

## SALES/LEASE APPLICATION REQUIREMENTS:

**Attention owners: Re-approval of the tenant(s) will be required upon every lease renewal.**

1. The application must be completed and returned in its *ENTIRETY* either by mail or hand delivery to:

Property Management by Design  
35246 US Hwy 19 N. #327  
Palm Harbor, FL 34684

2. Failure to include all required information will cause a delay in your approval or closing. Please read carefully to be sure all requested information is included and signatures are included where necessary.
3. Answer all questions and provide all information requested.
4. Include a check, **made payable to Fountain Square Condominium, Inc.** for \$100.00. This is the application processing fee and is used to cover the cost of background checks, etc., for two adults married or unmarried.
5. Out of country background checks carry a minimum fee of \$80.00 **per person.**
6. Include a photocopy of your photo identification (i.e. driver's license, state I.D., etc.)
7. A copy of the contract For Sale or a copy of the Lease Agreement (between owner & tenant) should be included. **Re-approval of the tenant(s) will be required upon every lease renewal.**
8. Make sure you have provided all information requested for the realtor and/or title company for sales *only*.
9. Board approval is required for all applications without exception.
10. If the applicant lies or misrepresents themselves in any way, this is automatic means for denial of the application.

11. Please allow for up to 15 days for processing.

# **IMPORTANT NOTICE**

Please be advised that lying on your application will be cause for immediate denial of your application. Answer all questions truthfully, especially the questions regarding arrests and evictions.

By signing this document, I (we) hereby acknowledge my (our) understanding of this requirement.

DATE:

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APPLICANT SIGNATURE:

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APPLICANT SIGNATURE:

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**APPLICATION FOR APPROVAL OF SALE OR LEASE**

UNIT NO.: \_\_\_\_\_

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**\*IF YOU ARE PURCHASING A UNIT, COMPLETE THE ENTIRE APPLICATION INCLUDING THIS SECTION:**

From (current owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

To (prospective buyer): \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Date of Closing: \_\_\_\_\_

Realtor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Complete Name & Address of Title Company or Attorney Handling the Closing:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*NOTE: BOTH OWNER AND PROSPECTIVE PURCHASER AGREE THAT THE CONDOMINIUM ASSOCIATION SHALL HAVE THE RIGHT TO PROCEED DIRECTLY AGAINST ANY PERSON OR PERSONS WHO VIOLATE ANY OF THE PROVISIONS OF THE CONDOMINIUM DOCUMENTS AND/OR RULES & REGULATIONS.*

**\*\*IF YOU ARE LEASING A UNIT, COMPLETE THE ENTIRE APPLICATION INCLUDING THIS SECTION:**

From (current owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

To (prospective tenant): \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Lease Term \_\_\_\_\_ (minimum (6) months required)

From (date): \_\_\_\_\_ to (date): \_\_\_\_\_

Number of persons to occupy unit: \_\_\_\_\_ Children under 18 \_\_\_\_\_ if yes, what are the age(s)  
\_\_\_\_\_ (ALL PERSONS 18YEARS AND OLDER **MUST** HAVE A BACKGROUND CHECK – NO EXCEPTIONS)



Name(s): \_\_\_\_\_ Age \_\_\_\_\_ SS # \_\_\_\_\_

Name(s): \_\_\_\_\_ Age \_\_\_\_\_ SS # \_\_\_\_\_

Automobile(s): \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_

\_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_

Pets (If allowed-see pet restrictions before adding this information): \_\_\_\_\_

Breed: \_\_\_\_\_

Weight (total weight at maturity MUST be 25 lbs. or less for one or 30 lbs. total for two): \_\_\_\_\_

Business References:

(1) \_\_\_\_\_ Phone \_\_\_\_\_

(2) \_\_\_\_\_ Phone \_\_\_\_\_

Bank References:

(1) \_\_\_\_\_ Phone \_\_\_\_\_

(2) \_\_\_\_\_ Phone \_\_\_\_\_

Personal References:

