

## Georgetown East HOA Policy for Rental Lease Documentation

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### **Purpose:**

This policy has been created to clarify the process for lease submission to the HOA as required by the February 7, 2023 Amendment regarding rentals in Georgetown East HOA. This ensures compliance with Florida Statutes and promotes community safety and transparency by maintaining accurate records of rental properties within the HOA.

### **Authority:**

This policy is enacted under the authority granted to homeowners' associations by Chapter 720, Florida Statutes, specifically addressing the HOA's right to establish and enforce reasonable rules and regulations for rental properties within the community.

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### **Policy Provisions:**

#### **1. Initial Lease Submission:**

- Property owners renting their homes in Georgetown East in accordance with the Association's documents and rental amendment must provide the HOA with a copy of the lease agreement within 15 days of signing a lease with a tenant, as permitted by Florida State Statute 720.
- The lease must include:
  - Names of all adult tenants.
  - Lease term (start and end dates).
  - Tenant contact information using the HOA's Emergency Contact Information Form

#### **2. Annual Updates:**

- Rental property owners must submit copies of current lease agreements annually by January 31<sup>st</sup> of each year.
- If the lease remains unchanged, a signed statement confirming no changes may be submitted instead.

#### **3. Notification of New Tenancy:**

- Owners must notify the HOA's management company within 15 days of a change in tenants and provide the updated lease agreement.

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### 4. Privacy and Confidentiality:

- In accordance with Florida statutes 720 all lease information submitted to the HOA will be treated as confidential and used only for administrative purposes.
- The HOA will not disclose tenant information unless required by law or court order.

### 5. Submission Guidelines:

- Lease copies and updates may be sent to the HOA's property manager by email, regular mail or delivered to the management company.

### 6. Definition of a Tenant:

- A person or persons under a lease agreement paying rent and following specific terms outlined in the lease or rental agreement.

### 7. Noncompliance Penalties:

- Failure to comply with this policy may result in penalties as permitted under Florida State Statute 720.305, including:
  - Fines up to \$100 per violation, not to exceed \$1,000 in aggregate.
- Owners will be given written notice and an opportunity to be heard by the HOA's compliance grievance committee before penalties are enforced.

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### Implementation and Oversight:

- The HOA's management company property manager will oversee the enforcement of this policy.
- Any disputes or requests for exceptions will be handled in accordance with the association's governing documents and applicable Florida law.

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### Effective Date:

This policy will take effect on March 31, 2025 following proper notice to all homeowners in compliance with Florida State Statute 720 which requires reasonable notice for rule changes.

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By adhering to Florida law, this policy ensures fairness, transparency, and compliance while protecting the rights of property owners and tenants.