

CHECKLIST FOR NEW OWNERS

SALES APPLICATION

Use this list to help with the task of submitting completed paperwork for buying a unit in ELW? **Please do not submit this with your papers.** Make sure you have all of the documents below completed when submitting your paperwork. This will speed up the process.

Thank you,
ELW Condo VII Management

The following documents must be submitted for all new owners (initial each line).

_____ **COPY OF SALES AGREEMENT**

_____ **COPY OF BACKGROUND/CREDIT REPORT**

_____ **EWS CONTACT INFO SHEET**

_____ **ACKNOWLEDGEMENT OF RECEIVING AND AGREEMENT OF CURRENT COPY OF RULES & REGULATIONS**

_____ **SIGNED & RETURNED RECEIPT OF RULES & REGULATIONS**

_____ **SIGNED & RETURNED CRIME FREE ADDENDUM**

_____ **SIGNED & RETURNED COPY OF NEW OWNER APPLICATION**

_____ **ACKNOWLEDGEMENT THAT, AS A NEW OWNER, WILL NOT LEASE OR RENT THE PROPERTY AT ELW CONDO VII FOR A MINIMUM OF 12 MONTHS AFTER PURCHASE**

_____ **AGREE THAT UNIT WILL NOT BE USED AS AIRB&B, HOMEAWAY, TIME SHARE, ETC.**

_____ **ACKNOWLEDGEMENT OF RECEIVING AN AGREEMENT OF EAST LAKE WOODLANDS CONDO VII ASSOCIATION DECLARATION OF CONDOMINIUM (DOC's), ARTICLES OF INCORPORATION & BY-LAWS.**

IF YOU ARE USING YOUR UNIT AS A RENTAL YOU MUST SUPPLY A COPY OF LEASE AGREEMENT. OWNERS ARE REQUIRED TO COMPLY WITH ASSOCIATIONS APPROVAL PROCESS BEFORE OCCUPANCY. ALL REQUIREMENTS MUST BE COMPLETE WITHOUT ANY EXCEPTIONS.

TENANTS MUST COMPLY TO ALL RULES OF THE ASSOCIATION.

NEW OWNER APPLICATION

NEW RESIDENT

This application should be completed at least 10 business days prior to new occupancy date and accompanied with a \$100.00 check payable to EAST LAKE WOODLANDS CONDO 7.

Incomplete forms cannot be processed and will be returned. All items must be completed.

CURRENT OWNER

I acknowledge that, as the current owner, it's my responsibility to provide the purchaser/renter with the following: (Please initial)

_____ Current set of the Declaration of Condominium, Articles of Incorporation & By-Laws (Owners only)

_____ Current copy of the Rules & Regulations (Mandatory for Owners and Renters)

_____ Crime Free Addendum (Mandatory Renter & Association gets copy)

_____ Board Approved Interview Sheet (Signed by BoD member) & (Renter/Owner)

_____ Maintenance Payment Coupon Book (Owner Only)

_____ Copy of Sales Contract

_____ Mailbox key

_____ Pool area key

_____ Only two (2) pets allowed; maximum of 20 lbs per pet at adult weight

_____ Two (2) vehicles only per unit owner/resident

CURRENT OWNER INFORMATION:

Date: _____

Name: _____

Unit #: _____

Mailing Address: _____

Phone: _____

Email: _____

NEW OWNER

CLOSING DATE: _____

NAME: _____
Last First

NAME: _____
Last First

IF OFFSITE: Please include physical mailing address: _____

_____ City: _____ State/Country: _____

Zip Code: _____ Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Employed By: _____ Phone: _____

Employed By: _____ Phone: _____

Vehicle #1 Make/Model _____ Color _____ Tag# _____

Vehicle #2 Make/Model _____ Color _____ Tag# _____

Is Unit to be Leased ? YES _____ NO _____

NOTE: Per the Declaration of Condominium ELW Condo VII, the unit cannot be leased/rented for a minimum of 12 months after initial purchase

Emergency Contact: Name _____ Phone _____

LEASED UNITS

If Unit is to be leased, Owner agrees to supply the Board of Directors with all required Lease Application documents for approval. A copy of Lease Application must be included.

Owner will not rent or lease, to include Air B&B type rentals, before one (1) year of ownership. Owner will comply with all regulations regarding the leasing of the property.

