

# COA APPLICATION FOR NEW OWNERS

## INSTRUCTIONS AND CHECKLIST

Please allow 1 to 2 weeks for processing

**1) Complete application.** Each individual 18 years of age and older, must complete an application, regardless of status (i.e. married, single, son, daughter, etc.).

**2) Application fee.** Submit non-refundable one hundred dollars (\$100.00) application fee. No personal checks will be accepted. Please submit either a money order or cashier's check payable to **The Landing Condominium Association, Inc.** c/o: P&R Housing Management, 953 Salt Pond Place, Altamonte Springs, FL 32714.

a) \$100 application fee per adult or per married couple (**Must Provide Marriage Certificate with application**)

c) \$150-175 international application fee depending on the country. Please allow 2-3 weeks for international application processing.

**3) Photo ID and Social Security Card.** Each application must include a copy of the applicant's photo id/driver's license and social security card.

**4) Collection of Rent Agreement.** All lease approval applicants and landlords must complete and sign the Collection of Rent Agreement.

**5) Submit application.** Submit this application completely filled out and initialed with a copy of the Drivers license and social security card along with application fee to the office for screening.

**6) Interview.** Upon receipt and verification of all materials submitted, you will be interviewed by the management team for screening purposes

**7) Letter of Approval.** Once the application is processed and approved by the association and owner, letter of approval will be sent to the email

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## **WELCOME...to LANDING Condominiums!**

Thank you for choosing our community for you and your family. It is important to us that your experience is a happy and rewarding one. To further these goals, our community is administered by an elected Board of Directors made up of volunteer homeowners. Day-to-day operations are managed by the onsite manager, and the management company, P&R Housing Management. You can visit the office at 953 Salt Pond Place. Business hours are Monday to Thursday 9:00am to 5:00 pm and Friday 9:00am to 4:00pm. The phone number is (407) 774-4554.

Landing Condominiums offer many benefits to its residents. To maintain a peaceful and happy environment and in consideration to all your neighbors, we ask that you and your visitors adhere to the following Rules and Regulations.

Should you experience discomfort when these rules are not followed, please notify the management office immediately. All situations will be handled in a fair, impartial, and confidential manner.

### **1.0 GENERAL COMMUNITY REGULATIONS**

- 1.1 All restrictions, limitations and obligations of occupants provided in the Declarations of Condominiums and By-Laws are incorporated into these Rules and Regulations by reference.
- 1.2 In addition to these Rules and Regulations, the Board reminds all owners/occupants of the Ordinances adopted by the City of Altamonte Springs and/or Seminole County governing pets, nuisances, destruction of property, the discharge of air guns, firearms, fireworks, and destruction of wildlife that violate any City and/or County Ordinances shall be regarded as violations of LANDING HOA Rules and Regulations.
- 1.3 Any breach or violation of the Rules and Regulations will result up to \$1000 fine or an assessment to the violator/owner in addition to all other legal remedies available. Fines can be assessed repeatedly upon failure of the violator/owner to obey the Rules and Regulations as well as other obligations imposed by the Condominium Documents, and shall be collected in the same manner as common expenses or maintenance charges. Unpaid fines can accrue.
- 1.4 Towing charges or fees resulting from the valid removal of a vehicle or property by the Association are the sole obligation of the owner of the vehicle or property.
- 1.5 Complaints or requests regarding maintenance shall be made in writing or e-mail to the office. [TheLandingOffice1@gmail.com](mailto:TheLandingOffice1@gmail.com)

### **2.0 COMMON ELEMENTS**

- 2.1 Common Elements shall not be obstructed, littered, defaced or misused. Cost of damage repair to any common elements will be the responsibility of the unit owner.
- 2.2 Entering or attempting to enter upon roofs, equipment rooms, power rooms are strictly prohibited except by authorized personnel.
- 2.3 Tampering with irrigation pumps, lines or time clocks are prohibited except by authorized personnel.

