

# Rental /Lease Agreements

**As a reminder, the following are the statures that are followed at Bermuda Bay.**

Florida Statures 718.103 (22) "Rental Agreement" means any written agreement, or oral agreement if for less duration than 1 year, providing for use and occupancy of premises.

Please Note: (\*\*\*)use and occupancy does not have to have a dollar denomination to be considered a rental)

- a) Tenant/ lessee: Regardless to whether a written lease or of any monetary consideration, determination is that of the unit owner not being on premises and in residence at the same unit, at same time of tenant/ lessee occupancy, except in the instance of immediate family.
- b) Immediate Family: A unit owner's parents, spouse, children, grandchildren, in-laws and siblings only apply. Those that do not apply are, aunts, uncles, niece, nephew and cousins.
- c) Visitors/Guest: The unit owner must be on premises and in residence at the same unit, at the same time of visitor/ guest occupancy.

*Immediate family is determined as a visitor/guest for all applicable condominium bylaws/ rules and regulations and policies.*

## **Long Term Lease agreements, Vacation Rentals and Guests**

- **Registration and Car Tag Procedure**

Owners who have Occupants with a long-term lease agreement (up to one year), a vacation rental minimum of 30 days and more, or" a guest will need to submit three documents for Board approval. These documents are to be filled out and must be sent as a package before considered for Board approval.

1. A copy of the Owners signed lease agreement approval page (without financials) example Attachment A
2. The Tenant/Lessee/Rental submission Form identifying the owners swipe
3. card number (the bottom portion will be filled in during registration in the office or guard). Attachment B
4. Emergency Contact Information Sheet. Attachment C

All three documents must be sent as a package to the office for Board approval. The office will not forward the paperwork unless it is completed and all forms are submitted as a package. The office will notify the owner when the package goes for approval to the Board and will also notify or send the Certificate of Approval by the Board when completed (approximately 48-hour turnaround). At time of approval one (1) parking tag specifically assigned to the tenant's name on file matching the lease agreement will be prepared. Tenant/Lessee/Guest will need to register at the office between office hours or if arranged to see guard during posted security hours. (please check with the Bermuda Bay website for current office and security times).

The Tenant/Lessee /Guest will sign for and purchase a Car Tag at a cost of \$10.00 per Vehicle. If the paperwork has not been approved by the Board and if the Owner has not received notification that they have the Certificate of approval the Tenant/ Lessee/ Guest will not be allowed entry to BB by the office or the guard. (i.e. The guard will be given only approved documentation to process those late arrivals.)

Failing to register within 24 hours of entry into Bermuda Bay will result in a Tag and Towing action by the office or security. At the end of the lease agreement date on file, if the car is still on the property past the exit date the swipe card will be deactivated and action will be taken to remove the car. If the Tenant/Lessee/Guest makes arrangements to extend their stay a written notice must be sent from the Owner 48 hours before the lease signed date, requesting the extension of stay and identifying the new exit date. Appropriate documentation will be updated and the Tenant/ lessee/ Guest will need to sign for the extension upon approval.

No gate key for Clam Bayou Park will be given or sold to a Tenant/Lessee/Guest by the office. The owner may take the responsibility to leave their Clam Bayou Park key for the Tenant/ Lessee/Guest use.

If a Tenant/Lessee/Guest arrive during the time the office hours are closed and the guard is not on duty, the Owner of the unit is responsible to make alternative arrangements for entry on the first day. All unit owners have been assigned a 3-digit code linked from the key pad at the entry gate to a telephone or cell phone number anywhere in the USA and Canada. Unit owners could also pre-purchase for the tenant parking registration however the Lessee/Renter/Tenant must register with the office within 24 hours of arrival.

Attachment A (example of a lease agreement)

## Rental/Lease Agreement- Bermuda Bay Condominiums

This constitutes a rental/lease agreement for a condominium located at Bermuda Bay between the owner \_\_\_\_\_ and the renter/lessee \_\_\_\_\_. The condo address is \_\_\_\_\_. The rental/lease period is \_\_\_\_\_ to \_\_\_\_\_ (minimum 30-days). The specific terms of this agreement are established in Appendix "A".

