

# Owner Rental Lease Agreement

## Coakley Bay Association

5000 Estate Coakley Bay

Christiansted VI 00820

Phone: 340-773-9600

Email: [officemanager@coakleybay.org](mailto:officemanager@coakleybay.org)

Unit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name(s) of Owners (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 #: \_\_\_\_\_

Please Complete and Remit to:

Coakley Bay Association

5000 Estate Coakley Bay

Christiansted, VI 00820-4598

Email: [officemanager@coakleybay.org](mailto:officemanager@coakleybay.org)

**\*\*\*ALL RENTALS MUST BE ACCOMPANIED BY AN OCCUPANCY QUESTIONNAIRE 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) 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.