PLAZA DE FLORES CONDOMINIUM ASSOCIATION, INC.
Lease Application Checklist
Please be sure application is complete.

- New lease application
- Application completely filled out. No blank spaces.
- Check for background check
- Signed, notarized statement
- Letter of reference for each applicant.
- Applicant has initialed restriction page of application.
- Applicants have signed lease application
- Applicants have signed background check release
- Resolution is incorporated or attached to lease
- Applicants have signed the Rules and Regulations
- Signed lease submitted with application
APPLICATION TO LEASE

An application fee of $100.00 per applicant (18 years of age or older) must accompany this application. Married couples are considered one applicant. A copy of the lease agreement MUST accompany this application as well as a signed background check form for each adult named on the lease agreement. In addition, the Owner or Rental Agent must submit a signed and notarized statement, which reads, “I, [print your name], swear that I have obtained the applicant’s Credit Report, and the Credit Report shows that the applicant is financially responsible.”

The application must be submitted at least 14 days prior to the lease start date. With respect to an application for renewal of a lease (requiring only updated information), the application must be submitted at least 14 days prior to the new lease start date.

Date of Submission (for PDF use only): ________________ Initial Application / Renewal (Circle One)

Unit

PDF Unit #: __________ Unit Owner(s): _______________________________________________________

Lease Start Date: ________________ Lease End Date: ________________

Rental Agent (if any): ________________________________________________________________

Rental Agent Phone: __________ Rental Agent E-mail: _________________________________

Please notify the Plaza de Flores Management office at 4202 Central Sarasota Parkway, Sarasota, FL 34238 if the above leasing date changes.

Tenant(s)

Is any Tenant serving as a member of the United States Armed Forces on active duty or state active duty or serving as a member of the Florida National Guard or the United States Reserve Forces? (Circle) Yes  No

Tenant 1 Name: ________________________________________________________________

Current Address: _______________________________________________________________

Years at address: ________________ Reason for move: __________________________________

E-mail: __________________________ Phone: ________________________

Tenant 2 Name (if applicable): ____________________________________________

Current Address: _______________________________________________________________
Years at address: ___________________ Reason for move: ________________________________

E-mail: ____________________________ Phone: ____________________________

(Submit an additional page, if necessary, containing the above information for each tenant)

OTHER OCCUPANT(S)

Name: ____________________________ Relationship to Tenant(s): ___________ Age: _____

Name: ____________________________ Relationship to Tenant(s): ___________ Age: _____

Name: ____________________________ Relationship to Tenant(s): ___________ Age: _____

(Submit an additional page, if necessary, containing the above information for each occupant)

EMERGENCY CONTACT(S)

Tenant 1 Contact Name: ____________________________ Relationship: __________

Phone: _______________ E-mail address: ________________________________

Tenant 2 Contact Name: ____________________________ Relationship: __________

Phone: _______________ E-mail address: ________________________________

(Submit an additional page, if necessary, containing other emergency contacts)

VEHICLE(S)

Vehicle 1: Make/Model ____________________________

License Plate Number: __________________ State: ________

Vehicle 2: Make/Model ____________________________

License Plate Number: __________________ State: ________

(Submit an additional page, if necessary, containing this information for each vehicle)

RESIDENTIAL/RENTAL HISTORY

Tenant 1 Current Landlord or Mortgagee: ________________________________

Phone: ___________________ E-mail: ________________________________

Tenant 1 Prior Landlord or Mortgagee: ________________________________

Phone: ___________________ E-mail: ________________________________

Tenant 2 Current Landlord or Mortgagee: ________________________________

Phone: ___________________ E-mail: ________________________________

Tenant 2 Prior Landlord or Mortgagee: ________________________________
Phone: ____________________  E-mail: ____________________

(Submit an additional page, if necessary, containing the above information for each additional tenant)

