

GRAND KEY CONDOMINIUM ASSOCIATION, INC.
4207 SOUTH DALE MABRY HIGHWAY
TAMPA, FL 33611
(813) 839-4060 Fax (813) 839-7876
www.grandkeycondo.org
Manager@grandkeycondo.org

August 25, 2016

Dear Rental Managers

The following information is needed to work as a property manager at Grand Key Condominiums.

First, when you rent a unit in Grand Key, you need to provide the following information to the Association:

1. A Complete and Signed copy of the lease
2. A Complete and Signed copy of the Grand Key Lease Addendum, which is found at Grandkeycondo.org in the Realty Section.

These two items must be in the Grand Key Association manager's office before your tenant moves into the property. This information may be mailed, faxed or emailed.

The new resident needs to:

1. To read the rules of the Grand Key Association which are online at Grandkeycondo.org
2. Have a copy of the Waste Disposal information, found at Grandkeycondo.org
3. Have the General Information letter, found at Grandkeycondo.org

Second, All contract work must be done by Licensed and insured contractors and you must give a three (3) day notice before any contractor comes onsite.

1. Notice to All Unit Owners and Property Managers. All contractors are required to give Grand Key a three (3) day notice before any work can be done in any unit.
2. You must provide a copy of the contractor's License and Insurance before any work can be done in a Grand Key Unit.
3. Grand Key Maintenance Must Be Called every day when your contractor arrives onsite. 813-777-7523 or 813-420-4062.

If you have any questions, please call or email my office

Sincerely

Jim Smith
Community Association Manager
Grand Key