Renter/Lessee Home address and emergency contact phone number: \_\_\_\_\_

Address \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number(s) for all guests \_\_\_\_\_

List of all guests:	12 & under	Age bracket 13-18 years	over 18 years

By signing this agreement and Appendix "A" Renter/Lessee and all guests acknowledge and agree to abide by the condominium rules and by-laws. Renter/Lessee also acknowledges and agrees that no pets are permitted at any time. Renter/Lessee shall also visit the Bermuda Bay office as soon as possible to register all vehicles and purchase parking passes as needed.

Questions and issues regarding the above condo(s) shall be addressed with the condo owner/management company listed below. The Bermuda Bay office does not handle condo related issues except emergencies.

Owner/Management company address and phone number:

\_\_\_\_\_ phone \_\_\_\_\_

Renter/Lessee Signature \_\_\_\_\_ date \_\_\_\_\_

Owner/Management Company Signature \_\_\_\_\_ date \_\_\_\_\_

## Bermuda Bay Beach Condominium Association, Inc. Lease/Rental Submission

The information below must be completed by the owner, or authorized management company and the individual(s) renting the unit and provided to Bermuda Bay Beach Condominium Association, Inc. prior to any lease or rental of any unit. When a completed form is submitted turnaround time is typically 2 business days if this form is properly completed.

### TO BE COMPLETED BY THE OWNER/MANAGEMENT COMPANY

Unit Number \_\_\_\_\_ Term of Rental/Lease: From \_\_\_\_\_ To \_\_\_\_\_

Name of Tenant(s) \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Home Address of Tenant \_\_\_\_\_

Email Address of Tenant \_\_\_\_\_

Owner/Manager Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**You MUST provide a copy of the actual lease/rental agreement for  
this lease/rental with this form**

### TO BE COMPLETED BY THE TENANT(S)

Rental will include # Adults \_\_\_\_\_ # Children \_\_\_\_\_

List Names/Ages/Phone Numbers of ALL PERSONS WHO WILL BE STAYING AT PROPERTY: (Please print)

1 Name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

2 Name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

3 Name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

4 Name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

5 Name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

\*If you prefer not to use your actual age you can use the age alphabet with the ranges as follows:  
A = 0-10 B = 10-18 C = 18-25 D = 26-34 E = 35 - 49 F = 50 - 64 G = 65+

The tenant has been made aware of and provided a copy of the rules and regulations, by-laws, declaration and all other condominium documents that relate to the rental of any property in Bermuda Bay and the use of the unit and condominium property. The tenant agrees to abide by and follow all of the above mentioned item, and specifically acknowledges that; (initial items below)

\_\_\_\_\_ Your rental is for a minimum of 30 days.

\_\_\_\_\_ You are NOT allowed to bring any pets onto the property as part of your rental.

\_\_\_\_\_ All Vehicles MUST have valid Bermuda Bay issued parking permits.

\_\_\_\_\_ No Subleasing of any type is permitted, this rental agreement is specific to you and the individuals listed as part of this agreement.

\_\_\_\_\_ You and the individuals listed on this lease agree to abide by the rules and regulations, by-laws, declaration and all other condominium documents of Bermuda Bay.

\_\_\_\_\_ You acknowledge that this is a residential community, any issues you have regarding your rental must be brought to the attention of the unit owner.

Tenant Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

This rental/lease submission has been reviewed and approved on \_\_\_\_\_

By: \_\_\_\_\_ Signature: \_\_\_\_\_

# Leased Unit Form

Unit # \_\_\_\_\_

This form is intended to provide contact and emergency contact information that will be shared with tenants of your unit.

Owner(s) Name \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

**TENANTS - If you have issues or questions during your visit please contact:**

\_\_\_\_\_ The Unit Owner at using the information above

\_\_\_\_\_ The Property Manager Listed Below

**PROPERTY MANAGER** – The above unit number is managed by the property manager listed below

Property Manager's Name \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Property Management Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

**EMERGENCY CONTACT – If you are unable to reach the primary contact listed above, please contact;**

Name \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Additional Phone \_\_\_\_\_

## Attention Tenants

Bermuda Bay Beach Condominium is a residential community. All of the units are privately owned - Bermuda Bay Beach Condominium Association, Inc. does **NOT** manage rentals of any units. If you have any issues with the unit you are renting they must be addressed with the individuals listed above.