

Spanish Main Owner Rental Information

To obtain Board Approval to rent your villa please read through and complete the steps in this document:

RENTAL POLICY & NOTES:

- Maximum 2 rentals per year, each rental must be a minimum of 30 days. This does not include use of your villa by immediate Family Members which consists of grandparents, parents, children, grandchildren, great grandchildren, sisters and brothers. An owner's immediate family stay does not constitute a loan but they are subject to the children under 18 rule.
- No portion of a Unit (other than an entire unit) may be leased.
- All leases shall provide that the Association has the right to terminate the lease upon default by the tenant in observing any of the provisions of the Condominium Documents. Specific language written below must be included in your lease so please copy and paste it into your lease.
- Leasing of Units shall also be subject to the written approval of the Association (which approval shall not be unreasonably withheld). The Unit Owner will be jointly and severally liable with the tenant to the Association for any amount which is required by the Association to repair any damage to the Common Elements resulting from acts or omissions of tenants (as determined in the sole discretion of the Association) or to pay any claim for injury or damage to property caused by the negligence of the tenant. The Association may elect to waive or not to enforce the provisions of this Section in any given case or cases, provided no such intentional waiver or failure to enforce shall thereafter prevent the Association from enforcing these provisions in the future in any given case or cases. Non-compliance will forfeit any future rental opportunities and a fine or fines may be assessed.
- Please discuss with your renter the vehicle requirements to make sure the height of the vehicle fits in your carport along with all 4 wheels needing to be inside the carport area. If it exceeds the carport dimensions the vehicle will need to be parked in the common parking area by the marina or the maintenance yard.

STEP 1:

- SMYC requires owners to give their new renter:
 - The "Application for Temporary Residency" pdf document. Once completed please drop off or mail to Progressive Community Management 3701 South Osprey Avenue, Sarasota, FL 34239, please include a check for \$ 150.00 made payable to Spanish Main Yacht Club, a copy of a valid Driver's License or Non-Drivers ID Card for all occupants and a copy of the lease with the Mandatory Addendum (below). You can download the Renter form here: <https://drive.google.com/file/d/1zwUJkqPyRXxIKCNAvSf6oEISbkZjFCDI/view?usp=sharing>
 - ***Important: The Application should not be submitted from the Lessor or Lessee until you have a signed Lease with applicable payments made to you.***
- Once the background report is returned to the committee from Progressive Community Management, it will be reviewed in a timely manner and an approval will be sent to the owner.
- The owner or renter must arrange for a web meeting prior to arrival. Someone from the Rental Orientation Committee will reach out to them once the paperwork is reviewed.

STEP 2:

- If your rental is less than 6 months you must also list it on the Longboat Key Rental Registry <https://www.longboatkey.org/243/Residential-Rental-Registry>
<https://mcclibraryfunctions.azurewebsites.us/api/ordinanceDownload/14959/1202843/pdf>
RENTAL INSPECTION REQUIREMENTS <https://drive.google.com/file/d/1bXfS1jjig3NZAFvFhOani2ruG1PL0Ahi/view?usp=sharing>

- Town of Longboat Key Chapter 111 Business Tax Receipt requires owners on Longboat Key to apply for a Business Tax Receipt which is renewable annually. A 6% Tourist Tax must be paid for rentals of 6 months or less. Spanish Main will take no responsibility on this step as it is the Villa Owners sole responsibility to adhere to rules and regulations of Longboat Key. This section is for informational purposes only and the Town of Longboat Key may change these rules and regulations from time to time.

SHORT TERM RENTAL INFO <https://www.longboatkey.org/221/Short-Term-Rentals>

TAX RECEIPT INFO: <https://www.longboatkey.org/277/Business-Tax-Receipt-Application-Forms>

EMAIL ADDRESS FOR APPLICATION: LBTR@longboatkey.org

STEP 3:

- The State of Florida also imposes a 7% Short term rental tax for rentals of 6 Months or less. Spanish Main will take no responsibility on this step as it is the Villa Owners sole responsibility to adhere to rules and regulations of the State of Florida. This section is for informational purposes only and the State of Florida may change these rules and regulations from time to time.

INFO: https://floridarevenue.com/Forms_library/current/brochure/gt800034.pdf

REGISTRATION: <https://floridarevenue.com/taxes/eservices/Pages/registration.aspx>

FILE & PAY: <https://floridarevenue.com/taxes/eservices/Pages/enrollment.aspx>

STEP 4:

- Unit owners who lease, rent, or otherwise make their villas available to other than immediate family members, shall furnish such persons with a ***copy of the Rules and Regulations***, it being the owner's responsibility to see that such people adhere to and fully comply with said rules. Except for immediate family, at least one of the occupying persons must be 55 years of age or older. The Rules and Regulations can be found on the bottom of the Application for Temporary Residency. LINK <https://drive.google.com/file/d/1zwUJkqPyRXxIKCNAvSf6oElSbkZjFCDI/view?usp=sharing>