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- 2.4 No occupant shall make any adjustment to any of the equipment located in the common elements without first obtaining written permission from the Association.
- 2.5 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 occupants. Use of the recreational facilities will be controlled by The Rules and Regulations issued by the Association. The general use of the facilities will be prohibited between the hours of 9:00 pm and 9:00 am. Seasonal hours may vary.
- 2.6 All official notices of Landing Condominium Association shall be identified as such. No owner/occupant shall make or permit to be made any written, typed, or printed notices of any kind whatsoever or post the same on bulletin boards, mail or otherwise circulate to the members or the public with the purpose of representing an official act or notice of the Association.
- 2.7 Lawn furniture belonging to anyone other than the Association may not be left in Common areas when not in use unless authorized in writing by the Association.
- 2.8 Lawn furniture in the pool area belongs only to the Association and must never be removed from that area. All costs incurred due to damage, will be the responsibility of those causing the damage.
- 2.9 Swimming pool usage is available from 9:00 am to 9:00 pm daily or as posted. Pool usage must be considerate of other residents using the pool or residents living around the pool area. No loud noise, shouting or music.
- 2.9.1 No glass bottles or containers allowed in the pool area. No alcohol is allowed in the pool area or recreation areas.
- 2.9.2 No running, bouncing of sport equipment or horseplay is permitted.
- 2.9.3 No cooking of any kind is permitted in the pool area.
- 2.9.4 No pets allowed in the pool area.
- 2.9.5 Children under 13 years-of-age **MUST BE WITH AN ADULT RESIDENT AT ALL TIMES**. An adult resident is defined as a minimum of 18-years-of-age.
- 2.9.6 No lifeguard is on duty. Be cautious. **SWIM AT YOUR OWN RISK!**
- 2.9.7 Parents and residents are responsible for the behavior of their children and guests.
- 2.9.8 Identification can be required of any person using the pool area by the Association Security Personnel, by the Association Management, or by any Association Owner. All owners/residents must have a valid Access key fob to use the pool. Failure to produce the Access fob can be considered trespassing. Owners, Real Estate Agents and Management Companies are responsible for giving renters Access fobs.
- 2.9.9 Proper swimwear is required of all bathers. No standard diapers, cut-offs or non-swimwear clothing allowed in the pool. Infants or young children must be in swim diapers to enter the pool.
- 2.9.10 Swimmers must shower to remove tanning oils and lotions before entering the pool.
- 2.9.11 Throwing or dropping objects that can damage the bottom of the pool or the filter system is prohibited. Example: keys, coins, hairpins, etc.
- 2.9.12 In those times of peak pool usage, the use of personal equipment and recreational floats may be restricted.
- 2.10 Occupants must use Association equipment as intended such as chairs, loungers, tables and life preservers. The Association assumes no responsibility for injuries to any individual.
- 2.11 The clubhouse is not available to owner/residents for rent or for parties.

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### 3.0 VEHICLE REGULATIONS

- 3.1 All automobiles shall be parked only in the parking places designated by the Association. The Association requires all owners/renters register their vehicles. Water craft, such as jet skis and boats are prohibited.
- 3.2 Only passenger automobiles, vans, minivans, standard vans, station wagons and pick-up truck used only for personal transportation shall be permitted. Any vehicle with commercial signage, overhead ladders, or extra long body such as a tow truck, shall not be permitted to park in any space. Vehicles not meeting the prior criteria must be performing work for either the Association or for an owner/resident. All said vehicles must notify the business office when they are on the property for business purposes. When your private vehicle is also your business vehicle there cannot be any advertising or signage on the vehicle.
- 3.3 Vehicles using multiple parking spaces, parking on the grass, roadways, or blocking roadways to the inconvenience or danger of other drivers, can be fined or towed at the owner's expense.
- 3.4
- a. No vehicle may be repaired anywhere on property.
  - b. No major mechanical overhauls allowed. No body work allowed.
  - c. Vehicles leaking fluids such as oil, transmission, etc. shall be tagged for removal at the owner's expense.
  - d. Vehicles with flat tires will be towed within 48 hours at the owner's expense.
  - e. Any inoperable vehicles will be towed.
  - f. Vehicles with broken/missing windows are not permitted.
  - g. No vehicles are to be placed on blocks. Vehicles without current tags will be towed.
  - h. Only emergency repairs such as changing a flat tire, charging a battery, receiving a jump start or adding fluid to a radiator will be allowed.
  - i. Any vehicle without a displayed parking decal will be towed
  - J. Any vehicle in a non permitted reserved/handicapped spot will be towed immediately
- 3.5 All motorcycles must be parked in a parking space. **Kickstands must be supported by a wood platform** to avoid damage to the asphalt or flooring. Damage caused by the kickstand will be the responsibility of the owner/resident.
- 3.6 The speed limit in Landing Condominium is limited to 10 MPH. Revving engines, spinning wheels on starts, stops or turns are prohibited.
- 3.7 Any vehicle in violation of the Rules and Regulations will be towed at the vehicle owner's expense. Any towing charges or fees resulting from the Association's valid removal of a vehicle or property are the sole obligation of the owner and NOT the Association.
- 3.8 Furniture moving trucks or Pods may not be parked overnight anywhere on the property without the pre-approval of the Association. Pre-approval is only valid for up to 48 hours.
- 3.9 Parking decals will be issued by the management office and must be properly displayed on all vehicles parked on property. 24-hour towing service will remove all illegally parked vehicles at the owner's expense.

