UNIT RENTAL POLICY

The following document outlines the policies and procedures relating to the lease of a unit at Island Chateau Condominium ("Condominium"). Failure to comply with this policy could lead to fines and/or legal action by Island Chateau Condominium Association, Inc. ("Association"). In any instance where there is conflict between this policy and the Association's Governing Documents (i.e., Declaration of Condominium, Bylaws, Articles of Incorporation and Rules & Regulations), the Governing Documents take precedence.

A. Unit owners may place lockboxes on the front doors of their units. If a lockbox is placed in any location other than on the front door, the Association may remove it without notice to the unit owner.

B. No "For Rent" signs are permitted in the common areas nor are they permitted to be placed within a unit so that they are visible from the outside of the unit (e.g., on a window). The Association may remove any signs in the common areas without notice to the unit owner.

C. If the unit owner or prior tenant is currently leasing a storage space on property, the storage space does not transfer to the new tenant.

D. A unit owner must not have any amounts past due to the Association prior to leasing his/her unit. If a unit owner becomes delinquent in the payment of obligations to the Association while the unit is rented, the Association may garnish rent for the current tenant and, if garnishment is unsuccessful, evict the tenant in accordance with Florida Statute.

E. For units purchased or acquired on or before March 8, 2006, owners have the absolute right to lease their units, provided that units may not be rented for transient (less than thirty (30) days) or hotel purposes (where units are provided customary hotel services such as maid or laundry services).

F. For units purchased or acquired after March 8, 2006, owners may lease their units but the minimum lease term is one (1) year.

G. **For units purchased or acquired after May 26, 2016, owners may not lease their units for the first eighteen (18) months of ownership and are subject to a thirty-five percent (35%) rental ceiling (i.e., no more than 12 units may be rented at any one time).** The Property Manager will maintain a ledger of those units that are rented to ensure rented units remains under the 35% ceiling. To the extent the rental ceiling is reached, owners interested in renting their units should contact the Property Manager to add their unit to the Rental Waiting List ("List"). Once the number of rentals is again below 35% ceiling, owners will be allowed to rent on a first come, first serve basis according to the date their unit was added to the List. Once an owner on the List has been given permission to rent the unit, the owner has 90 days to enter into a lease agreement and submit a completed rental application to the Association. Failure to submit an application within this time frame will result in the owner moving to the end of the List and the rental opportunity shifting to the next owner on the List. Owners currently renting their units may continue to rent to the same tenant for consecutive lease terms with the approval of the Association; however, once the owner loses the current tenant, the unit will be subjected to the rental ceiling and, if the ceiling has been reached, the unit will be placed on the List.

H. Once a potential tenant has been identified, and not less than twenty (20) days prior to the start of the proposed lease, the applicant must submit the below application and any additional required information to the Condominium's Property Manager. A background check will be performed on the applicant(s). The application and results of the background check will be provided to the Board of Directors ("Board") for review. The Property Manager may schedule an interview with a representative of the Association. The Board will approve or reject an application within 20 days of receipt of a complete application and the Property Manager will inform the current unit owner, the applicant(s), and any involved representatives (e.g., real estate agents) of its decision. ***A unit may not be rented without approval of the Board.***

I. The Board will use the following criteria as guidelines when determining whether to approve or reject an application. These criteria will be utilized consistently for all applications and have been designed to comply with the Condominium's Governing Documents.

