



PLEASE SUBMIT THE FOLLOWING TO THE BIRD KEY HOMEOWNERS ASSOCIATION, INC. BOARD OF DIRECTORS:

- 1. A COMPLETED LESSEE INFORMATION FORM.**
- 2. A COMPLETE COPY OF THE SIGNED LEASE AGREEMENT**
- 3. PAYMENT OF \$600.00 LEASE FEE PER LOT IN A BANK CASHIER'S CHECK, CERTIFIED BANK CHECK OR BANK MONEY ORDER. (THIS PAYMENT IS NON-REFUNDABLE).**

THE OWNER SHOULD MAKE SURE THE LESSEE IS FAMILIAR WITH THE BIRD KEY GOVERNING DOCUMENTS. IF A COPY IS NOT AVAILABLE, ONE MAY BE PICKED UP AT THE OFFICE AT 100 BIRD KEY DRIVE, SARASOTA, FL 34236.

PLEASE CALL THE OFFICE PRIOR TO YOUR VISIT. 941-366-0848. Fax 941-366-0408.

A NOTICE OF TEN WORKING DAYS OR LESS CAN ADD A FEE OF \$175.00.

BIRD KEY LESSEE INFORMATION FORM

Provide to the Association, prior to occupancy by lessees, a copy of the lease contract. A dwelling home shall not be leased for less than sixty (60) continuous days. A dwelling home shall not be leased more than two (2) times during a calendar year. Members must complete and submit to the Association its information sheet and pay a lease fee of Six Hundred Dollars (\$600) to the Association prior to each lease of the member's dwelling home.

NAME(S) AND PRESENT ADDRESS

BKHA ADDRESS OF PROPERTY BEING LEASED:

LEASE PERIOD: Beginning _____ and ending _____

NAMES AND AGES OF ALL OCCUPANTS OF LEASED PROPERTY:

BIRD KEY HOME PHONE _____ **CELL** _____

WORK NUMBER _____ **EMAIL** _____

I will notify the BKHA Office at 100 Bird Key Drive if the above leasing dates change. I agree to abide by Bird Key Homeowners Association, Inc. Governing Documents while leasing property on Bird Key. If the owner of the property does not have a copy of the Bird Key Homeowners Association Governing Documents, I will obtain a copy from the BKHA office.

I have executed this document this _____ day of _____, 20____.

Lessee Signature(s)