

Sansovino Sales and Rentals Process

Sales Applications

- The Purchaser fills out the application and a check for \$125 to the Sansovino Condominium Association. The application must be signed and submitted for approval thirty (30) days prior to actual transfer.
- All sales applications are sent to PCM along with the check.
- A copy of the application is filed by the Board Secretary. PCM performs a background check and credit check through a third party. PCM produces a report and returns to the Secretary.
- The Secretary reviews the information and forwards to the Board members for review and approval.
- After Board review and approval, the Board Secretary signs the application and notifies the prospective buyer or buyer's real estate agent.
- The Secretary files a copy of the approved application and background/credit check.
- Prospective buyers shall meet with a member(s) of the Sansovino BOG prior to occupancy for an Orientation to the Association's Rules and Regulations.

Rental Applications

- The Owner fills out the Top part of the Rental application and the Renter fills out the Bottom portion.
- The Owner attaches a check for \$125 to the Sansovino Condominium Association to cover a background check on the prospective renter. (Note. Return renters are not subject to background checks and therefore a check is not required.)
- The application and check are sent to the Board Secretary.
- A copy of the application along with the check is sent to PCM. PCM performs a background check through a third party. PCM produces a report and returns to the Secretary.
- If there are no issues, the Secretary signs and seals the application.
- A copy of the approved application is sent to either the rental agent or the Owner. A copy is filed by the Secretary.

SANSOVINO CONDOMINIUM ASSOCIATION, INC.**APPLICATION FOR APPROVAL OF LEASE**

**Return this completed application along with a non-refundable \$125 Application Fee to:
Sansovino Condominium Association, 3701 S. Osprey Avenue, Sarasota, FL 34239**

Note: Prospective tenants **cannot take possession until approved by the Board of Governors.**

The undersigned proposes to lease Unit No. _____ to _____ identified below, and the undersigned does hereby apply for approval of this lease by the Sansovino Condominium Association, Inc., to which the following information is submitted.

Date: _____ Owner: _____

PROSPECTIVE TENANT'S STATEMENT**APPLICANT**

Name: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
DOB: _____
DL # & State: _____

CO-APPLICANT

Name: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
DOB: _____
DL # & State: _____

Do you intend to request for yourself or a guest a reasonable accommodation for a disability? Yes _____ No _____

OTHER PERSONS WHO WILL OCCUPY THE UNIT WITH YOU:

Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____

Vehicle Information: How Many:

Make: _____ Model: _____ Year: _____ State: _____ License#: _____
Make: _____ Model: _____ Year: _____ State: _____ License#: _____
Name of Real Estate Co./Agent (if any): _____ Home Phone _____
Name of Firm: _____ Bus Phone: _____

EMERGENCY CONTACT:

Name: _____ Phone: _____ Email: _____

A FEW PERTINENT RULES

- ▶ No Owner shall make available or transfer his Unit by lease without first completing a prescribed form and have approval of the Board of Governors at least thirty (30) days before the occupancy of unit or lease.
- ▶ No lease shall be for less than three months. No sub-leasing permitted. Leases limited to two per year. No tenant shall use the Unit for other than a SINGLE-FAMILY RESIDENCE.
- ▶ No more than six (6) persons per Unit for two bedrooms and no more than eight (8) persons for three bedrooms may occupy a unit at one time.
- ▶ NO PETS OR ANIMAL OF ANY KIND ARE ALLOWED ON THE PREMISES.

SANSOVINO CONDOMINIUM ASSOCIATION, INC.

- ▶ No trucks, boats, trailers, motorcycles, commercial vehicles or recreational vehicles may be parked upon premises. This is a smoke free complex. Smoking is only allowed in the unit.

D Yes, I have read Rules and Regulations of Sansovino Condominium Association, Inc (particularly those pertaining to the House and Pool) and understand my responsibilities as a tenant. I agree to abide by the provisions of said documents.

Date of Start of Lease: _____ Date of Termination of Lease: _____

Signature of Applicant for Lease _____ *Date* _____

Signature of Owner/Agent _____ *Date* _____

AUTHORIZATION FOR VERIFICATION OF INFORMATION FOR CREDIT REPORT, PUBLIC RECORDS, RENTAL OR LEASE HISTORY AND EMPLOYMENT VERIFICATION

I agree to hold harmless, Progressive Community Management, Inc., and all providers of information on the prospective tenant(s) stated above. In the event that the information provided by me (us) is found to be misleading or false, my acceptance for this lease, whether determination is made before or after my date of occupancy, may be affected.

I do hereby authorize with my (our) signature(s), the release of public records, credit report, rental or lease information, and employment verification, whether by fax, verbal, photocopy or original signature, to: Beacon Background Screening, LLC, and all its members now and in the future for exclusive use of The Sansovino Condominium Association, Inc.

Signature of Lessee _____ Date _____

Signature of Lessee _____ Date _____

ACTION OF BOARD OF GOVERNORS/ SALES & LEASE COMMITTEE

Print Name _____ *Date:* _____

Signature _____

Approved _____ Disapproved _____

The following may be deemed to constitute good cause for disapproval:

1. The application for approval, on its face or subsequent investigation thereof, indicates that the person seeking approval intends to conduct himself or herself in a manner inconsistent with the condominium documents.

2. The person seeking approval (which shall include all proposed occupants) has been convicted of a felony involving violence to persons or property, or has demonstrated dishonesty or moral turpitude.

3. The owner allows a prospective owner to take possession of the premises prior to approval by the Association as provided for herein.

4. The person seeking approval has a history of disruptive behavior or disregard for the rights and property of others, as evidenced by his or her conduct in other social organizations, communities or associations, or by conduct in this condominium as a tenant, unit owner or occupant of a unit.

5. The person seeking approval failed to provide the information, fees or appearance required to process the application in a timely manner.