

Rental Procedures:

Checklist to provide to the HOA:

- Copy of long-term lease
- Copy of background check
- Barcode application and check for barcode
- Tenant form

Long Term Lease:

Lease must be within the ordinance of the Polk County Land Development Code. Owner must be paid to date with all fees, and no deed restrictions violations on the residents.

Background Check:

Background checks may be conducted by our attorney Frank Friscia at Friscia and Ross (813)288-0866 in which the office will conduct and let us know if the tenants is applicable for the lease.

If you wish to conduct your own background check, we will just need to see that the homeowner does not have any prior convictions.

If you are a preferred vendor, you may send an email stating that the owner is okay to lease. Preferred vendors must be a real estate company, or a property management company.

Barcode Application and Check:

The Barcode application must be filled out with copies of the driver's license, registration and insurance for each vehicle. If an owner trades in a vehicle, they may not use the same barcode, they **MUST** fill out the information for a new barcode. The cost for each barcode is \$5.00.

Tenant Form:

Tenant form must be filled out.