

SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION, INC.

**680 71st Ave
St. Pete Beach, FL 33706**

RENTAL/LEASE APPLICATION FOR APPROVAL

The following information and fee must accompany this form in order for it to be considered/processed: A check written for \$150 for the Application Processing Fee and Background Check Fee, made payable to **Sunset Plaza East Condominium, Inc.**, a copy of the Lease Agreement and a copy of the Applicant's Driver's License(s). Enclosed are the current Rules & Regulations. With submission of this application, you agree that you have; received, read, and understand the current Association's Rules & Regulations.

Please return the completed Application, fees and required information to:

**Ameri-Tech Community Management
24701 US Highway 19 North, Suite 102
Clearwater, FL 33763**

You may also email the application package to jmyrthil@ameritechmail.com but the application will not be processed until (mailed) payment portion of the package has been received and processed. Applications will be processed as quickly as possible and sent to Board for approval. Please allow 15-30 days for process and formal approval of tenant.

Date: _____ Lease Term Date (from): _____ (to): _____ Unit #: _____

From: _____
Lessor/Owner Name _____ Lessee/Tenant Name _____

Applicant(s) represent that the following information is true and correct and consent to further inquiry and investigation concerning this information or any information which comes from that inquiry which is necessary for approval of this request.

Applicant Name: _____

Present Address: _____

Sunset East Lease Application

Phone Number(s): _____

Email Address: _____

Employed by: _____ Phone Number: _____

Employer's Address: _____

Phone Number(s): _____

Email Address: _____

Employed by: _____ Phone Number: _____

Employer's Address: _____

References:

Reference: _____

Address: _____ Phone Number: _____

Bank Reference: _____ Phone Number: _____

Automobile: Make: _____ Year: _____ Tag Number: _____

All other Persons who will occupy the above condominium unit are as follows:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Sunset East Lease Application

In Case of Emergency please notify: _____

Phone Number: _____

Applicant(s) state that he/she has received a copy of the Rules and Regulations, and has read, understood, and agrees to abide by all the conditions and terms therein and all reasonable rules and regulations officially enacted hereafter by the Association. The approval is subject to all financial obligations to the Association including but not limited to maintenance fees, late charges, special assessments, legal fees and application fees having been paid in full or will be paid prior to tenant occupancy. I/We hereby authorize the Association and/or their agent to do a background check including a criminal background check for prospective renters/tenants. The results of the background check shall remain confidential.

Owner/Lessor Signature _____ Date _____

Applicant/Lessee Signature _____ Date _____

Owner/Lessor Signature _____ Date _____

Applicant/Lessee Signature _____ Date _____

BOARD TO COMPLETE BELOW

The Sunset Plaza East Association Inc., through its duly authorized officers, hereby approves the Lease as stated above subject to the following conditions, if any:

By _____ Officer _____

_____/_____/_____
Date

DATE _____

CUSTOMER NUMBER _____

TENANT INFORMATION FORM

I / We _____, prospective tenant(s) / buyer(s) for the property located at _____, Managed By: _____ Owned By: _____

Hereby allow TENANT CHECK LLC and or the property owner / manager to inquire into my / our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK LLC has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK LLC now or in the future.

PLEASE PRINT CLEARLY**TENANT INFORMATION:**

SINGLE _____ MARRIED _____

SOCIAL SECURITY #: _____FULL NAME: _____DATE OF BIRTH: _____DRIVER LICENSE #: _____CURRENT ADDRESS: _____

HOW LONG? _____

LANDLORD & PHONE: _____PREVIOUS ADDRESS: _____

HOW LONG? _____

EMPLOYER: _____OCCUPATION: _____GROSS MONTHLY INCOME: _____LENGTH OF EMPLOYMENT: _____WORK PHONE NUMBER: _____

HAVE YOU EVER BEEN ARRESTED?
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?
(CIRCLE ONE) YES NO

SIGNATURE: _____PHONE NUMBER: _____**SPOUSE / ROOMMATE:**

SINGLE _____ MARRIED _____

SOCIAL SECURITY #: _____FULL NAME: _____DATE OF BIRTH: _____DRIVER LICENSE #: _____CURRENT ADDRESS: _____

HOW LONG? _____

LANDLORD & PHONE: _____PREVIOUS ADDRESS: _____

HOW LONG? _____

EMPLOYER: _____OCCUPATION: _____GROSS MONTHLY INCOME: _____LENGTH OF EMPLOYMENT: _____WORK PHONE NUMBER: _____

HAVE YOU EVER BEEN ARRESTED?
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?
(CIRCLE ONE) YES NO

SIGNATURE: _____PHONE NUMBER: _____**IMPORTANT**

Please complete this form and return it to Ameri-Tech with your owner/tenant application. Applications received without this form will not be processed.

IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT.

