

# **Town Place Condominium Association**

## **Lease Renewal & Occupancy Compliance Policy**

*This form only applies for first and second year anniversaries.*

### **1. Authority**

Pursuant to the Association's **Declaration, Bylaws, Rules & Regulations**, and **Florida Statute §718.111 and §718.303**, the Association is authorized to:

- Maintain accurate records of unit ownership, occupancy, and leasing
- Require reasonable documentation for lease approval and renewal
- Enforce guest and occupancy limitations uniformly

### **2. Occupants, Guests, and Renters**

- **Renters and occupants** are permitted only as allowed under the Association's governing documents.
- **Guests** who remain in a unit for **thirty (30) days or more, cumulative, within any calendar year** are deemed **occupants** and **must apply** in accordance with the Rules & Regulations.
- All occupants must be disclosed to the Association.

### **3. Lease Renewals – Required Submission**

Lease renewals are **not automatic**. For any renewal of an existing lease, the below must be submitted **together as a complete package**. Every three years, a **new complete application** must be submitted. This is **only** for the first and second year anniversaries.

1. Copy of the **expiring lease**
2. Copy of the **proposes new lease** (nothing is final until Board approval)
3. Completed **Lease Renewal Information Form** (one page)

Incomplete submissions will not be processed.

### **4. Review Period**

- Upon receipt of a **complete submission**, the Association shall have **up to thirty (30) days** to approve or deny the lease renewal.
- Failure to submit required documentation may result in:
  - Delay or denial of approval
  - Lease deemed noncompliant
  - Enforcement action under the governing documents

### **5. Pets**

- All pets must be **registered and approved** in accordance with the Rules & Regulations **before occupancy**.
- Lease approval may be withheld until pet compliance is confirmed.

### **6. Owner Responsibility**

- Unit owners are responsible for ensuring compliance with:
  - Association governing documents
  - Florida law
  - City of Boca Raton codes and ordinances
- The Association's approval does not relieve owners or tenants of any governmental compliance obligations.

# Town Place Condominium Association

## Lease Renewal Information Form

*This form is required for all lease renewals and must be submitted with both the prior lease and the new lease.*

### Unit Information

Unit Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Owner Email and Phone: \_\_\_\_\_

### Tenant & Occupant Information

*List ALL individuals residing in the unit.*

1. Primary Tenants Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Secondary Tenants Name: \_\_\_\_\_ DOB (or age if a minor): \_\_\_\_\_

3. Occupant: \_\_\_\_\_ DOB (or age if a minor): \_\_\_\_\_

4. Occupant: \_\_\_\_\_ DOB (or age if a minor): \_\_\_\_\_

5. Occupant: \_\_\_\_\_ DOB (or age if a minor): \_\_\_\_\_

6. Occupant: \_\_\_\_\_ DOB (or age if a minor): \_\_\_\_\_

TOTAL RESIDENTS: \_\_\_\_\_

### Pet Disclosure

Are there any pets residing in the unit? *(Lease approval may be withheld until pet compliance is confirmed.)*

Yes     No

If yes:

- All pets have been registered with the Association:                     Yes     No
- The Association has granted pet approval:                                     Yes     No

Prior Lease Term Dates: \_\_\_\_\_

New Proposed Lease Term Dates: \_\_\_\_\_

### Certification & Acknowledgment

The undersigned certifies that the information provided is true, complete, and accurate. The undersigned acknowledge that:

- Documents must be submitted at least **30 days before** a lease expiration for the Board's approval.
- Guests staying **30 days or more (cumulative) in a calendar year** are considered occupants and must apply. In this case, the Landlord will be notified and must approve Guest(s).
- The Association has **up to thirty (30) days** from receipt of a **complete submission** to approve or deny the lease renewal.
- Incomplete or inaccurate information may result in enforcement action.
- All must comply with the Association's governing documents (By-Laws and Rules & Regulations).

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_