

Lake St. Charles Landlord/Tenant Release Procedures Memo

Dear Homeowner/Tenant:

The following procedures are required for access card issuance for District Facilities:

1. A Lake St. Charles Community Development District Landlord/Tenant Agreement provided by Lake St. Charles Community Development District is to be signed by BOTH property owner and tenant. The Agreement relinquishes the homeowners' rights to the District facilities to his/her tenants. This agreement is to be returned to the Clubhouse upon completion.
2. A **copy of the signed lease agreement** is to be provided to the District for reference record and to set the access card's proper expiration date. Access Cards issued to tenants will be active for the duration of the lease agreement.
3. Upon signed receipt of the tenant release form and copy of the signed lease agreement, the Lake St. Charles Access Card Agreement will be completed by the tenant for card issuance. Tenants must be listed on the lease agreement and present at time of card issuance.
4. Lessee or tenant will need to provide \$15 per access card issued during registration and for every renewal thereafter.

For more information or questions, please contact:

Adriana Urbina
Lake St. Charles Community Development District Clubhouse
6801 Colonial Lake Driver
Riverview, Florida 33578
districtadmin@lakestcharles.org
813-671-8339

Clubhouse Hours of Operation

Tuesday, Wednesday, Thursday, and Friday: 8:30 AM to 2:30 PM

First Saturday of the month: 9:00 AM to 1:00 PM

Remainder Saturdays: 9:00 AM to 3:00 PM

**LAKE ST. CHARLES LANDLORD/TENANT RELEASE
FORM**

TO: Lake St. Charles Community Development District

FROM: _____ (Landlord/ Owner Name)
_____ (Landlord/ Owner Address & Phone Number)

Re: _____
(Property Address)

I, _____, am the Landlord of the above-referenced property. The current tenants of the said property are _____ and _____ (#) children. I understand that there are limits on the number of persons that can occupy the property, and my tenants do not exceed that limit. I have rented the entire residence to them, not just a room or a portion of the residence. There is no one else renting any other portion of my Lot, and no one else will rent any other portion of my Lot during the term of this lease.

The term of the lease is _____, 20__, through _____, 20__. As tenants of my property, I would like them to be able to enjoy the amenities that the residents of Lake St. Charles are entitled. The Lake St. Charles Community Development District amenities include but are not limited to the following: the pool facilities, volleyball courts, basketball courts, dog park, nature path, and other park and recreational facilities.

I understand that as the homeowner of _____ (property address), I will assume all responsibilities for my tenants when they are utilizing the amenities. I understand that agreement to use the Lake St. Charles Community Development District facilities lies with the owner of the home, not the tenants; therefore, I accept the consequences of the actions of _____, their children, and any guests they may bring to the facilities with them. In consideration of the foregoing, I hereby agree to indemnify and hold Lake St. Charles Community Development District, their employees and agents harmless from any and all liability associated with their use of the facilities and amenities. **I understand, as well, that by affording my tenants amenity privileges, I relinquish my rights to use the Lake St. Charles amenities for this property.**

Sincerely,

<p>_____ Owner (Signature) Date</p>	<p>_____ Tenant (Signature) Date</p>
<p>_____ Owner (Printed Name) Date</p>	<p>_____ Tenant (Printed Name) Date</p>