

### Procedure for Leasing a Unit in Kings Point

1. An individual (prospective lessee) desires to lease a unit in Kings Point. The individual contacts a realtor and/or homeowner to make arrangements for the lease.
2. A Lease Application and Addendum must be obtained either at The Continental Group or online at (kpscc.com) and must be submitted 10 days prior to commencement of lease.
3. The individual (lessee) and homeowner fill out the Lease Application.
4. The completed Lease Application is then submitted to The Continental Group and accompanied by the Application Fee payable to the association, Photo ID of all occupants, Notarized Lease Addendum for lessee and if applicable pet agreement and pet deposit payable to the association.
5. The Continental Group then reviews the lease application and contacts an Association Board member for approval.
6. After board member approval, The Continental Group reviews the unit's account for any outstanding balance. If all fees are paid to date, The Continental Group then finalizes and approves the Lease Application and forwards copies to Kings Point Box/Badge Office, COA, President's Box, Emergency Squad and Front Gate.
7. The Kings Point Box/Badge Office issues lessee badges to the lessees when they arrive. There is a monthly charge of \$5.00 per person per month for lessee badges, please check the website at kpscc.com under the Kings Point MGMT LLC tab for the current fees or call the Box/Badge Office at 813-387-3443 or 813-387-3447 if you have any questions.
8. After Lessee receives their badge they then obtain a gate pass at the front gate visitors side.