EMPLOYMENT

Tenant 1 Employer: ________________________________________________

Address: _________________________________________________________

Phone: ____________________  E-mail: ____________________

Length of Employment: __________  Position/title: _________________

Tenant 2 Employer: ________________________________________________

Address: _________________________________________________________

Phone: ____________________  E-mail: ____________________

Length of Employment: __________  Position/title: _________________

(Submit an additional page, if necessary, containing the above information for each tenant’s employer)

REFERENCES

A letter of reference is required for each applicant. The letter of reference may not be from a family member or co-tenant. The letters should specifically address the reference provider’s relationship with applicant, the length of that relationship and whether the applicant is a congenial person of good moral character (i.e., would not likely violate any laws), is a person who is socially responsible (i.e., would likely comply with our community rules), and is a person with good personal habits (i.e., would likely treat the common property in a proper manner).

Reference (Tenant 1) Name: _________________________________________

Address: _________________________________________________________

Phone: ____________________  E-mail: ____________________

Relationship: ____________________________________________________

Reference (Tenant 2) Name: _________________________________________

Address: _________________________________________________________

Phone: ____________________  E-mail: ____________________

Relationship: ____________________________________________________

Restrictions

Tenants are subject to the provisions of the Declaration of Condominium, the Bylaws, and the Community Rules and Regulations. Applicants should have reviewed these before signing the lease. Any violation of these documents is a default under the lease, which may result in the imposition of a $100 fine (up to $1,000 in the aggregate), the termination of the lease, disapproval of a lease renewal and/or eviction from the property.
Please initial the following common tenant rule violations, acknowledging that you are aware of them and that you are now, and will be, in compliance with them.

1. Tenants and their guests may not have pets. _______
2. Tenants and their guests may not park motorcycles or commercial vehicles on the property. _______
3. Tenants and their guests may not make loud or objectionable noise that disturbs other residents. _______

By signing this application, the applicant recognizes that the Association will investigate the applicants’ criminal background. In addition, by signing this application, the applicant gives consent: (1) for applicants’ Employers and applicants’ current and prior landlords to provide information to the Association regarding applicants and (2) for the Association to contact applicants’ Employers, applicants’ current and prior landlords and those persons providing References for the applicants.

Finally, by signing this application, the applicant affirms that he/she has made no false statements. If this application is approved and it is later learned that an applicant has made a false statement in any regard with respect to this application, the approval of the application will be rescinded, and the landlord will be asked to immediately give notice that the lease is terminated.

No lease may 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. A copy of any lease renewal must be submitted (less fee) with an updated application to the Association for approval by the Board and/or its representative.

I have executed this document this _______ day of ___________________________ 20 ___.

Signature of Tenant 1 ________________________________

Signature of Tenant 2 ________________________________

Plaza de Flores approval

Interviewed by: ________________________________ Date: ________________________________

Approved ________________________________ Disapproved ________________________________

Condominium Board representative: ________________________________

Date: ________________________________
DOMESTIC-AUTHORIZATION TO PERFORM A CRIMINAL BACKGROUND REPORT

Case File # ___________ TAGS Special Service - Background Investigative Services.

Agency use only

In compliance with The Public Law 91-508 of The Fair Credit Reporting Act, as amended by Public Law 104-208 of The Consumer Credit Reporting Act, and applicable state law, this notice is to inform you that this company may obtain a consumer report or reports in connection with the above noted case and for other investigative reasons.

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

By signing below I ____________________ authorize this company to obtain a

Criminal Background Profile Investigative Report in connection with my employment, or

tenancy as set forth herein.

