

Briar Bay Community Association Leasing Requirements

1. Lease Term Requirements

- Minimum lease term: **6 months**
- Maximum lease term: **12 months**
- **Short-term rentals are prohibited**
- **No Airbnb or similar platforms**
- **No subleasing or room rentals**

2. Rental Permit (City Requirement)

- Owner has obtained a **City Rental Permit** prior to leasing (Required before tenant occupancy)
- Reference:
<https://www.wpb.org/Departments/Development-Services/Business-Tax/Rental-Property-Guidelines>

3. Pets (Landlord Permissible)

- Maximum **2 pets per unit**
- **No aggressive breeds permitted**
- Pets must comply with all Briar Bay and local ordinances

4. Income & Credit Requirements

- Rent must not exceed **32% of applicant's verifiable taxable income**
- **Minimum credit score of 670** required for **at least one applicant**
- **Co-signers are not permitted**
- Income must be verifiable (taxable income only)

5. Occupancy Rules

- **All occupants aged 18 and older must be listed on the lease**
- No unapproved occupants permitted

6. Security Deposits (Association-Specific)

Briar Bay Deposit Requirements

- **\$1,500 deposit** required for:
 - Liberty Bay
 - Liberty Isles
 - The Tides
 - Water's Edge
 - Sail Harbour

- **\$1,000 deposit** required for:

- **Cove I & Cove II**

Additional Deposits

- **Sail Harbour:** Additional **\$1,000**
- **The Tides & Water's Edge:** Additional **one (1) month's rent**

7. Required Documentation

- Proof of income
- Valid driver's license for **each applicant**
- Active vehicle registration for **each vehicle**
- Vehicle registration must match **name(s) on the lease**
- **Briar Bay gate access** vehicle barcode obtained and issued at move-in Day

8. Vehicle & Gate Access

- **Guest Lane access is NOT permitted** in lieu of NOT obtaining a vehicle barcode (RFID), and/or unapproved tenant.
- **Cove I & Cove II gate access:** Contact **Current Property Management Company**

9. Final Approval/Briar Bay Board (Committee)

- All requirements satisfied
- All fees and deposits paid
- The **FINAL** Certificate of Approval is granted exclusively by the Briar Bay Master Association.