

Twin Shores Beach & Marina, Inc.
Rental Application

Is this a renewal – Same Unit/Same Time of Year?

_____ Yes – No application fee is required

_____ No – A \$150.00 fee is required – Submit with application: Payable to Twin Shores Beach & Marina, Inc. **Send to Capstone Association Management (See page 2)**

Note: Application will not be approved if it is incomplete, or shareholder is not current with all shareholder fees and assessments. If a tenant leaves before the end of the rental period, the remainder of the minimum rental period is blocked out and no one else can rent or use the unit during this time. **Please print all information**

Owner _____ Request approval to rent unit # _____

Lease period beginning on (Month) _____ (Day) _____ (Year) _____
And ending on (Month) _____ (Day) _____ (Year) _____

To: 1 Tenant/Renter _____ Phone _____

Email Address _____

Address _____ City _____ State _____ Zip _____

Date of Birth ____ / ____ / ____ Photo ID required

Emergency Contact Name / Relationship _____ Phone _____

To: 2 Tenant/Renter _____ Phone _____

Email Address _____

Address _____ City _____ State _____ Zip _____

Date of Birth ____ / ____ / ____ Photo ID required

Emergency Contact Name / Relationship _____ Phone _____

One Car Per Unit: Make of Car _____ License Plate _____

Owner and Tenant: please read the list of responsibilities expected of each regarding the rules and regulations on the next page. Sign and date showing acceptance.

Board: Approved: _____ Denied: _____ Reason: _____

Director or representative signature: _____ Date: _____

Owner/Shareholder:

- Submit completed application and \$150.00 fee (if required)
- Fees and/or taxes on rental properties are required by Longboat Key, Sarasota County, and the State of Florida
- Unit should be clean, fully equipped, and turnkey ready
- Unit key(s), mailbox key, and parking passes for guests must be provided
- Liability insurance, fire extinguisher, and smoke detectors are recommended
- A copy of the current Rules & Regulations should be in each unit (replacement copy can be downloaded through your web portal (<https://capstoneam.cincwebaxis.com/>))
- Minimum term of rentals: 2 months from Dec. 1 – April 30; 1 month from May 1 -Nov. 30 with a maximum of 3 rentals per year. Annual rentals must renew prior to the anniversary date.

If rental rules are not followed, a fine of up to \$100 per day may be imposed and rental privileges may be lost for one year.

Owner Signature _____ Date _____

Tenant/Shareholder:

- Provide photo ID(s) along with completed application
- Register in the white book in the clubhouse – state law
- Know and adhere to the following:
 1. Only 2 tenants may occupy unit – 1 must be at least 55 years old; the other, 45 years old
 2. Only 1 car is permitted and must be parked in the assigned space. Overnight guests park in guest parking area and must display parking pass on dashboard
 3. Pets, motorcycles and subletting are prohibited
 4. Recycling rules are displayed in the dumpster area and must be followed
 5. Use toilet tissue marked "septic safe" to avoid sewer problems

Contact owner for questions, concern or problems relating to the unit

Welcome to Twin Shores – Activities & parties are posted in the clubhouse

Tenant(s) Signature 1. _____ Date _____

2. _____ Date _____

Application can be mailed, emailed, or hand delivered to Capstone Association Management.

Office: 5602 Marquesas Circle, Ste. 101, Sarasota, FL 34233

Email: Dylan@CapstoneAM.com

**Applications will not be reviewed until the completed application,
photo IDs, and fee are received.**