

# PINE RUSH VILLAS CONDOMINIUMS, INC.

## UNIT RENTAL POLICY

### **ARTICLE 34 IN DECLARATION OF CONDOMINIUM IS STRICTLY ENFORCED**

All Unit Owners that desire to rent their unit must submit a completed "Application for Unit Rental" ("Application") to be received at least twenty (20) days in advance of the lease commencement date to the Pine Rush Villas Management Company listed below for their review and approval/rejection at:

**Ameri-Tech Community Management, Inc.**  
**c/o Jenny Kidd, LCAM**  
**24701 US Highway 19 N, Suite 102**  
**Clearwater, FL 33763**  
**Phone: (727) 726-8000 ext. 247 | Fax: (727) 723-1101**  
**E-mail: [jkidd@ameritechmail.com](mailto:jkidd@ameritechmail.com)**

Please be advised that the review process will not be completed until the original Application and the fee are received. The blank Application can be obtained from the Association Property Manager. The Association Property Manager will be the liaison for the Board of Directors during the unit rental review process. All inquiries regarding the Application process are to be directed to the Association Property Manager and not to any Board member.

- **The following items must accompany the completed "Application for Unit Rental".** If the following items are not submitted along with the Application or the Application is not fully completed, the review process will stop until all items are complete and received.
  1. A check or money order made payable to "Pine Rush Villas Condominiums Inc." for **\$100 Application fee per person over the age of 18 or married couple (non-refundable).**
  2. Copy (legible) of the full executed Lease.
  3. Copy (legible) of each applicant's valid driver license or state issued ID.
  4. National Criminal Background Form (attached).

**Per the Declaration of Condominium Ownership, the Board has twenty (20) calendar days after receipt of the required items for the review process and a decision to be issued. Please be advised that the Application may NOT necessarily be approved by the Board of Directors.**

**The Unit Owner, not the Applicant, is responsible for the proper completion and submittal of the "Application for Unit Rental" and the other required items.**

- **A face-to-face interview with all Applicants by a Board member is also required.** Upon receipt of the completed Application, the Applicant(s) will be contacted directly to arrange the interview. Every effort must be made by the Applicant(s) and will be made by the Association to be available in the evenings or on a weekend to complete the interview within the twenty (20) days allotted for the Board review process. The Board of Directors, Association Manager and/or the Association will not be held liable for any or all delay in the review process caused by seeking complete information on the Application, the inability to reach Applicant(s) to arrange the interview, Applicant(s) not being cooperative with the scheduling of the interview or any other factor out of their/its control.

**ALL APPLICANTS OVER 18 WILL HAVE A NATIONAL CRIMINAL BACKGROUND CHECK PERFORMED.**

# PINE RUSH VILLAS CONDOMINIUMS, INC.

## CHANGES DURING A LEASE PERIOD

- If the information provided on the Application initially submitted and reviewed by the Board of Directors prior to the lease commencement date ("Original Application") changes during the term of the lease, then a **new Application must be submitted to the Association Manager** immediately upon Applicant(s) knowledge of the change and no later than seven (7) days after the change has occurred. Please use the Association's same mailing and email address as noted above. Please note that the new application may not necessarily be approved.
- **If additional people are seeking residency in the unit from those stated on the Original Application, then a copy (legible) of each additional person's driver's license or state issued ID must be submitted to the Association Manager. ALSO, A COMPLETED COPY OF A CRIMINAL BACKGROUND INFORMATION FORM.**
- Each new occupant over the age of 18 is subject to a face-to-face interview by a member of the Board of Directors.

**ANY NEW APPLICANT OVER THE AGE OF 18 WILL REQUIRE A CRIMINAL BACKGROUND CHECK.**

**No fee is charged for Original Application changes. Regular fee for Amended Applications will apply (\$100.00).**

## LEASE RENEWAL POLICY

- **All lease renewals require Board approval in advance of the renewal commencement date.** A copy of the Renewal Lease is to be sent to the Association Manager to be received at least twenty (20) days in advance of the lease renewal commencement date. Please note that the renewal may not necessarily be approved.

If information provided on the Original Application has changed for the renewal period, then a new Application will need to be submitted. The same guidelines apply as stated above for "Changes During A Lease Period".

**No fee is charged for a renewal review.**

# PINE RUSH VILLAS CONDOMINIUMS, INC.

## LEASE APPLICATION PLEASE PRINT CLEARLY

Property to be Leased: Bldg #: \_\_\_\_\_ Unit #: \_\_\_\_\_ Lease Date: From \_\_\_\_\_ to \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Home Tele #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Personal Data of Lessee:**

(1) Lessee Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

(2) Lessee Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **Other Adults To Live in Unit (over 18):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

### **Children To Live in Unit (under 18):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

**Pet Information:** (Note: A Health Certified card indicating rabies shots are current and a county pet license/tag # for each dog/cat is required to be submitted with the dog/cat picture prior to final approval of application. Dog weight/breed restrictions are defined in the Association Rules and Regulations and strictly enforced.

<http://www.pinellascounty.org/animalservices/licenses.htm>

Type of Animal: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

## PINE RUSH VILLAS CONDOMINIUMS, INC.

Type of Animal: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

List information for each Applicant if information differs. Denote by Applicant number above the information associated to the Applicant. Use another piece of paper if necessary.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Have you ever been evicted? ☐ Yes ☐ No

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, provide details as to date, location and other pertinent information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List the make, model, year and license plate number and issuing state for each vehicle that will be parked at the property:

1. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

2. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

3. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

4. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

### Contact Information for Primary Applicant

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

# PINE RUSH VILLAS CONDOMINIUMS, INC.

## Emergency Contacts

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Will the above Emergency Contact have a key to the Unit? ☐ Yes ☐ No

Applicant represents that the information submitted in this Application is true and correct and consents to further inquiry if deemed necessary. The Applicant understands that any misrepresentation or material omission made by Applicant on this Application can result in revocation of approval and possible vacating of Unit, whenever the misrepresentation or omission is discovered.

