

### 3.C. LEASING

1. **Process:** The following documents must be submitted to the Foundation Office at least 30 days prior to the lease period. This requirement also applies to any extension of the lease. An incomplete lease application could result in a delay of up to thirty (30) days in the issuance of Tenant Cards.
  - 1.1. Completed Lease Application Form.
  - 1.2. A check for the tenant member processing fee in effect at the time of Application plus the prevailing fee for each Tenant Card requested which exceeds the first two Tenant Cards issued to the Tenant. The check should be made payable to the Pelican Bay Foundation. These fees are non-refundable even if the Member does not enter into the lease with the Tenant, the Neighborhood Association fails to approve the lease, or if the Tenant shall cancel for any reason.
  - 1.3. If the Member's Unit is subject to Neighborhood Covenants which require the Neighborhood Association to approve the lease, the Member must submit a copy of the Neighborhood Association's approval letter/document. If the property is a single family home, a copy of the executed lease is required in lieu of Association approval.
  - 1.4. The Member must relinquish all Foundation Issued Cards which have been issued to the Members and any family member. All member cards must be turned into the Foundation prior to the lease start date for their tenants.
2. **Issuance of Tenant Cards:** Tenants are required to pick up their own Tenant Cards in person and produce a government issued photo ID at the Foundation Office. Tenant Cards expire when the lease expires, as indicated by the copy of the lease or condo association approval letter provided by the Member. If a Member extends the lease, the Member must provide a copy of the condo association extension approval in order for the Foundation to extend the Tenant Cards.
3. **Return of Member Cards:** Upon termination of the lease, the Member may pick up his/her Foundation Issued Card from the Foundation office.