X__________________________________ X____________
Signature of Applicant Date

CLIENT (person or company requesting consumer credit report) X ____________________
Print Name of Client /Agent

X__________________________________ X____________
Name of Company Signature of Client /Agent

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY IN ORDER TO BE SUBMITTED

PURPOSE OF REQUEST please check one - TENANCY / _____ EMPLOYMENT / _____ OTHER / _____

(If other please explain)________________________________________________________

SUBJECTS NAME______________________________________________________________

CURRENT ADDRESS_____________________________________________________________

CITY, STATE, ZIP______________________________________________________________

SOCIAL SECURITY # __________________________________________________________

DATE OF BIRTH   /MONTH _____ /DAY _______ /YEAR _________

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

Tags Investigations | Confidential | 2017
Tags Background Investigative Services  
Florida Agency Number A-9900-343  
(941) 349-1218

CONSENT TO DISCLOSE INFORMATION

**PLEASE PRINT** *(to be completed by applicant)*

<table>
<thead>
<tr>
<th>Surname (please provide names prior to application if applicable)</th>
<th>First Name</th>
<th>Second Name</th>
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<tr>
<th>Maiden Name <em>(or Other Surnames used if applicable)</em></th>
<th>Place of Birth <em>(If other than Canada please also note date of entry to Canada)</em></th>
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<tr>
<th>Date of Birth <em>(YY-MM-DD)</em></th>
<th>Sex</th>
<th>Phone #</th>
<th>Drivers License Number</th>
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* Note: please provide previous address if you did not live at above address for more than five years

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<tr>
<th>Number</th>
<th>Street</th>
<th>Apt Unit</th>
<th>City/Province/County</th>
<th>Postal Code</th>
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* Note: Information is collected and disclosed according to Section 29(1) & 32 of the MFIPPA as well as the PIPA & PIPEDA

**RELEASE AUTHORIZATION AND WAIVER**

**Authorization to Release Clearance Report or Any Police Information**
I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of a criminal record or any criminal information to Tags Background Investigative Services.
I hereby release and forever discharge all members and employees of the processing Police Service from any and all actions, claims, and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the processing Police Service to Tags Background Investigative Services.

**SEARCH AUTHORIZATION**
I HEREBY CONSENT TO THE SEARCH AND RELEASE OF:
A. Criminal Record *(Adult)*
B. Vulnerable Sector Search *(IF REQUIRED)*
A. Additional Searches Listed Below *(IF REQUIRED)*

Signed this _______ day of _________ 20___

X ____________________________

Signature of Applicant

**ORGANIZATION REQUESTING SEARCH**

Organization Name ____________________________________________

___________________________________________

Signature of Representative Witnessing Applicant’s ID

Type of ID viewed *(DL, SIN, Health Card, etc.)*

* Note: For additional searches please mark next to all appropriate searches listed below.

**ADDITIONAL SEARCHES**

Additionally, I authorize the above named company through Tags Background Investigative Services to obtain information regarding:

- Consumer Credit Report - which relates to me **SIN. N. # ___________________________ (required for credit report & SIN verification only)
- SIN Validation - Relating to me
- SIN Verification - combining credit and SIN relating to me
- Drivers Abstract - *Drivers record from the Province of ____________________________
- Vendor Verification - On behalf of the company ____________________________
- Other ____________________________

* Provincial requirements prevail when requesting drivers abstracts. Please speak to Tags investigative customer service regarding Provincial requirements and consent forms.
AUTHORIZATION TO PERFORM AN
INTERNATIONAL CRIMINAL BACKGROUND INVESTIGATION

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 an INTERNATIONAL CRIMINAL BACKGROUND INVESTIGATION 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 acquainted or who may have knowledge concerning any such information.

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

NOTE: Each Applicant Must Provide a Copy of Current Passport & ID.

SUBJECTS NAME ____________________________________________________________

MAIDEN NAME (WOMEN ONLY) ____________________________________________

CURRENT ADDRESS ______________________________________________________

CITY, POSTAL CODE ______________________________________________________

COUNTRY OF ORIGIN _____________________________________________________

FEIN # SIN or COUNTRY ID # ______________________________________________

PASSPORT NUMBER ______________________________________________________

DATE OF BIRTH MONTH _____ / DAY _____ / YEAR _________

CLIENT (person or company requesting report) ________________________________ Print Name of Company