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES / MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

REGULATIONS OF ASSOCIATION

Each owner, tenant/lessee, invitee, relative, guest, or otherwise, hereinafter referred to as **Occupant** of the condominium parcel, hereinafter referred to as **Unit** shall, in addition to the obligations and duties as set forth in the Declaration of Condominium, the By-laws or any amendments thereto, be governed by the following regulations. For the avoidance of doubt, all references to the **Association** shall mean the representation of the Condominium Association by its agents namely, the designated **Management Company**:

1. One (1) automobile per Unit shall be parked only in the parking spaces so designated for that purpose by the Association. Such designation may be by separate letter or appropriate marking of the parking space by Unit number. All commercial vehicles of any kind or description, campers, boats and boat trailer, motorcycles and trailers are specifically prohibited from any portion of the condominium property. Subject to possession of any necessary City parking permits additional vehicles may be parked on the street side of the parking lot between the palm trees since this is City property. Repairing automobiles on the premises is NOT permitted however, washing of personal automobiles is permitted at the Sunset Way side of the building on the South side of the garbage dumpster enclosure. Washing of commercial or business related vehicles, campers, sports related items such as ATV, Kayaks, etc. is NOT permitted.

1.1. Each UNIT will receive (1) placard each labeled R (unit #) and V (unit #).

- The placard labeled R (unit #) is for resident's vehicle use only and V (unit #) for that unit's visitor/guest.
- The R (unit #) placard shall be visible at all times from the vehicles front window while parking in the SUNSET PLAZA EAST unit assigned parking area.
- The V (unit #) placard shall be visible at all times from the vehicles front window while parking in the SUNSET PLAZA EAST assigned guest/visitor parking area.
- Visitor parking is first come, first serve and cannot be used by the same unit for more than (1) week at one time.
- Any resident who notice a vehicle parking in the SUNSET PLAZA EAST parking area without a SUNSET PLAZA EAST red placard is asked to call Lamont management.
- Lamont management will contact the unit owner of the space with the unauthorized vehicle prior to implementing any additional action, including but not limited to towing the vehicle at the vehicle's owners expense.
- Any placard having heat damage due to use will be replaced at no cost to the unit owner on a one for one swap bases.
- Any placard that is lost can be replaced for a \$5 (five dollar) charge.
- The SUNSET PLAZA EAST Board reserves the rights to modify/change/add to the above Rules and Regulation as needed.

2. Each owner shall maintain his/her Unit in good and sanitary condition and repair, including all internal surfaces within or surrounding his/her Unit and, maintain and repair the fixtures therein. Each Occupant shall promptly pay for any utilities which are metered and/or invoiced separately to his/her Unit.
3. Common areas of the building, namely, parking lot, hallways outside the Units, storage room corridor, laundry area, stairs and stairwells, elevators, landscaped and grassed areas, shall be used only for the purposes intended. No articles belonging to the Unit Occupants shall be kept in such areas, temporarily or otherwise. The only exception to this rule is that stairwells may be used **ONLY** for parking bicycles and wheelchairs that are in **DAILY** use. NO items of any kind should be placed on the chairs and tables outside the front of the Units during the day (except when the tables and chairs are in use by the Occupants) or left overnight. Any items left in common areas will, after a reasonable time be removed and discarded, without further notice.
4. The balconies, porches, terraces and patio shall be used only for purposes intended and shall not be used for hanging garments or other objects, or for cleaning or shaking of rugs or dust mops or other household items. No drying of laundry will be permitted outside of the Occupant's Unit, excepting in the laundry room or on the outdoor clothesline, provided in the rear of the building is for the drying of beach wear, i.e. swimsuits, shoes, towels, etc.
5. Pets of any kind are prohibited.
6. Unit Occupants are reminded that alteration and repair of the Condominium building or common property is a responsibility of the Association, except for the interior of the Units. No exterior painting, or additions such as lighting fixtures or any other item whatsoever by the Occupant is permitted. Screen doors or porch furniture shall be replaced at the owners' expense as required to the Association specification.
7. No alteration may be made of any interior boundary walls, or other structural, electrical, plumbing or air conditioning renovations or modifications without first obtaining written approval of the Association. Owners shall also ensure that they have approved City of St. Pete Beach Permits (posted and visibly displayed in a window or storm door) and an Asbestos Survey as required by the City of St. Pete Beach / Pinellas County for intended renovations and modifications. Owners shall use **ONLY** Licensed, Bonded Contractors in carrying out the work. All renovations or modification work shall be done during normal day time business hours. Disposal of building debris during renovations or modifications shall **NOT** be disposed of in the complex garbage dumpster. Any construction dust on the walkway, flower beds or parking lot shall be cleaned/removed each night after work is complete for the day. No construction material shall be kept on the walkway that would impede other unit owners' pathway to or from their unit. In the event that an Owner intends to sell or extensively renovate any of the 2nd Floor Units, they shall notify the Association so that the Association can, at their election, take the opportunity of having the floorboards screwed down at the Association's expense (up to \$200), to minimize squeaking.

8. No Occupant may make or permit any disturbing noises in the building or on the condominium property, whether made by him/herself, his/her family, friends, guests or servants, nor do or permit anything to be done by such persons that would interfere with the rights, comforts, or other conveniences of other Occupants.