1. Automatic Violation of Governing Documents: The Board will reject an application if, upon approval, the applicant would automatically violate the covenants specified in the Governing Documents or other rules of the Association. Examples include:
   - Initial Ownership Period: Unit owners who purchased after May 26, 2016 may not rent their units within the first 18 months of unit ownership.
   - Rental Ceiling: Unit owners who purchased after May 26, 2016 are subject to a thirty-five percent (35%) rental ceiling (i.e., no more than 12 units may be rented at any one time).
   - Lease Term: For units purchased or acquired on or before March 8, 2006, lease terms must be thirty (30) days or longer. For those purchased or acquired after March 8, 2006, lease terms must be a minimum of one (1) year.
   - Residents: In no event shall occupancy (except for temporary occupancy of guests) exceed three (3) persons for a one (1) bedroom unit; five (5) persons for a two (2) bedroom unit; and seven (7) persons for a three (3) bedroom unit.
   - Pets: No more than two domestic pet animals, weighing no more than 30 pounds each, may be kept in a unit. There is no limit on the number of domestic fish that may be kept provided there is only one fish tank no larger than 25 gallons.
   - Unit Use: All units must be used for the purpose of a single-family residence. No business use is permitted (see the Rules & Regulations for further definition of business use).
   - Vehicles: Effective February 1, 2021, due to limited parking, each unit may keep no more than two registered vehicles (including motorcycles) on property. If a renter has a third vehicle, it must be kept off property. The Board may approve exceptions to this rule with a written request from the applicant.
   - Golf Carts & Scooters: Effective February 1, 2021, due to limited parking, no new golf carts or scooters are permitted to be kept on property. The Board may approve exceptions to this rule with a written request from the applicant.
2. Criminal Information: The Board will examine each applicant's criminal record. These reports will assist the Board in determining if an applicant:
   - Has a prior criminal record, including any pleas of no contest, which indicates a potential threat to the health, safety or welfare of the community; and/or
   - Has a history evidencing actions taken which show a disregard for, or indifference concerning, rules and regulations associated with community living.

J. All applicants agree to comply with the Association's Governing Documents (including Rules & Regulations). Unit owners are responsible for the actions of their tenants and residents. If a tenant or resident violates the Governing Documents of the Condominium or causes damage to the Condominium property, the unit owner is ultimately responsible for payment of any associated fines or costs of repair. Further, the Association may exercise any remedies against the owner, tenant and their guests as provided by the Governing Documents or under any law, regulation or procedure.

K. The owner is responsible for transferring the following items to the tenant: (1) keys to the pedestrian gate, lobby and pool area; and (2) vehicle gate remotes.

L. Unit owners are required to provide a copy of their unit's key to the Association for emergency access purposes. If an owner or tenant choose to change their locks, he/she must deliver a copy of the new key(s) to the Property Manager. New door hardware must meet Association requirements. Please see the Renovation Policy for more details.

M. New residents may contact the Property Manager to have a 4-digit code and phone number entered into the vehicle gate for access purposes.

N. All renovations must be approved in advance by the Board. See the Renovation Policy and contact the Property Manager for more details.

O. The tenant must inform the Property Manager at least 72 hours in advance of any move-ins and move-outs so that notice may be posted on the electronic bulletin board in the lobby. Move-ins and move-outs must occur between the hours of 8am and 8pm, 7 days per week. Movers should take care to limit disturbance to other residents and must ensure that the Condominium property is not damaged during the move-in or move–out.

No parking spaces other than the unit's assigned space(s) under the garage or the open guest parking spaces may be utilized during the move-in or move-out. Vehicles that are too large to fit into a parking space may use the driveway in front of the building but only when actively loading and unloading. Small moving vans and PODS, which fit inside a parking space, may be parked in the southeast end of the open parking lot on a temporary basis to be determined by the Board with advanced written approval.

Owners and occupants are encouraged to accomplish move-ins and -outs as efficiently as possible. Workers should bring items to the elevator floor lobby or main lobby and load the elevator only when a full load is ready. The elevator should remain free for residents' use while items are being moved between a unit and elevator lobby or between the main lobby and a moving/ delivery truck.

Unit Owners shall ensure that moving and delivery services use elevator protective wall and floor pads when moving furniture or large items. If the delivery service does not provide such pads, such pads will be provided by the Association. It is the moving owner's responsibility to obtain and return elevator pads to their storage location on the 4th floor by the recycling bins. Holding open the elevator door for extended periods of time may cause the elevator to shut down and any costs incurred to reset the elevator will be the responsibility of the moving resident and the unit owner.

Moving boxes and packing materials (i.e., packing paper, and polystyrene "popcorn") must be taken off property. Do not block trash truck access to the dumpster at any time.

***NOTE**: The Association will comply with the Federal Fair Credit & Reporting Act in circumstances where an application is rejected based on information found in a consumer report.*



LEASE APPLICATION

All applicants for lease of a unit within Island Chateau Condominiums must provide an application to the Board of Directors for its consideration. The application and additional items listed below may be emailed to Service@wcmanagement.info or mailed to Westcoast Management at 10502 N. Dale Mabry Hwy Tampa FL 33618.

