

Coakley Bay Association

5000 Estate Coakley Bay

Christiansted VI 00820

Phone: 340-773-9600

Email: office@coakleybay.org

Property Manager/Agent Application

Name of Applicant _____

Address: _____

Phone Number: _____

Email Address: _____

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.

Please Attach Applicant's Business License to Application

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. I understand that Coakley Bay has no obligation to approve this application, nor to permit me to manage properties on Coakley Bay property. 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 the following year.

Applicant: _____ Date: _____

GM: _____ Date: _____

Approved: _____ Not Approved: _____

All managers of units located at Coakley Bay Condominiums must coordinate all rentals in accordance with the Coakley Bay Rules and Regulations as listed on the Coakley Bay website. Attached are a few highlights of the rules.

Summary of Property Manager Rules

Property Managers must pay a \$200.00 administrative fee per year prior to renting units. This fee covers an unlimited number of rental units. This fee cannot be pro-rated if rented later in the year.

Property Managers must comply with occupancy limits. No more than four adult renters are permitted per two-bedroom unit. No more than six adult renters are permitted per three-bedroom unit. Per bed rentals are strictly prohibited; all rentals must be per unit.

Property Managers and owners need to communicate with the office via email for keys to access the unit when sending a contractor to the rented unit. Please schedule with the contractor to meet them to provide access to the unit and close up when work is completed.

Property Managers will be notified rules by the General Manager if a rule is not followed. The General Manager will remove any Property Manager that does not adhere to the Rules and Regulations and they will not be allowed to conduct future business on Coakley Bay property,