

Circle Bay Yacht Club Condo
1950 S.W. Palm City Rd.
Stuart, Florida 34994

ANNUAL LEASE___SEASONAL___

RETURNING___ NEW___

Dear Realtor or Prospective Lessee of Circle Bay Units.

In order to provide for better understanding, and reduce delays in processing annual leases of units at Circle Bay, the following brief summary of current procedures is provided.

Forms for new leases and Circle Bay Yacht Club Rules and Regulations are available at the Association Office or on the Circle Bay website (www.Circlebay.net). These forms must be filled out and returned to the office promptly with a copy of the lease contract, a \$50.00 processing fee and current copy of your drivers' license. **Please note that if paperwork is not submitted at least 14 business days prior to move in date, the processing fee will be \$100.00 to expedite the process.**

Upon receipt of the above, a review will be done, a date and time will be established for the tenants to come in for a welcoming.

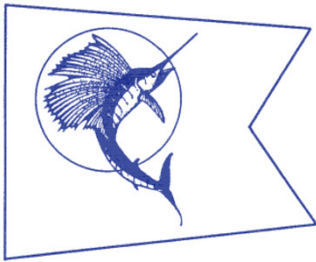
A welcoming of the prospective tenants is always required when a new lease is proposed. A Certificate of Approval signed by a Board Member is necessary for settlement. No screening of tenants is required when re-leasing unless problems have been experienced during the previous lease.

When re-leasing an annual or seasonal lease to the same tenant in the same unit no investigation is necessary and no fee required. The only required paperwork required for re-leasing is a "Lease Renewal Endorsement", "Lessee update form", and "Occupancy Approval".

At least one occupant of a unit must be age 55 or older.

All tenants must be approved by the Board of Directors prior to occupancy of the unit #___-___.

Welcoming Committee (Please Print)



Circle Bay Yacht Club Condo
1950 S.W. Palm City Rd.
Stuart, Florida 34994

Dear Prospective CBCY Resident Unit No. ____ - _____,

The primary purpose of the Welcoming Committee is to provide information that will help you enter into this condominium lifestyle and settle quickly and comfortably into our friendly community. We will try to answer any questions pertaining to Circle Bay. We do ask you to familiarize yourself with our rules and agree to comply with them before signing a purchase agreement.

Circle Bay is managed by volunteers. From our owners of record, we annually elect a Board of Directors which is charged with maintaining our facility and its financial requirements as well as exacting compliance with our Rules. This has worked well over many years. Our maintenance fees are reasonable. Special assessments have been few. Our hired maintenance staff, with the assistance of resident volunteers, works hard to sustain the lush and inviting environment that is Circle Bay.

Over the years, with the approval of the Board of Directors, Circle Bay has published and revised its Rules, the last revision being March , 2018. By complying with those Rules, virtually all of our residents have found that living here is a most tranquil and congenial experience.

We look forward to meeting you.

Respectfully yours,

Circle Bay Yacht Club Condominium Association, Inc.

Revised 2018

CIRCLE BAY YACHT CLUB & CONDOMINIUM ASSOCIATION, INC.
SCREENING/APPLICATION FORMS REQUIRED FOR LEASES AT CIRCLE BAY

Prospective first-time lessees are required to submit the following:

1. Application For Lease, Gift, Devise, Inheritance Approval Form (pages 4)
2. CBYC Occupancy Application Form (page 5)
3. Acceptance of CBYC RULES & REGULATIONS (**2018**) Form (page 6)
4. Copy of driver's license(s), passport or notarized birth certificate
5. These forms must be filled out and returned to the office promptly with a copy of the lease contract, a \$50.00 processing fee and current copy of your drivers' license. **Please note that if paperwork is not submitted at least 14 business days prior to move in date, the processing fee will be \$100.00 to expedite the process.**
6. Copy of lease.
7. Phone & Internet, Information (page 7).

Application is to be directed to the Welcoming/Screening Committee and may be left with Leyda during office hours (Monday - Friday from 9:00 a.m. – noon).

For questions, please call the CBYC office at (772)287-0990 or Fax (772)205-3533.

Unit No. _____ - _____

*This page is for office use, please attached to your application.

APPLICATION FOR LEASE, GIFT, DEVISE OR INHERITANCE APPROVAL

This application and attached documents shall be completed in detail by the prospective lessee. If any question is not answered or left blank the application may be rejected and returned unapproved to the applicant. The completed application must be submitted to the association office at least 8 to 10 days prior to the desired date of occupancy. All prospective occupants must be interviewed prior to final approval. Occupancy prior to Board approval is prohibited. No lease shall be for less than three (3) months or more than twelve (12) months and only one (1) lease is permitted in any twelve (12) consecutive month period.

