both owner and lessee(s).
4. A new application fee of \$70 will be required if the proposed lessee(s) renew or return to the same sub association. If they lease in a different association, a \$100 application fee will apply.
5. A key must be given to the clubhouse for emergency purposes and pursuant to its statutory right of access to the residence.
6. All Maintenance Assessments to the Sub-Association and the Master Association must be paid and up to date.

If a tenant acquires a new roommate or spouse, the office requires a copy of the new lease, a new application and \$100 fee from the new tenant and they must sign the existing Guidelines.

NO APPLICATION WILL BE PROCESSED UNTIL ALL OF THE ABOVE ARE RECEIVED AND ONCE A COMPLETE PACKAGE IS RECEIVED, MANAGEMENT RESERVES THE RIGHT TO TAKE FIFTEEN (15) DAYS TO PROCESS THE APPLICATION. IF THERE IS ANY VIOLATION OF THESE REQUIREMENTS, THE ASSOCIATION RESERVE THE RIGHT TO IMPOSE FINES OF \$100 PER DAY, TO A MAXIMUM OF \$1,000.00 AGAINST THE OWNER OF THE UNIT AND /OR SEEK EVICTION OF ANY UNAUTHROIZED TENANT AT THE OWNER'S EXPENSE.