ADDITIONAL ITEMS

1. A legible copy of each applicant's driver's license;
2. $100 paid online at the time the credit/criminal background check is done (link below)
3. A legible copy of the proposed lease; and
4. Proof of Hillsborough County pet registration for all dogs, cats and/or ferrets.

ONLINE BACKGROUND/CREDIT CHECK PROCESS - LEASE:

For Individuals:
Thank you for your interest in leasing a unit in which Westcoast Management manages. The Association in which you are applying for does have a lease application process. To complete the application, each applicant must click the link below to apply. The fee for this service is $100 per applicant, paid online at the time of application. When complete, the application will be sent to the board of directors for your association and that manager and/or assistant will reach out to you with approval and/or other requirements, if needed by the board.
https://wc.quickleasepro.com/d/apply/103629

LEASE INFORMATION

Please include information on all tenants listed on the proposed lease

Unit # _____ Anticipated Lease Date: _____/_____/_____ Monthly Rent: $_____
MM DD YYYY

Lease term:_____

Applicant Name (1): _____ Date of Birth: _____

Applicant's Current Address: _____

Years In Residence: _____ Landlord Name & Phone Number: _____

Applicant's Prior Address* (1): _____

Years In Residence: _____ Landlord Name & Phone Number: _____

Applicant's Prior Address* (2): _____

Applicant's Prior Address* (3): _____

*Please list all prior addresses from the last 10 years

Primary Phone: _____ Email: _____

License Plate#: _____ State: ____ Make: _____ Model: _____ Color: _____

Current Place of Employment: _____ Phone Number: _____

Prior Place of Employment*: _____ Phone Number: _____

*If employed less than six months ago

Applicant Name (2): _____ Date of Birth: _____

Applicant's Current Address: _____

Years In Residence: _____ Landlord Name & Phone Number: _____

Applicant's Prior Address* (1): _____

Years In Residence: _____ Landlord Name & Phone Number: _____

Applicant's Prior Address* (2): _____

Applicant's Prior Address* (3): _____

*Please list all prior addresses from the last 10 years

Primary Phone: _____ Email: _____

License Plate#: _____ State: ____ Make: _____ Model: _____ Color: _____

Current Place of Employment: _____ Phone Number: _____

Prior Place of Employment*: _____ Phone Number: _____

*If employed less than six months ago

Have any of the above applicants been convicted of a misdemeanor or felony (Y/N)? _____

Have any of the above applicants been evicted from a prior residence (Y/N)? _____

If the answer to any of the above three questions is Yes, please explain: _____

_____

Other Anticipated Residents – Name, Age: _____

Anticipated Resident Pet (1) – Breed, Weight, Color: _____

Anticipated Resident Pet (2) – Breed, Weight, Color: _____

Emergency Contact(s) for Unit (please include name, phone number and relationship to applicants):

_____

Property Manager Name***: _____

Property Manager Company: _____

Primary Phone: _____ Email: _____

***Fill out this section only if you have a 3rd party property manager that is responsible for the unit. Westcoast Management is not the unit's property manager.

APPLICANT AGREEMENT

The undersigned acknowledges and understands that completion of all application fields and submission of all additional items is required prior to consideration by the Board of Directors. The undersigned further agrees that all information provided with this application and additional items is accurate and complete. The undersigned agrees that they have received, read, understand and will comply with the Governing Documents of Island Chateau Condominium Association, Inc. Failure to comply with the Governing Documents will lead to full legal enforcement by the Island Chateau Condominium Association including fines and other remedies permissible under the Governing Documents and/or Florida law.

Applicant's Signature (1): _____ Date: _____/_____/_____
MM DD YYYY

Printed Name: _____

Applicant's Signature (2): _____ Date: _____/_____/_____
MM DD YYYY

Printed Name: _____

LESSOR OR OWNER AGREEMENT

The undersigned acknowledges and agrees that every applicant was provided with a copy of the Governing Documents of Island Chateau Condominium Association, Inc. and that he/she is ultimately responsible for the actions of his/her tenants.

Lessor's or Representative's Signature: _____ Date: _____/_____/_____
MM DD YYYY

Printed Name: _____