The Applicant acknowledges receipt of the Association's Rules and Regulations. If this Application is approved, the Applicant and all occupants of the Leased Unit agree to abide by said Rules and Regulations. **The Applicant acknowledges that a violation of the Association's Rules and Regulations can result in a fine(s), revocation of approval and possible vacating of Unit.**

The Applicant acknowledges that it is cause for revocation of approval and possible requirement that the Applicant vacate the Unit if at any time during the term of the Lease the information provided on the Application Form changes and a new Application form is not submitted within ten (10) days of the change(s). (There is no additional charge for submitting change to an Application Form within the lease term.)

The Applicant gives the Association the right to contact and obtain information from all employers, etc. and to otherwise verify the accuracy of the information contained in this Application, including permission to obtain a criminal background check. The Applicant hereby release from liability the Association and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information. The Applicant understands that approval is subject to a clear criminal background check.

The Association does not unlawfully discriminate and no question on this Application is used for limiting or excusing any Applicant from consideration for residency on a basis prohibited by local, state or federal law. The Association does not refuse residency based on race, color, age, residence, sex, national origin, religious affiliations or disability conditions.

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Applicant represents and warrants that they have read and fully understand the foregoing and seeks residency under these conditions.

## ACKNOWLEDGMENT

Application must be signed and dated by all adults (over 18) applying to reside in the Unit.

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_\_  
Date

**Unit Owner understands that failure by Applicant to truthfully complete all information requested on this Application can result in revocation of approval and possible requirement that Applicant vacate the Unit.**

**Unit Owner acknowledges that a violation of the Association's Rules and Regulations by the Applicant can result in a fine(s), revocation of approval and possible requirement that Applicant vacate the Unit.**

**Unit Owner acknowledges that it is a cause for revocation of approval and possible requirement that Applicant vacate the Unit if at any time during the term of the Lease the information provided changes and a new Application is not submitted within ten (10) days of the change(s).**

**Unit Owner acknowledges that they are responsible for any damages to any common elements caused either directly or indirectly by the Applicant(s).**

\_\_\_\_\_  
Signature, Unit Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Unit Owner

\_\_\_\_\_  
Date

-----**Association Use Only**-----

Board of Directors:    ☐ APPROVED            ☐ NOT APPROVED

\_\_\_\_\_  
Signature, Board Member

\_\_\_\_\_  
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 &amp; 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 &amp; 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

## **Addendum to Lease Agreement**

### **Pine Rush Villas Association Compliance Addendum**

This Addendum is made part of the Lease Agreement ("Lease") entered into by and between the undersigned Unit Owner ("Landlord") and Tenant ("Tenant") for the lease of the Unit located at [\_\_\_\_\_] within the Pine Rush Villas Condominium Association ("Association") in accordance with Article 34 section 2, Lease.

**WHEREAS**, the Landlord and Tenant acknowledge that the Unit is part of a condominium community governed by the Declaration, the Articles of Incorporation, the Bylaws, and the Rules and Regulations of the Association (collectively, the "Condominium Documents"), as amended from time to time;

**NOW, THEREFORE**, the parties agree that the following provisions shall apply as conditions of the Lease and shall be enforceable by the Association as a third-party beneficiary:

**1. Tenant's Compliance**

Tenant agrees to comply with all terms, covenants, and conditions of the Condominium Documents, as well as all applicable federal, state, and local laws and ordinances during the term of the Lease.

**2. Owner's Enforcement and Responsibility**

Landlord shall be responsible for ensuring Tenant's compliance with the Condominium Documents and applicable laws and ordinances. Landlord shall be liable for any fines, damages, or expenses incurred by the Association due to any act or omission by Tenant constituting a violation of said documents or laws.

**3. Attorney-in-Fact for Lease Enforcement**

Landlord hereby appoints an officer of the Association as Landlord's attorney-in-fact for the limited purpose of enforcing the terms of this Addendum, including the authority to terminate the Lease and initiate eviction proceedings against Tenant for violations of the Condominium Documents or applicable laws, at Landlord's sole expense, following proper written notice and a hearing before the Board of Directors.

**4. Binding Effect**

If Landlord and Tenant fail to execute and deliver this Addendum, this Addendum shall nonetheless be deemed incorporated into the Lease by reference, and its provisions shall be enforceable as if fully executed by both parties.

**5. Acknowledgement**

By signing below, Landlord and Tenant acknowledge receipt and review of the Condominium Documents and agree to be bound by their provisions.



**6. Costs Incurred by Association**

Landlord agrees to reimburse the Association for any and all costs incurred in enforcing the provisions of this Addendum, including but not limited to legal fees, court costs, and expenses related to hiring the Association's attorney or other professionals. Such costs shall be due and payable by the Landlord upon demand and may be collected as a special assessment against the Unit if unpaid.

**IN WITNESS WHEREOF**, the parties have executed this Addendum as of the date set forth below.

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**Landlord (Unit Owner):**

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

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

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

**Tenant:**

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

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

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

**Association Representative:**

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

Name/Title: \_\_\_\_\_

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