(1) \_\_\_\_\_ Phone \_\_\_\_\_

(2) \_\_\_\_\_ Phone \_\_\_\_\_

*THE EXECUTION BELOW ACKNOWLEDGES RECEIPT OF A COPY OF THE RULES & REGULATIONS OF THE ABOVE CONDOMINIUM. SHOULD THIS APPLICATION BE ACCEPTED, THE UNDERSIGNED HEREBY AGREES TO ABIDE BY SAID RULES & REGULATIONS TOGETHER WITH THE AMENDMENTS THERETO. IF I AM A TENANT I UNDERSTAND A VIOLATION CAN RESULT IN REVOCATION OF APPROVAL AND I WILL THEREUPON BE REQUIRED TO VACATE. NOTE: BOTH OWNER AND PROSPECTIVE TENANT/PURCHASER AGREE THAT THE CONDOMINIUM ASSOCIATION SHALL HAVE THE RIGHT TO PROCEED DIRECTLY AGAINST AND EVICT ANY TENANT OR OTHER PERSON WHO VIOLATES ANY PROVISION OF THE CONDOMINIUM DOCUMENTS BY SAID RULES & REGULATIONS TOGETHER WITH THE AMENDMENTS THERETO.*

(Payment of \$100.00 along with the completed application must be received prior to approval of sale/lease)

I/We hereby represent that the following information to be true and consent to your further inquiry concerning the information.

DATE: \_\_\_\_\_

APPLICANT SIGNATURE(S): \_\_\_\_\_

OWNER(S)/OWNERS REPRESENTATIVE SIGNATURE: \_\_\_\_\_



## New Owner/Tenant Information Sheet

Please fill out this Information Sheet in detail. The information given will be confidential. It will greatly help your Association/Management Company to help you in the event of any form of emergency.

Name(s) \_\_\_\_\_ Unit(No. or Location) \_\_\_\_\_

Telephone: \_\_ (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Away Address: \_\_\_\_\_

Street City State Zip

Telephone: \_\_ (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate the time of year that you are away: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Telephone: \_\_ (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Next of kin (indicate relationship): \_\_\_\_\_

Complete Address \_\_\_\_\_

Telephone: \_\_ (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Parking Space No.: \_\_\_\_\_ License Plate No.: \_\_\_\_\_ Make of Car: \_\_\_\_\_

Please indicate where you would evacuate to should an evacuation be ordered. If this is another person's home or a motel or a hotel, please give the complete information.

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Would you need help of any kind to evacuate? \_\_\_\_\_

If so, indicate the type of help you would need: \_\_\_\_\_

Do you have a major medical problem? \_\_\_\_\_

If so, what? \_\_\_\_\_

\*this form is to be kept on file at: Property Management by Design  
35246 US Hwy 19 N. #327  
Palm Harbor, FL 34684

DATE \_\_\_\_\_

CUSTOMER NUMBER \_\_\_\_\_

### TENANT INFORMATION FORM

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

Herby allow TENANT CHECK 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 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

*Credit & Criminal b/c check*

TENANT INFORMATION:		SPOUSE / ROOMMATE:	
SINGLE _____	MARRIED _____	SINGLE _____	MARRIED _____
SOCIAL SECURITY #:		SOCIAL SECURITY #:	
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? (CIRCLE ONE) YES NO		HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO	
HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO		HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO	
SIGNATURE:		SIGNATURE:	
PHONE NUMBER:		PHONE NUMBER:	

TENANT CHECK HOURS OF OPERATION:  
MONDAY - FRIDAY : 9:00 a.m. - 5:30 p.m.  
SATURDAY : 11:00 a.m. - 4:00 p.m.  
ALL ORDERS RECEIVED AFTER 5:00 p.m. (4:00 p.m. on Sat.) WILL BE PROCESSED THE  
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-FULL THE  
REPORT.

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

**FOUNTAIN SQUARE CONDOMINIUM ASSOCIATION, INC.**  
**RULES AND REGULATIONS**

Each owner, lessee or guest hereinafter referred to as "occupant" of the condominium shall be governed by the following Rules and Regulations:

