

LEASE APPLICATION RULES AND GUIDELINES

BOARD OF DIRECTORS' APPROVALS:

All leases and lease extensions must be pre-approved by the Board of Directors.

Occupancy and use of property is not permitted prior to lease application approval by the Board. Continued occupancy beyond a 12-month lease period requires Board approval for each lease extension period thereafter.

No lease will be approved if a penalty fee levied against a condominium unit is unpaid, or if the owner is more than 90 days in arrears for payment of Association obligations, unless specifically approved by the Board of Directors.

LEASE RESTRICTIONS:

Leases are for a minimum period of one (1) month and are not to exceed one (1) year of single occupancy.

If an occupancy is desired beyond the single year, Board approval must be obtained for the lease extension. The lease extension period shall be for a minimum of 30 days and a maximum of 1 year.

Only four separate rentals are permitted in a 12-month period.

APPLICATION PROCEDURE:

A lease application is to be completed by the owner and sent to the Association's management company for review at least 10 days prior to intended occupancy date. Subsequently, the application will be reviewed by the Board, followed by written notification to the owner of lease approval or the need for other action.

The lease application is available on the Association's website at <http://kcl.cincwebaxis.com>. The completed application shall be delivered to the Association's management company: Pine Run Association, c/o Keys-Caldwell, 1162 Indian Hills Blvd, Venice, FL 34293; 941-408-8293

COMPLETE LEASE APPLICATION PACKAGE

The complete lease application package must contain the following:

- clear, accurate, legible printed information
- photo ID(s) of the adult tenants.
- a non-refundable transaction fee of \$50.00 made payable to "Pine Run Association".

OR

PINE RUN ASSOCIATION
APPENDIX 8

- a non-refundable “rush transaction fee” of \$100.00 if the application is received by the management company less than 10 days prior to the proposed occupancy date.

The owner should retain a copy of the completed lease application.

EXTENDED LEASE

If an owner decides to extend a current lease beyond its expiration date, an application must be submitted at least 10 days prior to the current lease expiration date. The lease extension period shall be for a minimum of 30 days and a maximum of 1 year. A transaction fee is waived for renewals with no lapse in occupancy, and no photo ID is required. However, a “rush fee” would apply. If occupancy continues beyond the lease expiration date without an approved extension, the Owner is subject to a \$25/per day penalty fee.

OWNER AND TENANTS’ RESPONSIBILITIES

The owner shall inform the prospective tenant that an information session is to be scheduled with an association representative.

The owner may require prospective tenants to have “renter’s insurance” for any damage to the property or the Pine Run common elements of the community.

The owner shall notify the management company if an agent is involved in the transaction so entry arrangements can be made to show the property.

The owner retain responsibility for screening, exercising oversight, and for the conduct of their tenants.

The tenant does not have the right to assign or sublease the unit, or lend the unit to another person.

The owner shall not occupy the unit at the same time as the renter. The maximum of two parking space limit is in effect for leases; if the absentee owner has a vehicle occupying a space, the tenant is limited to one space.

APPLICATION FOR LEASE OF UNIT

Lease of Unit # _____ Date of Application _____

OWNER INFORMATION – *Please print clearly*

Name(s): _____

Home Address: _____

City _____ State _____ Zip Code _____

Phone: _____ E-Mail _____

LEASE PERIOD DATES: From _____ To _____

Permission for pet? No Yes Number/Type of Pet(s) _____

As owner(s), I (we) have provided the tenant with a current copy of the Pine Run Community Rules and Information for their use, and so attest by my (our) signature(s) below:

Signature

Signature

Date _____

APPLICATION FOR LEASE OF UNIT

Lease of Unit # _____ Date of Application _____

TENANT INFORMATION – *Please print clearly*

Name(s) _____

Home Address: _____

City _____ State _____ Zip Code _____

Phone: _____ E-Mail _____

Emergency Contact Name: _____

Phone _____

Number of persons occupying unit: _____ # of Pets _____

Car License # _____ State _____

Car License # _____ State _____

Have you been a renter at Pine Run within the last 2 years? Yes ___ No ___

As tenant, I (we) have received a current copy of the Pine Run Community Rules and Information. I (we) will comply with them and so attest by my (our) signature(s). Also, I (we) agree to participate in an information session with an association representative.

Signature

Signature

Date

CARPORT LEASE NOTIFICATION

An owner must notify the Board of a carport lease by filling out this form and sending it to: Pine Run Association, c/o Keys-Caldwell, Inc. 1162 Indian Hills Blvd., Venice, FL 34293 Phone: 941-408-8293 Email: kcweb@keys-caldwell.com

The Association does not require a fee for the lease of a carport.

OWNER'S INFORMATION:

Name: _____ Unit # _____

Phone # _____

LESSEE'S INFORMATION:

Name: _____ Unit # _____

Phone # _____

Make and Model of Car _____ Color: _____

License Plate # _____ State: _____

Date of Lease: _____ Length of Lease: _____

Signature of Owner

Date:

