

TOWNES AT DARLINGTON ASSOCIATION

APPROVAL REQUEST FOR OWNERSHIP TRANSFER OR RENTAL

This request for approval must be received at least fifteen (15) business days *prior* to before closing date.

UNIT# _____ Purchase _____ or Lease _____
Current Owner: _____ Phone: _____
Purchasers/ Tenants: _____ Phone: _____
Date of Closing or Lease Effective Date: _____ Length of Lease: _____
Title Company: _____ Phone: _____ Fax: _____
Real Estate Agent: _____ Phone: _____ Cell: _____

Purchaser(s) / Tenant(s) represent that the following information is true and correct and hereby consents to the association's inquiry and investigation concerning this or any other information provided or deemed necessary for approval of this request. Applicant agrees that a background check may be obtained and any other verification of information regarding this application. Any material misstatements as to the lessees' or buyers' statements contained herein, may be grounds for denial.

1) LIST ALL OCCUPANTS (Maximum of 2 per bedroom)

A) Name: _____ Phone: _____
Date of Birth: _____ SS#: _____ Driver's License#: _____
Email: _____
B) Name: _____ Phone: _____
Date of Birth: _____ SS#: _____ Driver's License #: _____
Email: _____

ATTACH SEPARATE SHEET IF NEEDED. PLEASE ATTACH COPY OF DRIVER'S LICENSES FOR ALL DRIVERS

2) LIST ALL VEHICLES:

Make/ModelYear: _____ Color: _____ Tag#: _____
Make/ModelYear: _____ Color: _____ Tag#: _____

3) RESIDENCE HISTORY

A) Present Address: _____ Owned or Rented: _____
City: _____ State: _____ Zip: _____ Dates of Residency: _____
B) Previous Address: _____ Owned or Rented: _____
City: _____ State: _____ Zip: _____ Dates of Residency: _____

4) EMPLOYMENT REFERENCES

Employed by or Retired from: _____
Address: _____
Phone: _____ Years employed _____ Occupation/Position _____

TOWNES AT DARLINGTON ASSOCIATION

SALE AND RENTAL INSTRUCTIONS

To: Unit Owners and Realtors

We welcome your Real Estate Transactions under the following guidelines:

- 1) No 'For Sale' or 'For Rent' signs or other displays or advertising shall be posted on any part of the Common Elements, Limited Common Elements, or Units.
- 2) Anyone wishing to purchase or rent any unit must first complete and submit an Application to the management company at least fifteen (15) days prior to desired closing or occupancy. The following information is needed to complete a transaction:

- a) Fully Completed Application
- b) Check in the amount of \$150 payable to the association
- c) Copy of Driver's Licenses or other official identification
- d) Copy of the Purchase or Lease Agreement
- e) Attend a Personal Orientation Interview

All information must be submitted together to the management company.

- 3) Documents including current Rules & Regulations must be supplied to buyers and tenants from the current unit owner. A full hard copy set may be purchased from the management company for \$50, or emailed electronically for free.
- 4) Pet Policy: Not to exceed 3 pets per unit.

Pets to be kept by the undersigned upon the premises (all pets must be listed):

Type_____ Weight_____

Type_____ Weight_____

Type_____ Weight_____

- 5) Rental Policy: Units may only be leased or rented for a period of (6) months or more. No more (2) leases permitted in any (12) month period.
- 6) Tenants are bound to the covenants of use and occupancy to the same extent as a unit owner as outlined in the association's governing documents. All tenants must read and agree to abide by Association Rules & Regulations and other documents.

The above information is summary in nature. For more details, please refer to the Documents.

If you should have any questions regarding a sale or rental, please contact:
AMERI-TECH COMMUNITY MANAGEMENT PARTNERS, LLC (727) 726-8000

7) **EMERGENCY CONTACT INFORMATION** (list persons to contact in case of a medical or building emergency)

A) Name: _____ Phone(s): _____
Address: _____

B) Name: _____ Phone(s): _____
Address: _____

8) **OCCUPANT CONTACT INFORMATION:** In accordance with Florida Statute 720, owner's/occupant's telephone numbers may be published and distributed to other owners/occupants unless you specifically request in writing for the information to be withheld.

