



(813) 333-1047
info@cfirstam.com

LEASING AND RENTAL AGREEMENT

Dear Homeowner,

This packet contains the following information and paperwork required if you desire to lease your home:

- Owner and Tenant Registration
- Disclosure Summary
- Sunset Bay Townhomes Landlord/Tenant Agreement
- Certification (this document must be signed by both owner and tenant)

When all the necessary paperwork has been completed, you may fax, e-mail or mail it along with a copy of the signed lease to:

Sunset Bay Townhomes HOA
c/o Communities First Assn. Mgt.
PO Box 6183
Sun City Center, FL 33571
info@cfirstam.com
Fax: (813) 260-3264

Please note that no access cards or gate codes will be issued to a tenant until the appropriate documentation has been received by Communities First Association Management.

All residents of Sunset Bay Townhomes are asked to register on
the community website at:
www.sunsetbaytownhomes.org

OWNER INFORMATION

Name of Owner: _____

Mailing Address of Owner: _____

Telephone Number: _____

Email Address: _____

TENANT INFORMATION

The Sunset Bay Declaration requires owners to provide information as the Board may require regarding their tenants. The following information about the tenant is required, and the tenant must place their signature and the date at the end of this form.

Sunset Bay Address to be Rented: _____

Name(s) of Tenant: _____

Telephone Number: _____

Email Address: _____

OTHER OCCUPANTS

Occupancy of a Residence is limited to a single family, or maximum of two persons per bedroom only. In no event may occupancy be greater than two person per bedroom at a time. Please list below additional person who will be occupying the residence with the proposed tenants:

Name: _____ Relation to Tenant: _____

Name: _____ Relation to Tenant: _____

TERM OF LEASE

Term of Lease: Start _____ End _____

Lease MUST be at least six (6) months in duration. Copy of lease MUST be attached.

VEHICLES

Please refer to the Sunset Bay Town Homes Declaration regarding the type of vehicles permitted in Sunset Bay Town Homes and Parking. Please note, however, the Board of Directors has recently implemented new parking procedures for the empty parking spaces on the exit side of the community. These spaces are reserved for Visitors Only. Please contact Communities First Association Management for more information.

Please list below all vehicles owned or operated by the tenant and any other occupant of the residence:

Make and Model	Year	Tag Number
_____	_____	_____
_____	_____	_____

Pets

Pet Type: _____

Name: _____

Breed: _____

License Number: _____

Disclosure Summary

IMPORTANT READ CAREFULLY

No person may rent a Resident unless they have a written lease. No lease may be or a shorter period than six (6) months. All tenants, occupants and guests must abide by the Declaration, Bylaws and Rules and Regulations of Sunset Bay Town Homes Homeowner's Association, Inc.

I, the tenant, warrant and agree as follows:

1. The information I have provided above is true and I understand that Sunset Bay will rely upon the information.
2. The Declaration, Bylaws and the Rules and Regulations, and any amendments thereto of Sunset Bay ("Governing Documents") have been made available to me and I have read them or intentionally declined to read them.
3. That Florida law requires that I and all persons who occupy the residence **MUST** abide by the Governing Documents of Sunset Bay, even if I and the other persons who occupy the residence don't read them.
4. That if I, or any of the persons who occupy the residence with me, violate the Governing Documents, that I and they may be **FINED** and **SANCTIONED** by Sunset Bay. I understand that Sunset Bay can take legal action against me and the other occupants if we violate the Governing Documents, and we will be held responsible for the Attorney Fees and costs that Sunset Bay incurs.
5. That only the above name person (s) shall occupy the residence, other than overnight guests and in-home professional caregivers.

Signature of Tenant: _____

Date: _____

Signature of Tenant: _____

Date: _____

Sunset Bay Landlord/Tenant Agreement

TO: Communities First Association Management

FROM: _____ **(Landlord)**

DATE: _____

RE: _____ **(Property Address)**

I, _____, Landlord of the above referenced property, name the current tenants of the said property as _____ and their _____ (#) children. I have rented the entire residence to them, not just a room or portion of the residence. There is no one else renting any other portion of my Lot, and no one else will rent any other portion of my Lot during the term of this lease. The term of the lease is _____, 20__ through _____, 20__. As tenants of my property, I would like for them to be able to enjoy the amenities that residents of Sunset Bay are entitled. I understand that as the homeowner of _____ (property address), I assume all responsibilities for my tenants when they are utilizing the amenities.

I understand that agreement to use the Sunset Bay facilities lies with the owner of the home, not the tenants, therefore I accept the consequences of the actions of _____ (tenants names), their children, and any guests they may bring to the facilities with them. In consideration of the foregoing, I hereby agree to indemnify and hold the Sunset Bay Town homes Homeowner's Association, Inc., the Board of Directors, and Communities First Association Management, Inc. their agents and employees harmless from any and all liability associated with their use of the facilities and amenities. I understand that if my tenants, their family members or guests break any rules of the Association, that I will be obligated to evict them at my expense.

I understand, as well, that by affording my tenants amenity privileges, I relinquish my rights to use the Sunset Bay amenities for this property.

Sincerely,

Owner (Signature)

Owner (Printed Name)

Certifications

Owner and Tenant REPRESENT, WARRANT AND CERTIFY the following:

1. The information contained above is true and correct as of this date.
2. Attached hereto is a true and correct copy of the proposed lease, which both Owner and Tenant represent and warrant, is enforceable in accordance with its terms from the effective date forward.
3. Tenant acknowledges receipt of a copy of the Declaration of Covenants, Conditions and Restrictions for Sunset Bay Town homes Homeowner's Association and a copy of the Rules and Regulations of Sunset Bay.
4. Tenant covenants and agrees to comply with the Declaration and Rules and Regulations as the same are now in effect and as may hereafter be amended. This includes the tenant and certifying to restrict the number of cars they have to the parking capabilities of the garage or driveway, without the blocking of sidewalks and street parking.
5. Tenant covenants and agrees that only he above named persons shall occupy the Home, other than overnight guests and in-home professional caregivers.
6. Owner certifies that he/she will require Tenants compliance with the Declaration and Rules and Regulations and will enforce, at owner's expense, the same by all legal means, including eviction.
7. Owner agrees to reimburse the Association any and all court costs and reasonable attorney's fees incurred by the Association in requiring tenant's compliance with the Declaration and/or the Rules and Regulations.
8. Both Owner and Tenant acknowledge that Association is relying upon the truth and accuracy of the above information and certifications in granting its approval of the proposed lease.
9. Both Owner and Tenant agree to deliver to Association copies of all Lease modifications, amendments and extensions at least fifteen days prior to their effective date.

Under penalties of perjury, we declare that we have read the foregoing and that the information contained herein and attached hereto is true, accurate and authentic, to the best of our knowledge and belief:

Signature of Owner: _____

Date: _____

Signature of Tenant: _____

Date: _____