

### Procedure for Leasing a Unit in Kings Point

1. An individual (prospective lessee) desires to lease a unit in Kings Point.
2. The individual contacts a realtor and/or homeowner to make arrangements for the lease.
3. A Lease Application must be obtained either at the Sterling Management Office or online (kpscc.com).
4. The individual (lessee) and homeowner fill out the Lease Application.
5. The completed Lease Application is then submitted to Sterling Management and accompanied by the Lease Application Fee, Photo ID, and Lease Addendum.
6. Sterling Management then reviews the lease application and contacts the applicable Association board member for approval.
7. After board member approval, Sterling Management reviews the unit's account for any outstanding balance.
8. Sterling Management then finalizes and approves the Lease Application and forwards copies to the Kings Point Box Office and Front Gate.
9. Note - All current owners/residents must relinquish their badge/s to the Kings Point Box Office at least one business day before the new lessees occupy the unit in order for the new lessees to obtain their new badges.
10. The Kings Point Clubhouse processes the application.
11. The Kings Point Box Office issues lessee badges to the lessees when they arrive only after verification that all the owners and/or resident badges for that unit are on file in the Box Office.
12. Lessees obtain a gate pass at the front gate.