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#### 4.0 REGULATIONS REGARDING OWNER/RESIDENT UNITS

- 4.1 Occupants shall not use the living units, or permit the use of said units, in such a manner as to disturb other occupants, or to be in any way disparaging to the reputation of Landing Condominiums.
- 4.2 Each unit shall be used only for the purpose of single-family residence and for no other purpose whatsoever.
- 4.3 Each occupant shall maintain his unit in a clean and sanitary manner and shall not sweep or throw any dirt or substance from the doors or windows.
- 4.4 No occupant shall make or permit any noise that will disturb or annoy any other unit occupant(s); or permit anything to be done which will interfere with the rights, comfort, property or convenience of any other occupants.
- 4.5 Sound and noise from radios, stereos, televisions, car radios, musical instruments or social gatherings shall be deemed a nuisance **when audible beyond the confines of the unit or auto involved.**
- 4.6 No storage of occupant's belongings is permitted in **ANY** part of the common areas. This is deemed to include but not limited to dog cages, baby carriages, playpens, bikes, toys. Such personal property must be kept within the unit.
- 4.7 **BARBEQUING IS NOT PERMITTED ON PATIOS OR BALCONIES** or within 20 feet of any building per the Altamonte Springs Fire Marshal.
- 4.8 Household trash must be placed in strong, tightly closed, drawstring garbage bags and placed into a dumpster. **TRASH BAGS ARE NOT TO BE HURLED AT THE DUMPSTER.** Boxes need to be broken down. Grocery bags are **NOT** suitable garbage bags unless placed inside a large trash bag.
- 4.8.1 Household items being discarded such as sofas, beds, furniture etc., shall not be placed at any curb, at or within the confines of any dumpster. Bulk items are to be placed in the BULK TRASH AREA located across from building 957.
- 4.8.2 Garbage pick-up shall not occur on National Holiday, i.e.: Memorial Day, Christmas, etc. but will take place on the following business day.
- 4.9 No alterations of any kind shall be made to the common elements or limited common elements portion of the exterior or interior of any structure without prior written approval of the Association. Nothing shall be hung or displayed on the outside of the windows or placed on the outside wall of the building. No sign, awning, canopy, gutter, or any type of antenna shall be affixed or placed upon the exterior wall or roof except with the Association's written approval. This rule does not apply to hanging live plants or displaying the American flag.
- 4.10 No laundry, clothing or other materials shall be displayed on a patio, balcony or porch of any unit or hung within the unit in a manner visible to the outside.
- 4.11 Draperies and window coverings must have a white or beige backing so as to provide a uniform appearance throughout the community. They must be hung and maintained in an orderly and neat manner.
- 4.12 No signs, advertisements, notices, or other lettering shall be exhibited, inscribed, painted, or affixed by any unit owner on any part of the condominium property visible from the exterior or any common areas No sales or rental signs are permitted.
- 4.13 No flammable, explosive, or hazardous chemicals, except those intended for normal household use, may be kept in any unit. No open flames are permitted on balconies.
- 4.14 Heavy objects that may cause structural damage to the building must be removed at the written request of the Association. Any damage caused by

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such objects resulting in a cost to the Association, shall be passed on as a Special Assessment to the owner of the unit.

- 4.15 Failure to provide the Association with (a) notice of intent to lease and (b) copies of the lease which must contain provisions that **"renters are subject to all the terms of the Declaration of Condominium, its Attachments, By-laws and the Rules and Regulations, as from time to time amended,"** and (c) a written statement signed by the renter(s) and delivered to the Association stating they the renters will abide by all of the above mentioned. Any lease agreement, and the occupancy by a renter which does not comply with these requirements, will subject the owner to a \$500 fine and/or the voiding of the lease by the Association at its option.

