



Guidelines for Leasing Your Property in Solivita

- ❖ Homeowners may only lease their property when the Solivita Community Association and Solivita Club monthly fees are up-to-date. There is an approval process by several departments that may take up to 48 hours to process and approve. No new tenant walk-ins to the Membership Office will be processed unless paperwork has been approved prior to their visit. It is suggested that leases / age verification form / driver licenses are provided at least one week prior to the start of the lease. When provided via email to the Membership Office, acknowledgement of receipt will also contain approval for property being leased. Resident ID Badges and Transponders may be impacted if the property is not current with all fees.
- ❖ Homeowners should be aware that Polk County requires all homeowners renting their property to register with them and submit copies of the lease to the Polk County Tax office. Depending on the length of the lease it is possible that homeowners will be responsible for taxes and/or fines if found non-compliant. See their website for all the details: <http://www.polktaxes.com/> On their site, select: Taxes, Tourist Development Taxes and review different categories like Vacation Home Guide, Requirements & Allowance, and Application.
- ❖ Homeowners, it is your responsibility to explain to new tenants there is a \$50 Club Administrative fee assessed to new leases. The fee is due at the time of orientation or prior to issuing ID cards.
 - If the home is leased on a continuing basis, year to year, there is no additional \$50 fee until the home is leased to a different tenant.
 - This fee applies to lessees returning to lease the same home again for 3 to 6 months during the winter months.
 - It is the responsibility of lessee to return their ID cards, to the Club Membership office, at the end of the lease.
- ❖ It is the responsibility of a Lessee to notify the Club Membership department if renewing the lease.
 - Picture ID cards are programmed to deactivate at the end of each tenant's lease. Therefore, if a tenant can not access a facility it is probably because the membership office has not been notified of the lease being renewed.
 - Please bring a copy of the renewal lease to the Membership department located in the Administration building in the Village.
 - If not renewing the lease, please return picture ID cards to the membership office before leaving the community.
- ❖ There is absolutely no obligation on the Club Owner's part to issue ID cards to anyone other than the homeowner.
- ❖ "The Declaration Book explains in Section 10 Use Restrictions, Sub-section 10.4 homes may be leased, licensed or occupied ONLY IN THEIR ENTIRETY and NO FRACTION OR PORTION MAY BE RENTED. No bed and breakfast facility may be operated out of a Home. INDIVIDUAL ROOMS OF A HOME MAY NOT BE LEASED ON ANY BASIS. NO TRANSIENT TENANTS MAY BE ACCOMMODATED IN A HOME. All leases or occupancy agreements shall be in writing and a copy of all leases of Homes not comprising part of a Multi-Family Rental Building shall be provided to the Association.

Leases of Homes forming a part of a Multi-Family Rental Building shall not be submitted to the Association unless the Association reasonably requests a copy of the same from the Owner of a Multi-Family Rental Building in connection with the enforcement of this Declaration or Rules and Regulations.

No Home, other than Homes within a Multi-Family Rental Building, may be subject to more than two (2) leases in any twelve (12) month period, regardless of the lease term. No time-share or other similar arrangement is permitted. The Owner must make available to the lessee or occupants copies of the Community Documents.”

- ❖ Once an Owner leases a Home, only the Lessee (or those persons occupying the Home) shall be entitled to exercise the privileges of a Member with respect to such Home; however, the Owner and Lessee shall be jointly and severally liable for all Club Dues under the Solivita Club Plan, paragraph entitled, “Member.” Owners are transferring the Club privileges and the use of the transponders of this home over to the Lessee. Owners are not allowed to use their ID Badges or transponders for this home during the term of the lease unless they own and occupy another Solivita property.
- ❖ Please remember to submit a completed Lease, Age Verification Form and a copy of driver licenses for all that will occupy the home. This information may be submitted to SolivitaMembership@Evergreen-LM.com or fax these documents to the Solivita Homeowners Association at 863-496-4453.
 - **The application is validation that one person occupying the home is 55 or better.**
 - All occupants of the new lease should be listed and a form of identification for each attached.
 - These forms are available at the Solivita Membership office and the Community Association office, which is located in the Administration Building.

For additional information, please contact the Membership office at 863-427-7143. Thank you for your cooperation.