______________________________ ________________________________
Name of Company Signature

PURPOSE OF INVESTIGATION: Tenancy Employment Other ____________

NOTE: THIS FORM MAY NOT BE COPIED OR UTILIZED FOR ANY PURPOSE WITHOUT THE EXPRESS PERMISSION OF TAGS SPECIAL SERVICES- INVESTIGATIONS A-9900343FL
SEARCH AUTHORIZATION
I HEREBY CONSENT TO THE SEARCH AND RELEASE OF:
A. Criminal Record (Adult)
B. Vulnerable Sector Search (IF REQUIRED)
C. Additional Searches Listed Below (IF REQUIRED)

ADDITIONAL SEARCHES
Additionally, I authorize the above named company through International Resources and Tags Special Services – Background Investigative Services to obtain information regarding:

__Consumer Credit Report - Which relates to me ** S.I.N. # __________________________ (Required For Credit Report & SIN Verifications) Canadian Searches Only
X __SIN or FEIN Validation - Relating to me

__SIN or FEIN Verification - Combining credit and SIN relating to me - Canadian Searches Only

*Driver’s Abstract - Driver’s Record from the Province of: __________________________ (Required For Canadian Searches Only)

Vendor Verifications – On behalf of the company __________________________ (Required For Employment Purposes Only)

Other: __________________________

Note: Information is Collected and Disclosed According to Section 29(1) & 32 of the MFIPPA as well as, DPA, PIPA, PIPEDA & PIIDPA.

RELEASE AUTHORIZATION AND WAIVER
Authorization to Release Clearance Report or Any Police Information
I certify that the information set out by me in this application is true and correct to the best of my ability. I consent to the release of a Criminal Record or any Criminal Information to International resources and Tags Special Services – Background Investigative Services
I hereby release and forever discharge all members and employees of the processing Police Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by me as a result of the disclosure of information by the processing Police Service to Tags Special Services – Background Investigative services

Signed this ______ day of __________________, 20__________

X __________________________
(Signature of Applicant)

ORGANIZATION REQUESTING SEARCH

Organization Name: __________________________

______________________________

****This Process Is Non-Refundable – A Current Copy Of Your Passport And Drivers License Must Accompany These Forms - Failure To Do So Will Result In The Rejection Of Your Submission Packet.****

NOTE: THIS FORM MAY NOT BE COPIED OR UTILIZED FOR ANY PURPOSE WITHOUT THE EXPRESS PERMISSION OF TAGS SPECIAL SERVICES- INVESTIGATIONS A-9900343FL
RESOLUTION ADOPTING LEASING RULES
OF THE
BOARD OF DIRECTORS
OF
PLAZA DE FLORES CONDOMINIUM ASSOCIATION, INC.

ADOPTED AT A MEETING OF THE BOARD OF DIRECTORS HELD

WHEREAS Sections 12 and 12.1 of the Declaration of Condominium state that, in order to
maintain a community of congenial residents who are financially responsible and to thus
protect the value of the Units, the lease of Units by any owner must be approved in writing by
the Board of Directors or its duly authorized officers, agent or committee before such lease of a
Unit;

WHEREAS Section 12.1 of the Declaration of Condominium states that the Unit Owner shall
provide or shall cause to be provided such information as may be required by application form
promulgated by the Board of Directors;

WHEREAS Section 12.1 of the Declaration of Condominium states that when considering
such application, consideration shall be given to good moral character, social compatibility,
personal habits and financial responsibility of the proposed lessee;

WHEREAS Section 9.1 of the Bylaws states that the Board of Directors, on behalf of the
Association, is empowered by the Declaration of Condominium to approve or disapprove of
lessees of Condominium Units;

WHEREAS Section 9.1 of the Bylaws states that the Board shall make reasonable rules,
regulations and standards governing the approval or disapproval of lessees;

WHEREAS Section 9.1 of the Bylaws states that the regulations and standards governing the
approval or disapproval of lessees shall be designed to maintain a community of congenial
residents of good character and with sufficient financial ability to make timely payments
resulting from residence in the condominium;

