

**EAST HORIZON CONDOMINIUM ASSOCIATION
LEASING POLICY & PROCEDURE**

P&P Title:	Leasing Policy and Procedure		
P&P Number:		Revised:	Effective Date: 1/21/2020

Approved By: Board of Directors

Date Approved: 21-Jan-2021

OVERVIEW

Description:

The Horizon (East Horizon Condominium Association or EHCA) allows for the leasing or renting of condominium units for residential purposes of at least 6 months in duration and restricts transient short-term tenants which diminish the value of the property for permanent residents.

East Horizon Condominium Association (EHCA) wishes to create an environment where all residents and tenants are welcome, safe, and secure. To accomplish this, it is important that all parties on the premises are registered with the Contract Management Company (CMC) and are familiar with the EHCA Rules & Regulations established to clarify the expectations of our community.

Reference

1. The Horizon (EHCA) DOCs Article XII Usage Restrictions.
2. The Horizon (EHCA) DOCs Article XV Restrictions As To Leasing and Rental of Apartments.

Purpose

To ensure the safety and security of all persons on property and uphold association articles of incorporation, particularly with respect to the ban on leasing units for less than 6 months.

Applicability

All unit owners wishing to lease/rent their property.

Failure to Comply

Failure to follow this policy and procedure could result tenants being denied access to common areas and amenities until deficiencies are remediated. Legal actions may result if a timely and amenable resolution is not secured.

Procedure

1. Unit owners are required to register Tenants with the CMC as follows:
 - Provide an electronic copy of the lease that names all occupants in the unit
 - The minimum lease term is 6 months
 - New leases can only be accepted 6 months post inception of the previous lease.
 - Complete and submit the UNIT OWNER LEASING UPDATE FORM
 - Complete and submit the ECHA RENT PAYMENT ADDENDUM/TENANT ACKNOWLEDGEMENT FORM including tenant's signature on agreement.

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2. The CMC reviews forms and is responsible for the following:
 - Review the forms (LEASING UPDATE FORM and TENANT ACKNOWLEDGEMENT FORM), confirm all information required has been completed (including a copy of the lease) and that the unit is eligible for lease under EHCA policy.
 - If the unit is not eligible to be leased, reject the lease and notify both the unit owner and board.
 - Contact the unit owner to remedy any missing information and/or association required documents (Lease naming all occupants, LEASING UPDATE FORM and TENANT ACKNOWLEDGEMENT FORM).
 - Notify board members that there is a new tenant and provide board members with a copy of the LEASING UPDATE FORM.
 - Ensure relevant notices and communications are sent to the tenant during the period they are on property.
3. Owners are responsible for the following:
 - To ensure tenants are familiar with the EHCA Rules & Regulations and Maintenance Tips.
 - To pay all fees and assessments. In the event the unit becomes 30 days past due, EHCA will notify the tenant to redirect rental payment to the association via the CMC and outlined in Florida statutes. Past due amount and penalties will be deducted from the rent and the balance will be sent to the unit owner.
 - Unit Owners are responsible for any unpaid debts incurred by their guests (e.g. damage to common property, fines levied for infractions, fees to reprogram call box) and to retrieve common area security key(s) from the tenant(s). It is recommended that the lease include language allowing the owner to recoup these costs, as well as any economic loss if the tenant breaks the lease before 6 months have elapsed.
 - It is recommended that owners provide an orientation to tenants to familiarize them with the property and the association requirements.
 - Ensure tenants comply with notices/communications that may be issued from time to time when maintenance work is conducted.
4. Tenants are expected to follow EHCA Rules & Regulations.
 - Register any pets or service animals (see pet policy) with the CMC.
 - In the event Owner defaults on HOA payments, rent payments should be re-directed to the association as per instructions in the notification.
 - Enable emergency unit access in the unlikely event it becomes necessary.
5. **An owner whose unit is leased (rented) may not use the EHCA facilities while the lease is in force, nor authorize anyone other than those named on the lease to use the facilities.**

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Appendix 1

UNIT OWNER LEASING UPDATE FORM

PLEASE PRINT CLEARLY:

Unit # _____

Unit Owner (Primary Contact):

Name _____

Phone _____ (Text? Yes ___ No ___)

Email _____

Tenants at East Horizon

Tenant Info:

Term of Lease: From: _____ To: _____

of Adults: _____ # of Children: _____

Tenant Primary Contact (POC) Name: _____

Tenant POC Phone _____ Text?: Yes ___ No ___

Tenant POC email: _____

Minor? (Y/N)

Tenant 2 Name: _____

Tenant 3 Name: _____

Tenant 4 Name: _____

Tenant 5 Name: _____

Tenant 6 Name: _____

Tenant Emergency Contact Name: _____ and

Tenant Emergency Contact Phone: _____

Auto #1 License Plate #: _____ State: _____

Auto #2 License Plate #: _____ State: _____

EHCA Common Area Key number(s) authorized for use by Tenants: _____

I certify that the Tenant has acknowledged receiving Rules & Regulations and has agreed to follow them:

Signed (Unit Primary Contact): _____ Date: _____

A copy of the lease naming all occupants must be attached or submitted electronically along with this form.

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**Appendix 2
RENT PAYMENT ADDENDUM**

TENANT ACKNOWLEDGEMENT FORM

The Unit Owner agrees that should fees owed to the East Horizon Condominium Association become 30 days past due, the Association will notify the Tenant to redirect rent payment to the Association's management company. Rent collected will be reduced by the current month's dues and up to one additional month's dues to cover back months' dues – the balance will be forwarded to the Unit Owner. For the remainder of the lease, the Management Company will collect the rent, reduce it by the monthly assessment, and forward the balance to the Unit Owner.

The Unit Owner is responsible for all payments owed the Association.

Upon notification to the Tenant of rent payment redirection, failure to do so will be a breach of this Agreement and will void the lease with the Unit Owner.

Agreed: Owner Signature/Date

Agreed: Tenant Signature/Date

Owner's Printed Name

Tenant's Printed Name