

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

