



*Plaza de Flores Condominium Association, Inc.*

**APPLICATION TO LEASE**

An application fee of \$100.00 must accompany this application per applicant (married couple are considered one applicant). A copy of the lease MUST accompany this application as well as a signed Tags© Background Check form for each person named on the lease. If this applicant is from Canada or out of the Country there is an extra cost involved.

Application must be submitted 14 day prior to move in date.

Date: \_\_\_\_\_ PDF Unit #: \_\_\_\_\_ Current Owner's Last Name \_\_\_\_\_

E-mail address: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_

Name of Lessee: \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_

Contact # \_\_\_\_\_

(If applicable) Name of Co- Lessee: \_\_\_\_\_

DOB: \_\_\_ / \_\_\_ / \_\_\_

Contact # \_\_\_\_\_

**OCCUPANT INFORMATION\*\*\*:**

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

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

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

**Note: Only those adult persons whose names appear in this application and those of your children as indicated hereon may occupy this unit.**

**EMERGENCY CONTACT INFO:**

In case of emergency notify: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Relationship to Lessee: \_\_\_\_\_

**AUTOMOBILE INFORMATION:**

Automobile #1 Yr/Make \_\_\_\_\_ License plate # \_\_\_\_\_ State: \_\_\_\_\_

Automobile #2 Yr/Make \_\_\_\_\_ License plate # \_\_\_\_\_ State: \_\_\_\_\_

**RESIDENTIAL HISTORY:**

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

Landlord/Mortgagee: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**EMPLOYMENT:**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ years Position/Title: \_\_\_\_\_

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

Spouse/Roommate Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ yrs. Position/Title: \_\_\_\_\_

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

I will notify the Plaza de Flores Management office at 4202 Central Sarasota Parkway, Sarasota, FL 34238 if the above leasing dates change. I agree to abide by Plaza De Flores Condominium Association, Inc. Bylaws and restrictions while leasing property at Plaza De Flores. I understand and agree as a non-owner, **I am not allowed to keep a pet of any kind while leasing a Plaza De Flores unit.** If the owner of the property does not have a copy of the Plaza De Flores Condominium Associations, Inc, Bylaws and restrictions, I will obtain a copy from the Plaza De Flores office.

By signing this application, the applicant recognizes that the Association will investigate the applicant's criminal background.

**\*\*\*\*\*Under NO circumstances is a lease to be renewed or leased for Less than 6 months. There are no provisions for month to month leases at Plaza De Flores Condominium Association, Inc. \*\*Copy of said renewal must be approved (less fee) by the Board and/or its representative.**

I have executed this document this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Signature of Lessee

XX

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  APPROVED

\_\_\_\_\_  DISAPPROVED

\_\_\_\_\_  
Condominium Board Representative

\_\_\_\_\_  
Date

**AUTHORIZATION TO PERFORM BACKGROUND INVESTIGATION  
AND CRIMINAL REPORT**

Case file # \_\_\_\_\_ TAGS Special Service - Background Investigative Services.

In compliance with applicable state law, this notice is to inform you that this company may obtain a **BACKGROUND PROFILE AND CRIMINAL** report in connection with the above noted case.

Reports include but are not limited to criminal background checks, department of motor vehicle records, and associated profile information. An investigative report contains information of your character; general reputation, personal characteristics, or mode of living which has been obtained through public records and personal interviews with neighbors, friends, or associates or from others with whom you are or have been aquatinted or who may have knowledge concerning any such information.

By signing below I \_\_\_\_\_ authorize this company to obtain a  
Print name of applicant  
Criminal report or an investigative profile report in connection with my employment, or tenancy as set forth herein.