- 1) Each owner has the right to sell or lease his condominium provided the owner complies with the terms of the Declaration of Condominium. Each new owner and/or tenant shall be bound by the provisions of the Declaration of Condominium, all condominium documents, and these rules and regulations. They will be required to sign a statement certifying their agreement to obey all regulations. A copy of any lease must be provided as required by the Board. No tenant may sublet any part of the condominium without prior approval.
  - 1a) Occupancy of the condominium is limited to two persons per bedroom. The names and phone numbers of all occupants must be listed with the property manager.
  - 1c) Seller or lessors will notify the property manager for an application before selling or leasing. This will allow us to provide you with the correct forms and rules for the title company or lessee. Forms are also available at [fountainsquarecondos.com](http://fountainsquarecondos.com).
- 2) Each condominium shall be used for the purpose of a residence only and for no other purpose. No industry, business, trade, occupation or profession of any kind, whether commercial, religious, educational, or otherwise, shall be permitted on any part of the property or in any condominium, whether designed for profit, altruism, exploration, or otherwise.
- 2) Each condominium occupant shall maintain his condominium in a clean and sanitary manner and shall not sweep, shake, or throw any dirt or substances from door, windows, or balconies.
- 3) Requests and complaints should be addressed to the property manager in writing and put in the box outside clubhouse marked "Management Company." If it is an emergency, you should contact the property manager at the number listed. Someone is on call 24 hours a day.
- 4) The current property manager is Property Management by Design who can be reached at 727-614-9911. Property Management by Design is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. For emergencies, call the office; let it ring and a message will come on and give you another number to call or ask you to leave a message.
- 5) NO OWNER OR OCCUPANT SHALL PERMIT ANYTHING WHICH WILL INTERFERE WITH THE RIGHTS, COMFORT, OR CONVENIENCE OF OTHER OCCUPANTS. Sound and noise shall be deemed a nuisance between the hours of 11:00 p.m. and 8:00 a.m. when audible beyond the confines of the unit involved.
- 6) Any and all use of the recreation facilities or the common elements will be in such a manner as to respect the rights of other residents. Use of recreational facilities will be controlled by regulations issued from time to time by either the Association or the management company; but, in general, the use of these recreation facilities will be prohibited between the hours of 10:00 p.m. and 7:00 a.m.



6a) No frisbees, skateboarding, four wheelers, motorized minibikes, or adult scooters allowed on condominium property. Ball playing is not allowed in parking lot, driveways, or walkways.

- 7) Only official notices of Fountain Square Condominium Association, Inc. shall be posted on the outside bulletin board. Notices of a social nature may be posted on the bulletin board inside the clubhouse, if provided. Personal notices (furniture, items for sale, house cleaning, etc.) may be posted on the bulletin board in the laundry room with permission of the Association or management company. Requests may be made at monthly Board meetings or in writing by putting the request in the boxes provided outside the clubhouse.
- 8) Automobiles shall be parked only in assigned parking spaces as designated by condominium number. Additional vehicles shall be parked in a space marked "Visitor." No vehicles may be backed into spaces. All vehicles must be parked perpendicular to the curb. No boats, trailers, recreational vehicles, campers, or commercial vehicles may be parked anywhere on the condominium property. No preventive maintenance or repairs shall be performed on the property. Vehicles cannot be stored on the property. Vehicles with expired tags will be considered "stored" and will be subject to towing. Any vehicle parked in a designated space (i. e. one marked with a condominium number) without the condominium occupant's permission will be towed away automatically. Vehicles are subject to immediate towing for violation of any part of the above-mentioned rule.
  - 8a) Signs on vehicles must be covered with a magnet.
- 9) Four dumpsters are located on the property for disposal of trash and garbage. For sanitary reasons, all trash must be bagged, preferably in plastic. Do not deposit trash outside or on top of the dumpsters. Conserve space by flattening large cartons. Recycling bins are provided, and their use is encouraged. There are two doors on the dumpsters; one on one side, one on the other. If one side is full, walk around to the other side please. Close doors when finished. If dumpster is full, go to another dumpster.
- 10) Laundry, clothing, towels, rugs, bedding, or other material shall not be displayed on the balcony/patio or balcony/patio railings of any condominium or hung within the condominium in a manner to be visible from the outside. Balconies/patios may not be used for storage. Only outdoor porch furniture is to be used on balconies/patios. Garbage/recycling of any kind shall not be left outside of condo door or on the balcony/patio at any time. Grills are strictly prohibited on the second-floor balconies. (Fire Department code)
  - 10a) No bicycles or toys are to be stored on balconies.
- 11) Laundry Room: Be considerate--use only two (2) washers/dryers at one time.
  - 11a) Children must be supervised in such a manner so that other residents can do their laundry.
- 12) Signs, window displays, or advertising will not be permitted on any part of the property. This prohibition includes "for sale," "for rent," or garage sale signs.
- 13) Inflammable, explosive, or dangerous chemicals or fluid materials, except those intended for normal household use, cannot be kept in any of the condominiums and/or on balconies or patios. Washing machines are permitted in ground floor unit only. Waterbeds are permitted in ground floor condominiums and townhouses.

