



BIRD KEY IMPROVEMENT ASSOCIATION INC.
100 BIRD KEY DRIVE / SARASOTA, FLORIDA 34236
Phone 366-0848 FAX 366-0408

WHAT IS REQUIRED WHEN LEASING:

PLEASE SUBMIT THE FOLLOWING TO THE BOARD OF DIRECTORS:

1. A COMPLETED LESSEE INFORMATION FORM
2. A COPY OF THE SIGNED LEASE AGREEMENT.
3. PAYMENT OF \$600.00 TRANSFER FEE PER LOT IN A BANK CASHIER'S CHECK, CERTIFIED BANK CHECK, OR BANK MONEY ORDER PAYABLE TO THE BIRD KEY IMPROVEMENT ASSOCIATION. (THIS PAYMENT IS NONREFUNDABLE).

THE OWNER SHOULD MAKE SURE THE LESSEE IS FAMILIAR WITH THE BIRD KEY BYLAWS. IF A COPY IS NOT AVAILABLE, ONE MAY BE PICKED UP AT THE OFFICE.

THE OFFICE IS LOCATED AT THE ABOVE ADDRESS AND IS OPEN FROM 9AM TO 1 PM MONDAY THROUGH FRIDAY. FOR EFFICIENT SERVICE, PLEASE CALL THE OFFICE PRIOR TO YOUR VISIT. OUR FAX NUMBER IS 366-0408.

THE BIRD KEY IMPROVEMENT ASSOCIATION OFFICE NEEDS FIFTEEN TO THIRTY DAYS ADVANCE NOTICE TO PREPARE THE NECESSARY DOCUMENTS NEEDED FOR A LEASE. A NOTICE OF TEN WORKING DAYS OR LESS CAN ADD A PENALTY OF \$175.00.

THANK YOU FOR YOUR COOPERATION.



BIRD KEY IMPROVEMENT ASSOCIATION INC.

100 BIRD KEY DRIVE / SARASOTA, FLORIDA 34236

Phone 366-0848 FAX 366-0408

BIRD KEY LESSEE INFORMATION FORM

NAME, PRESENT ADDRESS, **TELEPHONE AND FAX NUMBER OF THE PERSON OR PERSONS LEASING THE BKIA PROPERTY:**

BKIA ADDRESS OF PROPERTY TO BE LEASED:

DATES BKIA PROPERTY IS BEING LEASED: Beginning _____
and ending _____.

NAMES AND AGES OF ALL OCCUPANTS OF LEASED PROPERTY:

I will notify the BKIA Office at 100 Bird Key Drive if the above leasing dates change. I agree to abide by Bird Key Improvement Association, Inc. Bylaws and restrictions while leasing property on Bird Key. If the owner of the property does not have a copy of the Bird Key Improvement Association, Inc. Bylaws and restrictions, I will obtain a copy from the BKIA Office.

I have executed this document this _____ day of _____, 2004.

Signature of Lessee