Coakley Bay Association

Property Manager/Agent Application

Name of Applicant: _____

Address: _____

Phone Number During Business hours: _____

Phone Number for after-hours/emergencies: _____

Email Address: _____

Unit(s) Managing: _____

Name of Applicant's Firm/Agency (if applicable): _____

Contact Phone Number for Firm/Agency: _____

Number of Years of Property Management Experience: _____

I _____ will/ _____ will not close shutters in case of a hurricane/storm.

Check List – Initial when complete

_____ Attach Business License
_____ I have read Coakley Bay Owners Rules and Regulations
_____ I have read Coakley Bay Rules for Renters
_____ I have read Coakley Bay Rules and Procedures for Rental Units & Property Managers
_____ Please add two (2) professional references to this application
_____ Annual Property Manager's fee (non-refundable) delivered

Acknowledgment

By signing below, the applicant has read and/or reviewed the agreement and voluntarily agrees to be bound by its terms.

I have read, acknowledge, and agree to be bound by the Coakley Bay Rules and Regulations (separate document). I understand that Coakley Bay may withhold permission for me to manage properties at Coakley Bay and has no obligation to approve this application.

I understand that violation of listed Rules and Regulations may result in my removal from the Coakley Bay list of approved property managers.

Upon removal from the list of approved managers, I understand that any outstanding contracts I have with Coakley Bay owners are void and that I am prohibited from contracting with any Coakley Bay owner for the management of their unit(s) unless/until I reapply and am approved the following year.

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

Applicant: _____ Date: _____

☐ Approved
☐ Denied

General Manager: _____ Date: _____