## 5.0 PET REGULATIONS

- 5.0 No exotic pets are permitted. Dogs, cats and other pets in, on and about Landing Condominiums are only permitted when in compliance with the Rules and Regulations of the Association. (a) Two pets are permitted per unit and cannot exceed a combined total of 50lbs. (b) Pets can NOT be tied to a tree or a stake, or any portion of the common ground this includes balconies/patios. (c) Dangerous breeds pets are not allowed. **Dangerous breeds include but are not limited to: Pit-bulls, Doberman, German Sheppard, Rottweiler, etc.**
- 5.1 All pets are to be kept within the owner's unit and under the control of the owner when outside the living unit. "Control" is deemed to mean on a leash at all times. Pet noises such as barking, whining, etc. must not disturb any owner or resident.
- 5.2 **Animal defecation must be removed immediately.** Owners **MUST** pick up pet waste in a plastic bag, seal the bag and place that bag in a dumpster. Bags of waste must NOT be left at the side of the road, or any other place deemed inappropriate by the Association.
- 5.3 Any occupant harboring any pet shall indemnify and hold harmless the Association and or its agents against any loss or liability of any kind arising out of having an animal on the property.
- 5.4 When Management is informed that a pet has become a nuisance to other owners or residents due to barking, whining, mischief, or when left unattended on a patio or balcony, the owners will be promptly notified to immediately correct the problem. Failure to do so will cause the assessment of fines and/or the requirement to remove the animal. Animals allowed to roam the Property will be removed. This includes both dogs and cats.
- 5.5 All pets must be registered at the Management Office and must provide Vaccination records for all pets. Rabies tags must be current and worn by the pet.

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**ACKNOWLEDGEMENT  
OF RECEIPT OF RULES AND REGULATIONS**

**I received, read, and understood the Rules and Regulations that I was provided with the Lease package. I will comply with the Rules and Regulations of The Landing Condominium Association, Inc. as may be amended from time to time.**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Unit: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Unit: \_\_\_\_\_  
Date: \_\_\_\_\_

**THE LANDING CONDOMINIUM ASSOCIATION INC.  
GUEST AUTHORIZATION FORM  
(To be filled out by each Applicant/ Resident)**

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

Applicant/Future Resident's Name: \_\_\_\_\_

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

I, the undersigned give authorization for the individuals named below to have permanent access to the above-named condominium located at The Landing Condominium Association Inc.:

Authorized Guests:

1. _____	_____
Full Name	Relationship

2. _____	_____
Full Name	Relationship

3. _____	_____
Full Name	Relationship

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## **RULES AND REGULATIONS OF THE LANDING CONDOMINIUM ASSOCIATION, INC.**

THE RULES AND REGULATIONS HEREINAFTER ENUMERATED SHALL BE DEEMED IN EFFECT UNTIL AMENDED BY THE LANDING CONDOMINIUM ASSOCIATION, INC. (THE "ASSOCIATION") AS PROVIDED BY THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE LANDING CONDOMINIUM ASSOCIATION INC (THE "DECLARATION") AND SHALL APPLY TO AND BE BINDING UPON ALL TOWNHOME OWNERS. THE OWNERS/RENTERS SHALL AT ALL TIMES OBEY SAID RULES AND REGULATIONS AND SHALL SEE THAT THEY ARE OBEYED BY THEIR FAMILIES, GUESTS, INVITEES, SERVANTS, LESSEES, PERSONS FOR WHOM THEY ARE RESPONSIBLE AND PERSONS OVER WHOM THEY EXERCISE CONTROL AND SUPERVISION. VIOLATION OF THESE RULES AND REGULATIONS MAY SUBJECT THE VIOLATOR TO ANY AND ALL REMEDIES AVAILABLE TO THE ASSOCIATION PURSUANT TO THE TERMS OF THE DECLARATION, THE ARTICLES OF INCORPORATION OF THE ASSOCIATION, THE BYLAWS OF THE ASSOCIATION AND FLORIDA LAW. VIOLATIONS MAY BE REMEDIED BY THE ASSOCIATION BY INJUNCTION OR OTHER LEGAL MEANS AND THE ASSOCIATION SHALL BE ENTITLED TO RECOVER IN SAID ACTIONS ANY AND ALL COURT COSTS INCURRED BY IT, TOGETHER WITH REASONABLE ATTORNEYS' FEES, IN ADDITION TO ANY REMEDIES OR RIGHTS WHICH THE ASSOCIATION MAY HAVE TO RECOVER DAMAGES, COSTS AND ATTORNEYS' FEES AGAINST ANY PERSON VIOLATING THE RULES AND REGULATIONS OR THE DECLARATION AND ANY OF THE EXHIBITS THERETO. THE BOARD OF DIRECTORS OF THE ASSOCIATION (THE "BOARD") MAY, FROM TIME TO TIME, ADOPT NEW RULES AND REGULATIONS OR AMEND OR REPEAL PREVIOUSLY ADOPTED RULES AND REGULATIONS. ANY WAIVERS, CONSENTS OR APPROVALS GIVEN UNDER THESE RULES AND REGULATIONS BY THE BOARD SHALL BE REVOCABLE AT ANY TIME AND SHALL NOT BE CONSIDERED AS A WAIVER, CONSENT OR APPROVAL FOR ANY OTHER PURPOSE OTHER THAN THAT WHICH IS IDENTIFIED AT THE TIME OF THE GIVING OF SUCH WAIVER, CONSENT OR APPROVAL.

