Coakley Bay Association

Owner Rental Lease Agreement

Unit Number: _____ Date: _____

Name(s) of Owner(s): _____

_____

Mailing Address: _____

E-mail Address: _____

Telephone Numbers: Mobile: _____ Residence: _____

Condo: _____ Work: _____

If using a Property Manager to rent/manage your unit:

Name: _____

Real Estate Company if applicable: _____

Address: _____

Phone #: _____ Fax #: _____

Emergency #: _____

Complete and Remit with Payment to:

Coakley Bay Association
5000 Estate Coakley Bay
Christiansted, VI 00820-4598

Questions? E-mail: **officemanager@coakleybay.org** Call: **(340) 773-9600**

ALL RENTALS MUST BE ACCOMPANIED BY AN OCCUPANCY QUESTIONAIRE EVERY TIME A UNIT IS RENTED.

Please return this form with your registration payment of $300 for the year in which you plan to rent. If you are using a property manager, they must properly register using the Property Managers Form (available from the Coakley Bay office or on the Coakley Bay website) and pay a $200 fee for unlimited units for the current year. Property managers and owners who register at any time during the current year must still pay the full fee; this fee cannot be pro-rated. Please note that rental of a unit without an owners and Property Managers registration is subject to a $50/day penalty assessed to the unit owner.