9. No Occupant may play or suffer to be played any musical instrument, phonograph, radio or television set in his/her Unit or on or about the condominium property, between the hours of 11:00 P.M. and the following 8:00 A.M., if the same shall in any manner disturb or annoy other Occupants of the condominium.

10. No radio or television antenna or antennas, or any wiring for any such purpose may be installed on the exterior of any building or upon the condominium property without prior written consent of the Association.

11. All Units above the ground floor shall be and remain carpeted, excepting bathrooms, kitchens and Florida Rooms.

12. Disposition of garbage and trash shall be only by the limited use of garbage disposal units or in the garbage dumpster provided by the Association. Garbage Disposers shall be used only for small scraps of food since the condominium sewers are small and incapable of accepting significant volumes of food. When significant volumes of food need to be discarded they should be securely bagged and disposed of in the aforementioned garbage dumpster.

13. Clog Prevention Tips

- Keep food, coffee grounds and grease out of kitchen drains.
- Put leftover food in the trash and not the garbage disposal.
- Pour liquid grease into a sealable container. After it cools, put it in the trash or take it to a recycling center.
- Keep hair and soap scum out of bathroom drains. Cover your tub and shower drains with a mesh screen or perforated shower drain hair catcher. Either one will collect the hair and let the water run through.
- A shower drain hair catcher may be made of stainless steel, silicone or a combination of both.
- Do not flush dental floss, feminine hygiene products or household waste. Put these items in the trash instead.

14. Smokers shall not discard their cigar/cigarette butts in the walkways, flower beds or parking lot and shall dispose of them in the same manner as all garbage.

15. Each owner has the right to sell or lease his/her Unit provided that the proposed purchaser or tenant/lessee first submits the appropriate application for Association approval. Leasing of Units in this condominium is for no less than THREE (3) months. There shall be NO subletting or assignment of any portion of a leased Unit. No additional people shall become occupants in a Unit for greater than 30 days, without first submitting the appropriate application for Association approval. Each new Occupant shall be bound by the provisions of the Declaration of Condominium and these Rules and Regulations. When rental/lease agreements expire, it has to be renewed for a minimum of three (3) months, it cannot be extended month to month, any and all renewals, even with the same tenant, will require Board approval.

16. It will not be permitted to mechanically make any adjustments whatsoever without first obtaining the permission of the Association with reference to any of the equipment found in the meter room, storage room, washer and dryer room, nor to mechanically touch, adjust or repair the television cable connections.

17. All official notices of the Association shall bear the signature of one of its officers or designated Management Company representative. Except as otherwise required by the By-Laws of the Association, all such notices shall be mailed to each owner at the address on file with the Association.

18. No Occupant shall make or permit to be made, any written, typed or printed notices of any kind or type whatsoever, or post the same on the bulletin boards, mail or otherwise circulate it to other Occupants, which purport or represents to be, an official act or notice of the Association.

19. Notices of a social nature or purpose by an Occupant in his/her capacity as an Occupant, to other Occupants are specifically excluded, provided that all such notices shall bear the signature of the Occupant or Occupants making or uttering such notices, and shall be fully responsible for the contents thereof.

20. The use of barbecues on the property anywhere, except on the concrete slab outside the storage room, is prohibited. In this location **ONLY**, gas barbeques are permitted with a maximum cylinder size of 2lbs.

21. There shall be **NO** parking or stopping in front of the downstairs Units. Oil drips, exhaust fumes, noise, and blockage of view are unpleasant to live with.

22. Each Unit is identified by Unit # on the postal box.

23. Laundry and storage unit hours are posted on the door (7am-7pm).

24. Exterminator comes to spray the inside of the Units on the fourth Friday or every other month. Please make sure that the Management Company has a current key for your Unit.

25. **Fire Safety:** Fire Extinguishers are located at each end of the building on both floors. Fire Alarm Pull Boxes are located near Unit #4 ground floor and Unit #8 & Unit #14 on the second floor. Owners are responsible for maintaining and performing monthly tests to their smoke detectors in their units.

26. No signs, advertising, or notices of any kind or type, whatsoever, including but not limited to, "For Rent" or "For Sale" signs, shall be permitted or displayed on the exterior of any Unit or anywhere on the common areas of the property, nor shall the same be posted or displayed in such a manner as to be visible from the exterior of any Unit. The exceptions to this rule are:

- a) For any renovations, City of St Pete Beach building permits shall be posted in a visible location at a window or storm door.
- b) Home owners' Insurance may require the posting of required 'security' notification at a window or storm door.

27. Other than street apparel, Bermuda shorts for both men and women shall be allowed while on or about the premises, provided that men are also attired in shirts and women are attired in blouses or equivalent. No one shall be attired in a bathing suit on or about the premises unless they are wearing a covering.

28. Family members and friends staying at an owners' unit, without the owner present, must first submit a Family Member/Friend application for board approval prior to their stay.