WHEREAS Section 9.7 of the Declaration of Condominium states that no owner may lease
less than an entire Unit or lease an entire Unit for a period of less than six (6) months;

WHEREAS Section 9.7 of the Declaration of Condominium states that all lessees shall be
subject to the provisions of the Declaration, the Articles of Incorporation, the Bylaws and the
Rules and Regulations of the Association and any failure to comply with the terms of such documents shall be a default under the lease;

WHEREAS Section 15 of the Declaration of Condominium states that a default in the compliance and fulfillment of the provisions of the Condominium Act, the Declaration, Articles of Incorporation, Bylaws and the Rules and Regulations of the Association shall entitle the Association to injunctive relief or money damages or both;

WHEREAS Section 7.8 of the Declaration of Condominium states that the Association may levy reasonable fines against a Unit for failure of the Unit owner or occupant to comply with any provision of the Declaration, Bylaws or reasonable Rules and Regulations of the Association;

WHEREAS Section 9.11 of the Declaration of Condominium states that no tenant or other occupant shall fail to conform to and abide by the Bylaws and the uniform Rules and Regulations of the Association in regard to the use of the Units and the Common Elements, or fail to allow the Association or its designated agent to enter the Unit at any reasonable time to determine compliance with the Condominium Act, the Declaration, the Bylaws or the Rules and Regulations of the Association; and

WHEREAS the Condominium Act (FS 718) contains similar and additional provisions relating to the leasing of Units;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Application to Lease, which is required to be promulgated by the Board of Directors under Section 12.1 of the Declaration of Condominium, shall be the application that is attached to this resolution.

2. Every lease shall contain the following provisions:

(a) “All lessees are subject to the provisions of the Declaration of Condominium, the Bylaws and the Rules and Regulations of the Plaza de Flores Condominium Association, and any failure to comply with the terms of such documents shall be a default under the lease. (Declaration 9.7)”

(b) “No tenant or other occupant shall fail to abide by the Declaration, the Bylaws and the Rules and Regulations in regard to the use of the Unit and the Common Elements. Nor shall a tenant or other occupant fail to allow an agent of Plaza de Flores to enter the Unit at any reasonable time to determine compliance with the Declaration, the Bylaws and the Rules and Regulations. (Declaration 9.11)”

(c) “A default in compliance with the Declaration, the Bylaws and the Rules and Regulations shall entitle Plaza de Flores to a court order requiring compliance with these documents. (Note: failure to comply with a court order may result in a jail term.) A default in compliance shall also entitle Plaza de Flores to reimbursement of any costs expended due to the default. (Declaration 15)”

(d) “Plaza de Flores may levy reasonable fines for the failure of a tenant or other occupant to comply with the Declaration, the Bylaws or the Rules and Regulations. (Declaration 7.8)”
(e) “Plaza de Flores may suspend for a reasonable period of time the right of a tenant or other occupant to use the common elements (including the pool, tennis court, and clubhouse) for failure to comply with the Declaration, the Bylaws or the Rules and Regulations. (FS 718.303)”

(f) “Plaza de Flores is entitled to collect the rent from the tenant if the landlord is delinquent in the payment of any monetary obligation due to Plaza de Flores. If the tenant fails to pay as required after written demand has been made, Plaza de Flores may sue the tenant for eviction. (FS 718.116(11))”

3. The Association hereby revises Leasing Rules 3.1, 3.2 and 3.3 and promulgates additional Leasing Rules as follows:

3.1 Owners may not lease their Units for less than six months at a time unless an Owner applies to the Board of Directors and shows good cause why the Board should grant relief from this requirement pursuant to Section 9.9 of the Declaration. At the expiration of a lease, Owners and their tenants must enter into a new lease, which is subject to approval by the Board of Directors. Tenants must notify the Plaza de Flores office of moving dates.

3.2 Unit Owners are responsible for informing tenants about the Association’s Rules and Regulations and are responsible for the conduct of their tenants.