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## Collection of Rent Agreement

This Collection of Rent Agreement (this "Agreement") is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_ (month), 2022 by and between The Landing Condominium Association, Inc. ("Association"), \_\_\_\_\_ (print "Condominium Unit Owner"), and \_\_\_\_\_ (print "Tenant").

WITNESSETH:

WHEREAS Tenant and Condominium Owner intend on entering a lease (the "Lease") with respect to the property **located at** \_\_\_\_\_; and WHEREAS, Association has the right to condition its approval of the Lease on the execution of this Agreement by the parties hereto.

NOW THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other good and valuable consideration, it is mutually agreed and covenanted by and among the parties to this Agreement as follows:

1. Tenant and Condominium Owner acknowledge and agree that Tenant is required to comply with the Association's Declaration of Covenants, Conditions and Restrictions for The Landing Condominium Association Inc., Bylaws, Articles of Incorporation and Rules and Regulations, as amended from time to time (collectively, the "Governing Documents"). The Governing Documents shall be deemed expressly incorporated into the Lease.
2. Tenant and Condominium Owner acknowledge and agree that Condominium Owner is required to pay to Association any and all assessments (the "Assessment") levied by Association in accordance with the Governing Documents.
3. In the event the Condominium Owner fails to pay Association any Assessment when the same becomes due, pursuant to Florida Statute, chapter 718, et seq. (2011), Association shall be entitled to collect the Tenant's rent payments ("Rent") owed to Condominium Owner under the Lease for the purpose of offsetting the delinquent Assessment as follows:

If the Association notifies tenant that the Condominium Owner is delinquent in its obligation to pay any assessment, tenant shall discontinue the payment of the Rent to the Condominium Owner and instead shall direct said Rent payments, in the same amount and frequency as set forth in the Lease, to Association until such time as Association directs Tenant to redirect Rent payments to Condominium Owner. Any Rent collected by Association in excess of Condominium Owner's delinquent assessment will be promptly disbursed to Condominium Owner. In the event Tenant fails to redirect the payments of Rent to the Association and instead continues to pay Rent to Condominium Owner, tenant shall become obligated along with the Condominium Owner to pay the delinquent assessments to Association, irrespective of any Rent payments that Tenant may already have made to the Condominium Owner.

4. In the event The Condominium Owner or Tenant fail to honor this Agreement or violate any of the other terms and provisions of the Governing Documents, the Condominium Owner and Tenant shall be subject to all remedies available to Association, including without limitation, injunctive relief and money damages in addition to any other remedies provided by law. Additionally, the Association shall also have the power to evict Tenant for failure to honor this Agreement. All eviction costs will be owed by the

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Condominium Owner and considered a special assessment, which will be levied in accordance with the Governing Documents.

5. The Condominium Owner and Tenant acknowledge that Association would not have approved Tenant and the Lease but for the parties entering into this Agreement. Therefore, Tenant and Condominium Owner hereby waive each of their rights to contest the validity of this Agreement or the validity of any of the remedies available to the Association,

6. The laws of the State of Florida shall govern the validity, performance, and enforcement of this Agreement. Venue shall be in Seminole County, Florida.