All required forms must be submitted and accepted before occupancy. Non-compliance will result in immediate disqualification of proposed tenant. *Please initial each item below, by doing so you agree to terms and acknowledge receipt of each.*

- _____ Current copy of the Rules & Regulations (Mandatory owner/renters)
- _____ Copy of Lease Agreement (Renter gets copy, Association gets copy)
- _____ New Tenant application form
- _____ Crime Free Addendum (Mandatory Renter and Association gets copy)
- _____ Board approved Interview sheet (Signed by BoD member)(renter/owners)
- _____ Mail box key
- _____ Pool area key

NOTE: All required forms must be signed and fully completed before approval. **No resident will be allowed move-in until all required forms are completed, signed and submitted for approval.**

(Please refer to Check List of Requirements)

NOTE: TO ALL OWNERS WHO ARE USING AGENTS TO REPRESENT THEIR UNITS:

It is the unit owner's responsibility to furnish agents the documents required by East Lake Woodlands Condo VII Association. All documents must have a return signature receipt that they have read and agree to all Association Doc's, By-Laws, and R & R's (Most documents listed above can be downloaded from the association website. (www.elwcondo7.com)). No approvals will be made without the proper documents required by the Association. All Renters must go through the approval process **NO EXCEPTIONS.** (If you are in need of Association documents, CCR's or By-Laws you can obtain copies at AMERI-TECH. There is a fee for any copies generated you must also provide as least 10-day notice to obtain copies. Postage will be charged if you need them mailed.

CRIME FREE ADDENDUM

EAST LAKE WOODLANDS CONDO VII ASSOCIATION, INC.
AMERI-TECH PROPERTY MANAGEMENT, INC.

In consideration of the execution or renewal of a lease or transfer of ownership of the dwelling unit identified in the lease, or sales agreement. Owner and Resident agree as follows:

Resident, any members of the resident's household or a guest or other persons affiliated with the resident:

The tenant/resident as all times during the tenancy shall: Comply with all obligations imposed upon tenants/residents by applicable provisions of building, housing and health codes.
The tenant/resident shall comply with FS Chapter 83.52. Tenants obligations to maintain dwelling unit.

1. Shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use and illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).
2. Shall not engage in any act intended to facilitate criminal activity.
3. Shall not permit the dwelling unit to be used for, or to facilitate criminal activity regardless or whether the individual engaging in such activity is a member of the household or a guest.
4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of an illegal or controlled substance as defined in FS Chapter 893, at any locations, whether on or near the dwelling unit premises.
5. Shall not engage in any illegal activity, including prostitution, criminal street gang activity, threatening or intimidating any person on premises, assault, including but not limited to the unlawful discharge of a weapon, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent, property management, or other tenant, or involving imminent or actual serious property damage, as defined in FS Chapter 83 and as defined in FS Chapter 893, Title XI, VI, Drug Abuse Prevention and Control.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.** A single violation of any of the Provisions of this added addendum shall be deemed a serious violation, and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of lease under FS Chapter 83 as provided in Civil Practice and Procedure, Enforcement of Right and duties; civil action. Unless otherwise provided by law proof of violation shall not require a criminal conviction but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.

This ADDENDUM is incorporated into the Lease/Ownership Sales Agreement executed or renewed this (date): _____ between Owner and Resident, Landlord and Tenant, East Lake Woodlands VII Association, Inc. and Resident/Owner.

Signature of Landlord/Owner

Date

Signature of Tenant/Resident

Date

ELW CONDOMINIUM UNIT VII ASSOCIATION NOTIFICATION
OF LEASE

SPECIAL NOTE: This Notification of Lease must be in the possession of the Management Company fifteen (15) days prior to lease commencement. A COPY OF THE LEASE AGREEMENT MUST ACCOMPANY THIS REQUEST ALONG WITH A NON-REFUNDABLE APPLICATION FEE OF \$100.00. Applicant must read the Rules & Regulations before interview. Please send completed application and a copy of the lease agreement to the office of Ameri-Tech Management within the fifteen (15) day period.

FROM: _____ TO: _____
Landlord Tenant

ADDRESS/UNIT: _____

LEASE COMMENCEMENT DATE: _____

Tenant(s) represent that the following information is true and correct, and consents to your further inquiry and investigation concerning this information or any information that comes from that inquiry that may become necessary to process this request.