X \_\_\_\_\_  
Signature of Applicant Date

SUBJECTS NAME \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

DATE OF BIRTH MONTH \_\_\_\_\_ / DAY \_\_\_\_\_ / YEAR \_\_\_\_\_

CLIENT (person or company requesting report) \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Company Signature

PURPOSE OF INVESTIGATION:  Tenancy  Employment  Other

If other purpose - Please specify \_\_\_\_\_

ADDITIONAL INFORMATION/COMMENTS \_\_\_\_\_

NOTE: THIS FORM MAY NOT BE COPIED OR UTILIZED FOR ANY PURPOSE WITHOUT THE EXPRESS PERMISSION OF TAGS SPECIAL SERVICES- INVESTIGATIONS A-9900343FL

# ***Plaza de Flores Condominium Association, Inc.***

## **Approved Rules and Regulations**

### **Introduction**

It is the purpose of the Association to maintain a well-appointed but economically, well-managed Condominium Association and community. It is believed that these rules will aid in this purpose. Your Board of Directors will welcome the assistance of all Owners in the enforcement of these Rules and Regulations.

### **Definitions**

"*Common Elements*" are the portion of the Condominium property jointly owned by all Owners. "*Limited Common Elements*" are Common Elements set aside for exclusive use by a Unit Owner.

"*Guest*" is defined as an Owner's friend and acquaintance, not a family member, who will occupy a Unit and register with the office.

"*Visitor*" is defined as an Owner's relative or friend who comes to visit during the day or in the evening.

### **1. General**

1.1 All Unit Owners, tenants and their guests are responsible for compliance with the Association Rules and Regulations as provided therein or amended by the Association's Board.

1.2 Violations of the Rules and Regulations should be reported in writing to the Association's management company/representative in a timely manner.

*No Unit Owner, tenant or guest shall;*

1.3 Permit any loud or objectionable noises.

1.4 Utilize the Common Elements or a Unit's Limited Common Elements in any manner that causes a nuisance or violates any governmental body's laws, ordinances or regulations or jeopardizes the health, safety or welfare of any resident.

1.5 Allow any flammable, combustible or explosive fluids or substances to be kept in any Unit or on the Common Elements. Sarasota County ordinance prohibits the use of grills on lanais. Only electric grills are permitted.

1.6 Obstruct or encumber any walkways, Common Elements or allow bicycles, (except at bike racks) wagons, shopping carts potted plants or similar objects to be left thereon.

- 1.7 Allow any rubbish, refuse, garbage or trash to accumulate in places other than the designated receptacles provided (compactor or recycle bins) or fail to keep any Unit, Common Area or Limited Common Area in a clean and sanitary condition at all times.
- 1.8 Cause anything to be affixed or attached to, displayed or placed on the exterior walls, doors, balconies, patios, carports or windows of the building with the exception of decorative/ornamental wreaths or similar. The Board retains the power, however, at its discretion, to determine if something is unsightly or offensive and, in that case, may ask that the object be removed.
- 1.9 Alter any lock nor install a new lock without the prior written consent of the Board of Directors. When such consent is given, the Unit Owner shall provide the Association with an additional key.

## **2. Guests**

- 2.1 For guests' occupancy while the Owner of the Unit is not present, the Guest Registration Form must be filed with the Association office either personally, via e-mail ([plazadeflores@yahoo.com](mailto:plazadeflores@yahoo.com)) or fax (941 966-0889) and provide the names of the guests, their car plate number and the arrival and departure dates preferably prior to their arrival. Guests under 18 years old must be accompanied by an adult.
- 2.2 Guests must register their cars and also obtain a parking permit that must be placed and remain visible in the windshield during their stay. Failure to do that may result in their vehicle being towed away at the vehicle owner's expense.
- 2.3 Guests are required to review and sign the Rules and Regulations.
- 2.4 A Unit Owner has the ultimate responsibility of the actions of his/her guest.

## **3. Leases/Rentals**

- 3.1 According to the Declaration of the Condominium, Owners ***may not lease their Units for less than six months at a time.*** A new lease must be created either annually (or every six months, depending upon the lease agreement) and a copy of the lease must be sent to the Association upon each renewal. There are no exceptions as leases cannot be allowed to "roll over" as that presumes a month to month status which is expressly prohibited. Renters must notify the office of moving dates.
- 3.2 Unit Owners are responsible at all times for the conduct of their tenants and it is their responsibility to inform the tenants of the condominium Rules and Regulations.
- 3.3 Any prospective tenant must complete a Plaza de Flores application which must be approved by the Board prior to move in. There is a \$100.00 application fee for a rental.

