



All owners who are leasing their unit must provide a copy of the following to the Administrative Office:

- Executed Lease (signed by all parties)
- Executed [Lease Addendum](#)
 - A copy of the [Lease Addendum](#) can be obtained by clicking the links or the button below or from the Waterside Administrative Office
- Criminal background check results for U.S. citizens
 - In place of the background check for non-U.S. citizens, the office will need a copy the information page of each adult resident's passport
 - All adult residents (ages 18 and older) living in the unit must have a criminal background check/passport
- Leasing Administration Fee of \$100

Owners must be in good standing on their unit Condominium Assessment Account to lease their residence. All required lease documents should be submitted, at least two (2) weeks in advance, no later than 5 days prior to the commencement of the lease or an additional \$100 fee will be charged. All leases and lease addenda must be complete and signed by all parties prior to being submitted to the Association for approval.

No resident shall be registered with the office until all materials are received.

Owners may only lease their unit 3 times per year for less than 30 days.

Lease Renewals: If a lease is renewed, the owner should complete and return a [Lease Extension](#) to the office. **If renewals are not received in a timely manner, transponders and amenity cards will be deactivated.**

Thank You – Association Management