3.3 Prospective tenants must complete an Application to Lease, which must be approved by the Board of Directors before the tenant may move into the unit. The Application must be accompanied by a fee of $100 per adult applicant (other than a husband and wife, who are considered one applicant). If a prospective tenant indicates in the Application that he or she is a “servicemember” as defined in FS 250.01, the Association will process the Application within 7 days of submission. (FS 83.683.)

3.4 Owners and rental agents must know our governing documents. If an owner or rental agent misinforms a prospective tenant regarding the provisions of the Declaration, Bylaws or Rules and Regulations, and the misinformation results in a violation by the tenant, the owner as well as the tenant may be subject to a fine.

3.5 If an owner or rental agent advises a prospective tenant that the Association does not enforce a particular provision of the Declaration, Bylaws or Rules and Regulations, and such advice results in a violation by the tenant, the owner as well as the tenant may be subject to a fine.

3.6 All lease renewals must be approved by the Association. If an owner or rental agent fails to submit a lease renewal for approval, the owner as well as the tenant may be subject to a fine, and the Association may ask the owner to terminate the lease because it lacks the required approval.

3.7 An owner is liable for the cost of any damage to the common elements caused by a tenant and his or her guests.

3.8 If a tenant violates any provision of the Declaration, Bylaws or Rules and Regulations, the Association will notify the owner of the violation. Because these governing documents are
expressly incorporated into every lease and because a violation of these documents constitutes a "default under the lease" (Declaration 9.7, FS 718.303(1)), it is the owner’s responsibility, in cooperation with the Association, to have the tenant remedy the violation. If the violation is not remedied within a reasonable time (no more than 30 days), the owner as well as the tenant may be subject to a fine (Declaration 7.8), and the Association may ask the owner to terminate the lease because of the tenant’s default.

3.9 If an owner fails to pay any fine, the Association is entitled by law (FS 718.116(11)) to collect rent from the owner’s tenants until the monetary obligation is paid in full.

3.10 The Property Manager is not the rental agent for any owner. Tenants shall not complain to the Property Manager about a landlord-tenant matter or request that the Property Manager perform a service that is the owner’s responsibility. Owners as well as tenants may be fined for violations of this rule.

3.11 Owners are responsible for the maintenance, repair and replacement of everything within the confines of a unit, including plumbing. (Declaration 10.2) The Association will exercise its right to enter units at any reasonable time to determine compliance with this requirement. (Declaration 9.11) Because the Association pays the cost of water and sewer for all units, so that an owner’s failure to maintain a unit’s plumbing adversely affects the Association expenses, the Association may impose the maximum fine for an owner’s failure to maintain plumbing.

3.12 Unit owners who lease their units lose their right to use the association property and common elements. Their tenants have the same right to use the association property and common elements as unit owners who do not lease their units, unless those rights have been suspended for noncompliance with the Declaration, the Bylaws or the Rules and Regulations. Unit owners who lease their units retain their right as landlords to access their units pursuant to law. (FS 718.106(4)).

3.13 Tenants may not sub-lease a Unit without the approval of the Board.

3.14 Tenants may not sub-lease part of a Unit (i.e., tenants may not sub-lease part of a unit to a roommate), and tenants may not sub-lease an entire unit to another person for a period of less than six (6) months. However, the Board may grant relief from this Rule for good cause shown. Tenants shall seek such relief from the Board through their landlords.

3.15 A person whose name does not appear on the Application to Lease either as a tenant or occupant must be registered with the Plaza de Flores office for a stay longer than 3 nights. Such a person may not stay longer than 14 consecutive nights, nor more than 28 nights during the term of a lease, without Board approval. Tenants shall seek Board approval for longer stays through their landlords.

3.16 The foregoing Leasing Rules are effective with lease applications received on or after April 22, 2015.

__________________________
Secretary of the Board
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) 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 expressively 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/exercise room 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 _____________________________________________________________