#### **4. Pets**

- 4.1 Owners are allowed to own or keep one pet. **Tenants and guests are not allowed to have any pets.** Dogs and cats must be under direct control of their owners and on a leash at all times while outside.
- 4.2 Pets shall be limited to one dog or one cat only. Dogs must not exceed 35 pounds in weight and 18 inches at the shoulder.
- 4.3 Pet owners must pick up pet's waste and dispose of it (per city ordinance).
- 4.4 Owners are financially responsible for any damage caused by their pets. The Board may remove from the premises any pet that becomes a nuisance or whose owner fails to comply with pet rules.
- 4.5 No pets are allowed in the pool area, clubhouse or tennis court.

#### **5. Swimming pool/Spa/Tennis Court**

- 5.1 Only Owners, tenants and their guests may use the swimming pool, spa, clubhouse/exerciseroom or tennis courts.
- 5.2 Persons using the pool, spa, clubhouse/exercise room and tennis courts are required to read and obey the posted rules.
- 5.3 No one under the age of 16 is allowed in the pool area unless accompanied by an adult.
- 5.4 There is no glass allowed in the pool area.
- 5.5 The pool, spa, clubhouse/exercise room and tennis court hours of operation are posted. Owners and tenants are not to use outside of stated hours.
- 5.6 The tennis court is to be used to play tennis only.

## **6. Vehicles**

- 6.1 It is mandatory that all Owners and tenants register their cars with the Association office. Each owner of a vehicle will be issued a parking permit decal that must be placed in a visible location at all times while at PDF. Owners and tenants must update their vehicle information with the office.
- 6.2 Unlicensed, unregistered and vehicles unmovable due to mechanical problems will be considered abandoned and may be removed from our property.
- 6.3 No boats, trailers, mobile/motor homes, motorcycles or commercial vehicles shall be permitted to park inside the condominium property. Repairing vehicles on PDF property is prohibited.
- 6.4 Service vehicles are permitted to park during the daytime when they are servicing a Unit or the Common Element.
- 6.5 According to a resolution approved by the Board, each condominium owner is entitled to one covered parking bay and the Board assigned a specific number bay to each Owner.

## **7. Maintenance and Improvement**

- 7.1 Pursuant to Article 8.3 of the Declaration, "no Unit Owner shall make any alteration or improvements to Unit unless they have first obtained approval in writing from the Board of the Association."
- 7.2 Owners requesting approval for an alteration or improvement should complete an application Request for Alteration. Such forms may be obtained from the Association office. Approval of such application is the sole discretion of the board.
- 7.3 All work shall take place between 8:00 am and 5:00 pm, Monday through Friday (exceptions will require Board Member approval).
- 7.4 All construction debris shall be disposed of off-site and the area shall be cleaned daily.
- 7.5 All Unit Owners will have their **dryer vents cleaned annually** by a licensed, insured contractor.
- 7.6 All Unit Owners will have their **air conditioners serviced annually** including, but not limited to: cleaning of condensation line, repair and inspection of all working parts.
- 7.7 When a Unit Owner is to be absent for greater than 5 (five) days, they are to **turn off the water to their Unit**. Contact maintenance if you need assistance.

7.8 When an Owner is to be absent for any extended period of time, the air conditioner must be left on so as to keep the Unit free of humidity and inhibit the growth of mold.

**8. Enforcement**

Pursuant to Article 7.8 of the Declaration of Condominium, the Association may levy reasonable fines against a Unit Owner for failure of the Unit Owner to comply with any provisions of the Declaration, Bylaws or Rules and Regulations after giving reasonable notice and an opportunity for a hearing to the Unit Owner.

I, (print your name) \_\_\_\_\_,  
Have received, read and agree to comply with the Plaza de Flores Rules and Regulations.

YOUR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_