

# St. Croix At Pelican Marsh Condominium Association Inc. Yearly & Seasonal Lease RENEWAL Application

1. All unit owners/rental agents must submit a Lease Renewal Application Package for each prospective tenant(s) (unless husband and wife or parent and minor child). Lease Renewal Application is available at: <https://www.thesaintcroix.com/>
2. A copy of the completed **Lease Renewal Application** and **all required documents** must be emailed as pdf attachment to [KevinB@SandcastleCM.com](mailto:KevinB@SandcastleCM.com), or dropped off at the management office not less than twenty (20) days before the existing lease expires. Incomplete applications will not be considered.

## Guidelines for Application Approval:

### Refer to the Governing Documents (Declaration of Condominium and Rules & Regulations) for guidelines for approval.

Once a Tenant Renewal Application is approved, please be aware of the following:

- Tenant(s) must meet with the management to obtain an **updated parking permit** and go over any questions regarding the Association rules and regulations. Times for this will be included in the approval letter.
- Any guest staying with the approved tenant can only do so for a maximum of 30 days and must register with the Association.
- All guests must be accompanied by the registered and approved tenant when visiting the amenities, pool, gym or clubhouse.

If you have any questions or to make an appointment, please contact the management office Monday through Friday between 8:00AM and 4:00PM at 239-593-3434.

**\*ALL ITEMS MUST BE INITIALED AS COMPLETED\***

Lease RENEWAL Application Checklist (attach to application). This information is required before submitting for approval.

Date: (MM/DD/YY) \_\_\_\_\_

Unit # \_\_\_\_\_

**Please initial the items as completed.**

|  |   |
|--|---|
|  | Completed St. Croix Condominium Association Inc form. (pages 2-4 of this document)  |
|  | Signed Lease Agreement ( <b>lease "addendums" or "extensions" are <u>not</u> accepted</b> )   |
|  | Tenant understands that pets are not permitted per the governing documents.   |
|  | Tenant is aware of their parking space and/or garage assignment and unauthorized vehicles and vehicles without parking permits will be towed.                         |
|  | <b>VALID</b> and <b>CURRENT</b> registration is attached for each vehicle. Maximum of 1 vehicle per registered tenant, and a aggregate maximum of TWO vehicles total. |
|  | Verify that St. Croix has a <b>CURRENT FUNCTIONAL</b> key to the unit in case of emergency.   |
|  | <b>Acknowledge that this LEASE RENEWAL is not FINALIZED until APPROVED BY THE BOARD OR DESIGNEE.</b>  |

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

**St. Croix At Pelican Marsh Condominium Association Inc. Yearly & Seasonal  
Lease RENEWAL Application**

|                                     |  |  |
|-------------------------------------|--|--|
| <b>Owner/Rental Agency<br/>Name</b> |  |  |
| <b>Contact Phone Number:</b>        |  |  |
| <b>Email Address*:</b>              |  |  |

\* This email address will receive notifications from the association regarding the tenant or that will directly affect the tenant, and by submitting this application, owner/agent hereby consents to receiving such notifications electronically. This is **NOT** the tenant's email(s).

**\*TO BE COMPLETED BY APPLICANT(S)\***

**Must be submitted no less than twenty (20) days prior to CURRENT LEASE EXPIRATION.**

Each occupant must complete a separate application unless husband and wife or parent and child under 18

Date Submitted: ( MM/DD/YY): \_\_\_\_\_

|              |                   |                 |  |
|--------------|-------------------|-----------------|--|
| Unit #       |                   | Parking Space # |  |
| Rental Date: | From:<br>MM/DD/YY | To:<br>MM/DD/YY |  |

**APPLICANT INFORMATION: (Please print legibly. Unreadable applications will be refused)**

|                      |  |                            |  |        |  |
|----------------------|--|----------------------------|--|--------|--|
| Full Name Applicant: |  | Date of Birth:<br>MM/DD/YY |  | Email: |  |
| Full name of Spouse: |  | Date of Birth:<br>MM/DD/YY |  | Email: |  |

By providing email, you consent to receive electronic communication that affects you from the association.

|                                |  |                  |  |
|--------------------------------|--|------------------|--|
| Applicant #1 Current Employer: |  | Position Held:   |  |
| Location:                      |  | Supervisor Name: |  |
| Spouse Current Employer:       |  | Position Held:   |  |
| Location:                      |  | Supervisor Name: |  |

We collect this information to ensure our records are current.

**Other Occupants: (requires separate application if NOT Spouse or Child under 18)**

|       |  |              |  |        |  |
|-------|--|--------------|--|--------|--|
| Name: |  | Relationship |  | D.O.B. |  |
| Name: |  | Relationship |  | D.O.B. |  |

Applicant initial \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**St. Croix At Pelican Marsh Condominium Association Inc. Yearly & Seasonal  
Lease RENEWAL Application**

---

**Vehicle(s): All vehicles on the property must have and display a valid tag (license plate). A copy of the registration document for each vehicle must be attached to this application. All vehicles must display a current parking permit. No more than one vehicle per licensed tenant, and a maximum of two vehicles per unit.**

**Parking Rules and Regulations:**

1. Parking stickers must be permanently affixed to the lower corner of the windshield on the driver's side.
2. Vehicles may be towed at the owner's expense if a parking sticker or guest pass is not visible on the vehicle.
3. Guest parking passes must be visible (hang on rear view mirror) or vehicle may be towed at owner's expense.
  - a. Visitors must display guest passes between 11:00 P.M. and 7:00 A.M.
  - b. Visitors overnight stay not to exceed one night without notifying management office.
  - c. Unauthorized vehicles will be tagged and possibly towed at owner's expense.
  - d. All guests must register at the office.
  - e. Association reserves the right to limit passes to four (4) for the same vehicle in one calendar year (maximum thirty days total)
4. Replacement sticker will be a \$25 charge.

**Additional Information:**

Has applicant(s) been convicted of any criminal offense/felony? **YES / NO** If yes, please provide details on a separate page.

**Emergency Contact Information:**

|                   |          |
|-------------------|----------|
| Name:             | Address: |
| Relationship:     |          |
| Telephone Number: | Email:   |

**Read carefully and sign below:**

I (we) represent that all the above information statements and representations are true and correct. The applicant hereby authorizes verification of the above information and releases all liability of all persons and corporations requesting or supplying such information. Applicant(s) acknowledge(s) that false, misleading, or misrepresented information may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeit of deposits and may constitute a criminal offense under the laws of this State.

I agree that by providing my email address I consent to receive electronic notification from the association for official communication.

I have read, understood, and agree with the statements above. I have received, read, and agreed to the rules and regulations provided.

Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

---

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**