Best Contact Phone#: _____ Alt. Phone#: _____

E-mail address: _____ [] Do Not Publish Phone or Email

9) **BUYER INFORMATION:** Unit Will Be: Permanent Residence Seasonal Residence Rental Unit: _____

Mailing Address After Closing: _____

Purchaser(s) / Tenant(s) states that a copy of the Documents, including Declaration of Association Articles of Incorporation, By-Laws, and Rules and Regulations have been received, read, and understood.

Purchaser(s) / Tenant(s) hereby agree to abide by all of the conditions and terms therein and all rules and regulations officially enacted hereafter by the Association.

Approval of this request 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 at or prior to closing. The Board of Directors has up to fifteen (15) days to approve or deny this application.

Purchaser/ Tenant Signature _____ Date _____

Purchaser/ Tenant Signature _____ Date _____

_____ \$150.00 for rent/lease application fee (NON-REFUNDABLE) no less than (15) business
before interview process. (married couple)

_____ \$150.00 for purchase/sale application fee (NON-REFUNDABLE) no less than (15) business
days before closing date. (married couple)

_____ \$150.00 for any additional adults

_____ Enclose a copy of the Driver's License(s)

(Check or money orders made out to **TOWNES AT DARLINGTON ASSOCIATION**)

TOWNES AT DARLINGTON ASSOCIATION

1. I hereby agree for myself and on behalf of all persons who may use the unit that:
 - A. I will abide by all restrictions contained in the Bylaws, Rules & Regulations, Architectural Review Committee standards and the Covenants and Restrictions of the Declaration of Condominium as they currently exist and which may in the future be amended by the Association.
 - B. I understand that there are restrictions on pets and that guests and visitors must not bring pets into **TOWNES AT DARLINGTON ASSOCIATION**.
 - C. I understand that there are restrictions on pets and that pets are limited to 3 pets
 - D. I understand that I must be present when children under 14 years of age use the recreational facilities.
 - E. I understand that subleasing or occupancy of this unit in my absence is prohibited.
 - F. I understand that any violation of the terms, provisions, conditions or covenants of **TOWNES AT DARLINGTON ASSOCIATION**.
 - G. Association documents provided cause for immediate action as therein provided or termination of a lease under appropriate circumstances.
2. I have received a copy of and read the Rules & Regulations Y e s _ _ _ N o _ _ _
3. I understand that I will be advised by the Board of Directors of either acceptance or denial of this application, Occupancy prior to Board approval is prohibited and will result in a denial of this application.
4. I understand that the approval of the lease application at **TOWNES AT DARLINGTON ASSOCIATION**.
5. Association is conditioned upon the truth and accuracy of this application and on the approval of the Board of Directors. Any misrepresentation or falsification of information on these forms will result in an automatic disqualification of the applicant.
6. I understand that the Board of Directors of the **TOWNES AT DARLINGTON ASSOCIATION** may cause to be instituted an investigation on my background, as the board may deem necessary. Accordingly, I specifically provide authorization to the Board of Directors and/or the management company to conduct such inquiries.
7. An application for lease must be submitted at least fifteen (15) days in advance of the interview process and ten (10) days in advance for sales.
8. All applicants must be interviewed by the Board of Directors prior to occupancy or sale.
9. Use of the units are for single family residence only. No corporation, Company, partnership may occupy any unit.
10. No commercial vehicles, trucks, boats, trailers, motor homes, campers, and recreational vehicles are permitted to remain on the property overnight. All non-resident parking is limited to guest areas and no guest may park in an otherwise designated area.
11. All leases are to be for duration of six (6) months or more. No more than (2) lease is permitted in any twelve (12) month period. All renewals and extensions must be received prior to Board approval. Multi-year leases are not permitted.

TOWNES AT DARLINGTON ASSOCIATION

If this application is NOT legible or is not properly and completely prepared, Management and the Association will not be responsible for any inaccurate information obtained in the investigation, caused by your omission or illegibility. By signing, the application recognizes that the Association or its agent may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made by the Association. The investigation may be made of the applicant(s) character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable.

**** You will be contacted to schedule a personal Orientation Interview. ****

Association Use

Received: _____ Drivers license _____ Copy of lease/ Sale: _____

_____ Application Fee _____

Date Interviewed: _____ Interviewer Signature: _____

Board Sig. _____ Position _____ Date _____

Approved _____ Denied _____ Other _____