- 14) Owners are allowed two (2) pets (defined as cats and dogs). A single pet shall not exceed at full growth a weight of 25 pounds. Two pets shall not exceed at full growth a total weight of 30 pounds together. Lessees are permitted to have pets only with written permission of the owner and subject to all rules. The designated walk area extends from the rear of storage buildings on the south side of property and along hedges to the dumpster at east end of property, not from hedges to buildings. Please walk your pet close to hedges. Owners are required to pick up after pets. Please be considerate; carry plastic bags to pick up after your pet. Pets are to be kept within the confines of the condominium of the owner or under control (leashed or carried) when outside the condominium. Owners are responsible for any obnoxious or annoying behavior on the part of the pet(s). Exotic pets/non-standard pets are not allowed on condominium premises without permission of the Board. No breeding of animals allowed. Under no circumstances will the following dog breeds be allowed on condominium premises: Pit Bulls, Chows, Doberman Pinchers, Rottweilers, or any dog with a mix of any of the above.
- 15) Appropriate window dressings must be installed on all windows and sliding glass doors within fourteen (14) days of occupancy. Sheets, blankets, towels, or flags are not acceptable.
- 16) It is preferred that carpeting be installed in the upstairs units. However, if you are installing wood or vinyl flooring, you are required to install a substantial sound barrier under the new floor.
- 17) No alteration of any kind shall be made to the exterior of the unit without the approval of the Board of Directors.
- 18) The exterminator comes on a monthly basis and sprays the outside of the buildings according to the schedule posted outside the Clubhouse. If you have an insect issue inside your unit, please complete a work order (located outside the Clubhouse), and the exterminator will come and spray the inside of your unit. Be sure we have a key in the office for this purpose. He can't get in if he doesn't have a key.
- 19) The Clubhouse is available for use by unit owners and their families only with reservations and deposit of \$100.00 (refundable after inspection). Requests may be placed in the box outside the Clubhouse or you may contact the property manager.
- 20) Management reserves the right to restrict use of facilities.
- 21) Any person using the pool must have a pool tag. There is a maximum of four (4) tags per unit for approved residents. Pool tags may be purchased from the maintenance staff for \$20 per tag. Tenants must have the owner's permission to purchase tags. Anyone not having a tag will be asked to leave the pool area.

***OWNER/TENANT ACKNOWLEDGES RECEIPT OF RULES & REGULATIONS AND AGREES TO ABIDE BY ALL CONDITIONS***

Read By: \_\_\_\_\_

Buyer/Lessee: \_\_\_\_\_

Date: \_\_\_\_\_

Unit: \_\_\_\_\_

***BOARD ACTION:***



**APPROVED:** \_\_\_\_\_ **DISAPPROVED:** \_\_\_\_\_  
LAUNDRY ROOM

Please have clothes out of washers/dryers by 9:50 p.m.

Door will be locked at exactly 10:00 p.m.

We are not responsible for clothes left in the laundry room.

Please be considerate--use only two (2) washers/dryers at a time.

DUMPSTER

Prohibited items:

No flammable, toxic, or hazardous materials; furniture; mattresses; box springs; and appliances.

No automobile batteries or automobile oil.

If dumpster is full, please go to another dumpster. There are four (4) dumpsters on the property.

Hand cart is available through maintenance.

Read By: \_\_\_\_\_

Buyer/Lessee: \_\_\_\_\_

Date: \_\_\_\_\_ Unit: \_\_\_\_\_



## POOL RULES & REGULATIONS

1. Pool area reserved for residents and their guests.
2. Condominium owners and lessees are responsible for the behavior of their guests.
3. Pool tags are required for each person in the pool area, regardless of age.
4. No lifeguard on duty. All persons using the pool do so at their own risk.
5. Think safety. No glass or pets in pool area.
6. Because we care, young residents under the age of 18 must be accompanied by an adult.
7. Proper swimwear required. Footwear must be worn to pool area.
8. Shower before entering pool.
9. Association requests that long hair be controlled in such a manner to prevent loose hair from clogging filters.
10. Small radios permitted but at a volume that will not disturb others.
11. Be careful. No diving, running, jumping, or horseplay.
12. No rafts, large tubes, lounges, or noodle lounges allowed in pool. Noodles, floaties, goggles, masks, snorkels, and safety equipment, such as children's tubes, are permitted. Inflatable beach balls are allowed provided they do not disturb the pleasure and harmony of other swimmers.
13. Infants must wear swim diapers in the pool.
14. Chairs, food, drinks, and other objects must be 4ft. from poolside.
15. Enjoy the pool from 7 a.m. to 10 p.m. Management reserves the right to restrict use.
16. Please keep gate entrance to the pool CLOSED at all times. This is an insurance liability.

Read by Buyer/Lessee: \_\_\_\_\_

**FOUNTAIN SQUARE CONDOMINIUM ASSOCIATION, INC.**  
**1799 North Highland Avenue**  
**Clearwater, FL 33755**