



**LONGWOOD TOWERS CONDOMINIUM ASSOCIATION, INC**

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Bay Harbor Islands, FL 33154  
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Website: <https://longwoodbhi.com>

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**RENTAL REQUIREMENTS**

(LWT-005-RR-02-25-2024)

Following is a checklist of key requirements that must be met for renting an apartment. Please keep in mind that, like in a job application, the Board of Directors reserves the right to deny a rental application for reasons other than those on the list of requirements, like misrepresentation or withholding of facts by the applicant during the screening interview or at any point in time during the application process.

- 1) Owners cannot rent their unit for 2 years after the purchase date.
- 2) No short term rentals or subleasing allowed.
- 3) Owners must be current with their HOA maintenance fees, special assessment and any other balances owed to the association.
- 4) Owners must supply an Application Form and a copy of the Rules and Regulations to their prospective tenants (applicants) prior to the screening interview. Applicants must return a completed application and a signed Rules and Regulations to certify they have read it and agree to abide by it. These documents can be found on our website under

<https://longwoodbhi.com/public-documents/>

- 5) Owners must supply the BOD with a copy of the lease.
- 6) Lease term will be for one year at a time. BOD reserves the right to void renewal of the lease due to tenant violating building rules or causing problems for other residents.
- 7) The application fee is \$150 payable to Longwood Towers Association.
- 8) The background check nonrefundable fee is \$150 payable to Creek Property Services.
- 9) Above fees must be received at the Association office at least 5 business days prior to the interview meeting.
- 10) After all the documentation is received and reviewed, a screening interview meeting will be scheduled with BOD members.
- 11) If applicant is approved after the meeting, a move-in date notice must be given by the approved applicant(s) at least 5 business days in advance, along with a \$500 refundable security deposit in the form of a check or money order payable to Longwood Towers Association. If the common areas like the entrance, hallways and elevators are not damaged, scratched, dented or dirtied during the move, the security deposit will be returned 5 days after the move. Boxes must be flattened and placed by the recycling bins.

**IMPORTANT DISCLAIMER:** This checklist may be updated periodically, is not all inclusive and is only meant to highlight the main requirements, it is not meant to replace the Bylaws or the Rules and Regulations, which will supersede any error or conflict with any item above.