Circle Bay Yacht Club is a community designed and intended to provide housing for residents who are age 55 and over. No person under the age of 18 is permitted permanent occupancy. No person under the age of 18 may stay in a unit without the supervision of an adult 55 or older.

CBYC is a **No Pet** Community and does follow federal guidelines. **No** commercial vehicles, trailers, RVs, **pickup trucks**, motorcycles, boats, etc. are permitted on Circle Bay grounds except by special permission of the Board of Directors for a limited period of time.

The unit owner must provide the lessee with a copy of the condominium rules & regulations.

Date of application _____ Lease for Unit No. ____ - ____ term _____ to _____

Owner's Name: First _____ Middle _____ Last _____

Owner's current address: _____

Owner's phone #: _____ alternate #: _____

Realtor (if applicable) _____ phone # _____

Name of Lessee (s) as will appear on Lease:

First _____ Middle _____ Last _____

Spouse or Co-Resident : First _____ Middle _____ Last _____

Current or alt. address of Lessee _____

_____ Phone # _____

Persons who may also occupy the unit with you, relationship and age:

First name: _____ Middle _____ Last _____

Because of HUD requirements to maintain accurate records of the age of those occupying units at Circle Bay, a document such as a driver's license or notarized birth certificate must be presented at the applicant's screening. Documents will be continued on next page.

CBYC OCCUPANCY APPLICATION

Please complete the following questions. Missing information may cause delays in processing your application. Only the applicants are authorized to sign forms. Thank you.

PLEASE PRINT

Date _____ Unit # _____ Date of Occupancy _____

Purchase ___ Lease ___ Full Time Resident ___ Part Time Resident ___

Term of Occupancy for rentals _____

First Name _____ Middle _____ Last _____

Date of Birth _____

Occupation _____

Summer or Alternate Address _____

Home phone # _____ Cell # _____

Vehicle Make _____ Model _____ Year _____ License Plate _____

State _____

Spouse or co-resident

First Name _____ Middle _____ Last _____

Date of Birth _____ Occupation _____

Summer Alternate Address _____

Home phone # _____ Cell # _____

Vehicle Make _____ Model _____ Year _____ License Plate _____

State _____

Name of others who may occupy unit (note relationship) _____

In case of emergency, notify: (Please indicate relationship)

First Name _____ Middle _____ Last _____

Address _____ Phone # _____ Cell _____

Signature _____ Co-Applicant _____

By signing, the applicant recognizes that the Association may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be available to the Board of Directors.

CIRCLE BAY YACHT CLUB CONDOMINIUM ASSOCIATION, INC.

Receipt of the CBYC Rules & Regulations

___ I (we) have received a copy of the CBYC Rules & Regulations.

___ I (we) have read all of the CBYC Rules & Regulations.

___ I (we) understand all of the CBYC Rules & Regulations.

___ I (we) will comply with all of the CBYC Rules & Regulations.

___ I (we) will be responsible for family and guest's compliance with The CBYC Rules & Regulations while visiting Circle Bay Yacht Club property.

___ I (we) understand that willful violation of any of the CBYC Rules & Regulations may result in legal action, at my (our) cost, initiated by the Circle Bay Yacht Club Condominium Association.

Date _____ Unit Number _____

PLEASE PRINT

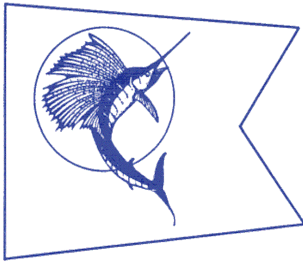
First Name _____ Middle _____ Last _____

Signature _____

(PLEASE PRINT)

Co-Applicant: First Name _____ Middle _____ Last _____

Signature _____



___ Owner ___ Renter

As permitted by Florida Statute 718, the undersigned owner(s) grant to Circle Bay Yacht Club Condominium Association, Inc. permission to publish the following information in a residents' directory. The directory will be available to all owners and residents in Circle Bay. **Please check and fill out each line with your information for publishing.**

___ Unit Number _____

___ Name _____ Phone Number _____

___ Cell Phone Number _____

___ Email Address _____

___ Name (Co-Applicant) _____ Phone Number _____

___ Cell Phone Number _____

___ Email Address _____

If I/we have signed this form, the Circle Bay Yacht Club Condominium Association, Inc. is authorized to publish the checked information.

Lessee Signature

Lessee Signature

Print Name

Print Name

Date

I give permission for my name and unit number to be published in the CBYC newsletter called the Tides.