

Certification of Condominium/HOA Bylaws

[Insert Condominium Association Letterhead]

To:

Town Manager or Designee
Town of Fort Myers Beach
6231 Estero Blvd
Fort Myers Beach, FL 33931

Date: [Insert Date]

Subject: Certification of Condominium/HOA Governing Documents

Pursuant to Ordinance 18-01, Division 32-A, Short-Term Rentals, Town of Fort Myers Beach, Florida.

On behalf of the **[Condominium Association Name]**, I, the undersigned, hereby certify the following with respect to the governing documents of our condominium association, located at:

Property Address (Building): _____

Unit Number(s): _____ (if applicable)

1. Governing Documents

We possess and maintain the following governing documents in effect for the building referenced above:

- Declaration of Condominium (including all amendments)
- Articles of Incorporation (and amendments, if applicable)
- Bylaws (and amendments)
- Rules and Regulations (current)

These documents are in good standing and have been duly recorded and/or filed as required by Florida law.

2. Certification Statement

I further affirm that our condominium association:

- Is the legally authorized entity to self-perform enforcement of the Town’s Code of Conduct violations pursuant to LDC Sec. 34-2393 and Sec. 34-2394.
- Elects to opt out of the Town’s enforcement program and will assume full responsibility for enforcement as required by the Ordinance.

3. Registered Agent

Name: _____

Position/Title: _____

Contact Phone: _____

Email Address: _____

4. Acknowledgement

I understand that this certification will be submitted in conjunction with:

- One (1) completed Short-Term Rental Registration Form for this building, and
- The official Opt-Out Letter in the format prescribed by the Town.

I further acknowledge that this opt-out applies **only to the building** referenced above and not to any individual units within Fort Myers Beach.

Signature: _____

Name (print): _____

Title/Role in Association: _____

Date: _____

Instructions & Notes:

- The Certification should be printed on official association letterhead, completed, signed, notarized and uploaded **via the RentalScape Portal**.
- Ensure accuracy and completeness of contact information and document listings to avoid delays or rejection.
- Per the Town’s Ordinance, a **separate submission** (Opt-Out Letter) is required **for each building** within the association seeking exemption.