Persons who will occupy the above unit are as follows:

NAME: _____ AGE: _____

NAME: _____ AGE: _____

(IF ADDITIONAL PEOPLE WILL OCCUPY UNIT, ATTACH A SEPARATE SHEET AS AN ADDENDUM)

(A) Tenant's Present Address: _____

(B) Tenant's Present Telephone: _____

(C) Tenant's Present Employer: _____

(D) Employer's Address: _____

(E) Phone: _____

(F) Two Tenant References (Name/Address/Telephone):

#1 _____

#2 _____

- (G) Tenant Automobile(s):
 #1 Vehicle Tag No.: _____ Make/Model: _____
 #2 Vehicle Tag No.: _____ Make/Model: _____
- (H) Pets (If allowed): Breed: _____ Weight: _____
- (I) Real Estate Company (if applicable): _____
- (J) Landlord's Permanent Address: _____
- (K) Landlord's Phone: (home) _____ (cell) _____ (work) _____
- (L) Landlord's Emergency Local Contact: (Name/Address/Phone):

Landlord attests that he/she has provided a copy of the Rules & Regulations to the tenant(s). Tenant(s) attest that he/she has received, read and understood them and does hereby agree to abide by all the conditions and terms therein and all reasonable rules and regulations enacted hereafter officially by the Association. Landlord further agrees to cooperate with the Association to ensure that the tenants(s) adhere to all rules and regulations, By-Laws, etc.

This approval is subject to all Landlord's 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 by the landlord prior to commencement of the lease.

Copy of Lease is attached: _____ Application Fee: _____

 Landlord

 Tenant

 Landlord

 Tenant

MAIL COMPLETED APPLICATION AND COPY OF LEASE TO:

Ameri-Tech Community Mgmt., Inc.
 24701 US Highway 19N, Suite 102
 Clearwater, FL 33763
 Ph: 727-726-8000, Extension 234
 Email: lberry@ameritechmail.com

Interviewed By: _____
 Board Member

Date: _____

PROPERTY / ASSOCIATION - _____

BACKGROUND INFORMATION FORM

Date: _____

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

Managed By: _____ Owned By: _____

Hereby allow TENANT CHECK and or the property own / 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 has made an inquiry I/we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK now or in the future.

PLEASE PRINT CLEARLY

<u>INFORMATION</u>		<u>SPOUSE / ROOMMATE</u>	
SINGLE: _____	MARRIED: _____	SINGLE: _____	MARRIED: _____
SOCIAL SECURITY NUMBER		SOCIAL SECURITY NUMBER	
FULL NAME		FULL NAME	
DATE OF BIRTH		DATE OF BIRTH	
DRIVER LICENSE #		DRIVER LICENSE #	
CURRENT ADDRESS		CURRENT ADDRESS	
HOW LONG?		HOW LONG?	
LANDLORD & PHONE		LANDLORD & PHONE	
PREVIOUS ADDRESS		PREVIOUS ADDRESS	
HOW LONG?		HOW LONG?	
EMPLOYER		EMPLOYER	
OCCUPATION		OCCUPATION	
GROSS MONTHLY INCOME		GROSS MONTHLY INCOME	
LENGTH OF EMPLOYMENT		LENGTH OF EMPLOYMENT	
WORK PHONE NUMBER		WORK PHONE NUMBER	
HAVE YOU EVER BEEN ARRESTED?	YES NO	HAVE YOU EVER BEEN ARRESTED?	YES NO
HAVE YOU EVER BEEN EVICTED?	YES NO	HAVE YOU EVER BEEN EVICTED?	YES NO
SIGNATURE:		SIGNATURE:	
PHONE NUMBER		PHONE NUMBER	

TENANT CHECK HOURS OF OPERATION:
 MONDAY - FRIDAY: 9:00 am - 5:30 pm
 SATURDAY: 11:00 am - 4:00 pm
 All orders received after 5:00 pm (3:30 Sat) will be processed next business day.
TENANT CHECK FAX#: (727) 942-6843

IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT.
 Credit reporting service providing credit reports for Realtors/Property Managers/Apartment Complexes/Mobile Home Parks/Condominium Associations/Employers

FEDERAL LAW REQUIRES THE END USER TO MAINTAIN THIS FORM FOR A PERIOD OF FIVE (5) YEARS