7. This Agreement shall not be construed more strictly against one party than against the other merely because it may have been prepared by counsel for one of the parties, it being recognized that each of the parties has contributed substantially and materially to its preparation.

8. All notices, demands and communications hereunder to the parties shall be served or given in accordance with the Governing Documents.

9. This Agreement may be executed in any number of counterparts, each of which shall be an original but all of which together shall constitute one and the same instrument.

10. This Agreement and the exhibits attached hereto and forming a part hereof, represent the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations, understandings and representations (if any) made by and between the parties. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties unless reduced to writing and signed by all three parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

**FOR THE ASSOCIATION:**

The Landing Condominium Association Inc.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**CONDOMINIUM OWNER:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**TENANT:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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**Approval Request to The Landing Condominium Association, Inc.**  
**Phone: (407) 774-4554**

**Co-Applicants Fill Out a Separate Application. Do not leave any blank spaces and use black ink.**

**Note: Please print legibly and complete all questions. If any questions are not answered or left blank this application may be returned, not processed, and/or not approved. If a question does not apply to you, please indicate such by writing N/A.**

Applicant's Name \_\_\_\_\_

\_\_\_\_\_  
Last First MI Jr., Sr.,  
Applicant's Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_.

Applicant's Driver's License # \_\_\_\_\_ State/Country Issuance: \_\_\_\_\_

Applicant's Passport # \_\_\_\_\_ Country Issuance: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Type: (please circle) Home Cell Work

Applicant's Email Address: \_\_\_\_\_

Applicant's reasons for moving: \_\_\_\_\_

Applicant's present address:

\_\_\_\_\_  
Street Apt. #  
City State Zip Code Country

Applicant's previous address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip code

Applicant's Vehicle Information:

\_\_\_\_\_  
Year Model Color: Plate #: \_\_\_\_\_

\_\_\_\_\_  
Year Model Color: Plate #: \_\_\_\_\_

Applicant's Current Employment:

Are you self-employed? (Yes/No) Retired? (Yes/No)

\_\_\_\_\_  
Name of your employer: Monthly Income: \_\_\_\_\_

\_\_\_\_\_  
Position/Occupation: Name of Supervisor:  
\_\_\_\_\_  
Phone# of Supervisor: Duration of Employment:

Applicant's Previous Employment: \_\_\_\_\_

Are you self-employed? (Yes/No) Retired? (Yes/No)

\_\_\_\_\_  
Name of your employer:

\_\_\_\_\_  
Position/Occupation: Name of Supervisor:

\_\_\_\_\_  
Phone# of Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Duration of Employment: \_\_\_\_\_

Other Occupants:

\_\_\_\_\_  
Full Name Relationship Age SS#

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Applicant's Current Landlord \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_

Applicant's Emergency Contacts: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Have you ever had an eviction filed or left owing money to an owner or landlord? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you applied for residency in the past 2 years, but did not move in? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony in Florida, in any other state within the United States or in any other country? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you or have you ever been a registered sex offender? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any pets? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, breed \_\_\_\_\_ weight \_\_\_\_\_

Can you provide registration papers for your pet(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

***If you have answered yes to any of the above questions, please explain the circumstances regarding the situation:***

AUTHORIZATION OF RELEASE OF INFORMATION Applicant(s) represents that all of the above information and statements on this Lease

The approval request form is true and complete, and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This approval request must be signed before it can be processed by management. Applicant **acknowledges that false or omitted information herein may constitute grounds for rejection of this approval request, termination of right of occupancy and may constitute a criminal offense under the laws of this State.**

**NON-REFUNDABLE APPLICATION FEE** - Applicant(s) agree to pay \$100.00 for a non-refundable application processing fee.

This approval request is preliminary and for the use of The Landing Condominium Association, Inc., a Condominium only and does not obligate owner or owner's and/or his (hers) agent (s) to execute an approval to Lease or deliver possession of the proposed premises. No oral agreements have been made.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

This Request for Lease is \_\_\_\_\_ Granted/Approved. \_\_\_\_\_ Denied.

On Behalf of the Landing Condominium Association, Inc., a Condominium  
Reason(s) for denial:

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**THE LANDING CONDOMINIUM ASSOCIATION, INC., A CONDOMINIUM  
QUALIFICATION STANDARDS**

I/We hereby authorize THE LANDING CONDOMINIUM ASSOCIATION, INC., a CONDOMINIUM, Aspire Community Management company for the association and any of their agents and/or affiliates to inquire as to my/our credit history, employment history, income, and rental references. It is understood that the information received will be used to determine the approval of the request for a Lease of a condominium unit at The Landing Condominium Association, Inc., a Condominium.

