

**Marsh Lakes Home Owners Association
Lease Registration Procedure 07132018**

Background: Our “Declaration of Covenants, Conditions, Easements, and Restrictions” govern leases of property in our Association.

3.2 Leases. No Dwelling Unit or portion thereof shall be leased for less than six months and one day consecutively. All leases shall be in writing and Owners of Dwelling Units shall furnish a copy of all leases or a lease information sheet to the Association upon execution. The Association may establish a lease registration form requiring Owners and tenants to provide certain information, including without limitation, all tenants’ names, contact information, and an alternative address for the Dwelling Unit Owner to receive official Association notices. All tenants, guests, and other invitees shall comply with the Association’s Governing Documents. Dwelling Unit Owners shall be jointly and severally liable with their tenants for fines and any other costs incident to enforcing compliance with the Governing Documents against tenants, their guests and invitees

This procedure will guide the development and execution of leases and the submission of the required information.

1. The minimum term for a lease is 6 months and 1 day (ie, if the first day of the lease is March 23 then the last day would be Sept 24). The term may be longer subject to local and state regulations. A lease may be extended for individual months on the day immediately following the end of the term of the original lease.
2. Property owners must include language in their lease requiring tenants to comply with all Marsh Lakes covenants and rules. Owners must provide a copy of the Covenants to tenants as an attachment to a new lease.
3. Dwelling Unit Owners shall be jointly and severally liable with their tenants for fines and any other costs incident to enforcing compliance with the Governing Documents against tenants, their guests and invitees
4. The property owner is required to accurately complete the “Lease Registration Form” at the time the original lease is signed and updated whenever there is a change of tenants or tenant contact information. Tenants are required to provide the necessary contact information and keep the owner immediately updated should contact information change or be inaccurate.
5. The “Lease Registration Form” must be submitted to the HOA within 14 days of the beginning of the lease term. Non-compliance may be punishable by fines up to \$100 per business day for the entire period of non-compliance.

The completed form may be mailed to:

Amelia Island Management
Attention: Marsh Lakes HOA
5440 First Coast Highway
Amelia Island, FL 32034

**Marsh Lakes Home Owners Association
Lease Registration Form 07132018**

Property Owner Name: _____

Property Address: _____

Owner Mailing Address: _____

Contact Phone: _____; Email Address: _____

Lease Term from: _____ through _____
(Date mm/dd/yyyy) (Date mm/dd/yyyy)

Lease includes a provision to require tenant compliance with HOA Covenants? YES / NO

Tenant has been provided a copy of current covenants? YES / NO

Complete the form for all tenants named on the Lease:

Name: _____

Mailing Address: _____

Contact Phone: _____; Email Address: _____

Name: _____

Mailing Address: _____

Contact Phone: _____; Email Address: _____

Name: _____

Mailing Address: _____

Contact Phone: _____; Email Address: _____

Name: _____

Mailing Address: _____

Contact Phone: _____; Email Address: _____

Add additional sheets as needed to complete tenant contact information

The owner certifies that the information provided is accurate to the best of their knowledge.

Owner(s) Signatures

(Date mm/dd/yyyy)

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