**INCOME REQUIREMENTS**

The Landing Condominium Association, Inc., a Condominium will verify local employment history on each applicant. Combined income must be at least three (3) times the monthly rent.

**RENTAL REFERENCES**

The Landing Condominium Association, Inc., a Condominium will verify your rental history on each applicant. Your name must have been on the lease for the reference to be valid. References should reflect the applicant's ability and willingness to comply with lease terms and community policies and guidelines also called Condominium Documents. Any negative reference such as late payments, returned checks, or letters of complaint will result in the approval request being denied. Any evictions are an automatic denial.

**CREDIT QUALIFICATIONS**

Credit information on each applicant will be obtained through a national credit-reporting agency. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the lease and/or as required by the Condominium Association. **Credit requirements: All leaseholders above 18 must have a credit score above 600 and must meet the HOA criteria for approval. All applicants combined must make 3 times the monthly rent per month and have a good rental history with no bankruptcies within the last 3 years. No Utilities Bills in collections- Must be charged off at or before application is submitted. No Evictions within last Five (5) years No Felony, Sex Offenses, Violent felony or Drug Offenses- within Ten (10) years. No Non-Violent Felony Offenses- within Five (5) years No Drug or Violent Misdemeanors - within Three (3) years. Please Call prior to applying to avoid losing your application fee(s). The application is done through the HOA and each application is thoroughly reviewed.**

MAXIMUM OCCUPANCY STANDARD

**Two occupants per bedroom**

I/We further understand that failure to meet any of the above requirements will result in a denial of this approval request.

1. The application fee of \$100.00 **per adult** should be submitted by separate money order or check.
2. A criminal search revealing a conviction of any felony, or misdemeanor against persons or properties will result in this approval request being denied. This includes pleas of guilty or no contest, and adjudication withheld. Any person convicted of a **sexual crime** who is designated as a **"sexual predator/offender"** will not be accepted.
3. This application is preliminary and for the use of The Landing Condominium Association, Inc., a Condominium only and does not obligate the owner or owner's and/or his (hers) agent(s) to execute a lease/Purchase approval or deliver possession of the proposed premises. No oral agreements have been made.

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

Initial \_\_\_\_\_

## **FREQUENTLY ASKED QUESTIONS**

**Q. What are my voting rights in the condominium association?**

A. Each unit is permitted one vote. Multiple owners must designate one person with voting privileges. Delinquency in association dues restricts this privilege.

**Q. What restriction exists on my right to use my unit?**

A. Please refer to the governing documents for The Landing Condominium Association, including the Declaration of Condominium, Articles of Incorporation, Bylaws and Rules for restrictions on your right to use your unit.

**Q. What restriction exists on the rental/lease of my unit?**

A. A minimum of a one-year lease is required. The owner must first submit an application on the prospective tenant(s), along with a non-refundable application fee of \$100 before the owner can complete any final documents. A credit search and criminal background check may be made by the Association and will accompany the application to the Board of Directors for approval. Upon acceptance, you may continue with the process of the rental of your unit, however, you are responsible for making your tenants aware of the rules and regulations. The tenants must abide by the same standards of conduct as an owner. Any rule violations and/or any type of problem with your tenants are the sole responsibility of the owner. Eviction of the tenant is the responsibility of the owner.

**Q. How much are my monthly assessments and when are they due?**

A. The monthly assessment is different for each unit. Your monthly fee is due on the first day of each month. Fees paid after the 10th are assessed a \$25 late fee. All fees past due beyond that date are referred to the Association Attorney for collection.

**Q. What do my dues cover?**

A. The association dues cover those items listed in the governing documents for The Landing Condominium Association, including but not limited to pool maintenance, doggie park, kids park, trash, exterior insurance of the buildings, maintenance of the common elements and landscaping.

**Q. Do I have to be a member of the association?**

A. Yes, membership is mandatory. No other memberships are required.

**Q. Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?**

A. No.

**Q. Is there rent or land use fee for the recreational or other common use facilities?**

A. No.

**Q. Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.**

A. No.

**Note: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.**

Initial \_\_\_\_\_