

## Checklist for New Owners

The following forms must be submitted and approved BEFORE the purchase closing date of a condo in Eastwood Shores Association 4. Incomplete forms cannot be processed and will be returned. The appropriate application fee, made payable to Eastwood Shores #4, must be submitted with these forms. An interview with an appointed member of the Association must be completed BEFORE the closing date.

Please initial each item to show your submission of each. These forms can be accessed and downloaded from the Association's website: [www.eastwoodshores4.org](http://www.eastwoodshores4.org) under the Applications tab.

- \_\_\_\_\_ New Owner Application
- \_\_\_\_\_ Background Check Form
- \_\_\_\_\_ Copy of current Photo ID for each owner
- \_\_\_\_\_ Crime Free Addendum
- \_\_\_\_\_ Copy of Sales Contract
- \_\_\_\_\_ This Checklist for New Owners

Please initial each item to show your receipt of each. Some of these forms can be accessed on the Association's website: [www.eastwoodshores4.org](http://www.eastwoodshores4.org) under the Documents and Budgets tab.

- \_\_\_\_\_ Current Declaration of Condominium, Articles of Incorporation, and By-Laws
- \_\_\_\_\_ Copy of current budget and monthly financials
- \_\_\_\_\_ Current copy of EWS 4 Rules and Regulations
- \_\_\_\_\_ Maintenance Payment coupon book (to show it has been ordered for you)
- \_\_\_\_\_ Mailbox key
- \_\_\_\_\_ Swimming pool key
- \_\_\_\_\_ Two pets allowed with no weight restriction
- \_\_\_\_\_ Two vehicles only per unit with one parked inside garage and other in driveway

It is the current unit owner's responsibility to provide new owners with a set of Declaration of Condominium, Articles of Incorporation, and By-Laws and keys to the mailbox and pool gate, as well as 2 methods of entrance/exit from garage (main door remote or code and key to garage side door or key to B/C unit kitchen door).

Noncompliance or misrepresentation of information on any of the above forms will result in immediate non-approval of occupancy.

If the Unit is to be leased, the Owner agrees to supply the Board of Directors with all required lease application documents for approval. A copy of the Lease Agreement must be included along with the required application fee, payable to Eastwood Shores Condo #4. No lease may be for less than 3 months (90 days). Tenants will be interviewed by an appointed member of the Association before they are approved for residency.

# CRIME FREE ADDENDUM

Eastwood Shores Condominium Association, Inc, #4  
AMERI-TECH PROPERTY MANAGEMENT, INC.

**In consideration of the execution or renewal of a lease or transfer of ownership of the dwelling unit identified in the lease or sales agreement. Owner and Resident agree as follows:**

Resident, any members of the resident's household, or a guest or other persons affiliated with the resident:

**The tenant/resident at all times during residency shall: Comply with all obligations imposed upon tenants/residents by applicable provisions of building, housing, and health codes.**

**The tenant/resident shall comply with FS Chapter 83.52, Tenants' obligation to maintain dwelling unit.**

1. Shall not engage in criminal activity, including drug-related criminal activity, on or near said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use and illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).
2. Shall not engage in any act intended to facilitate criminal activity.
3. Shall not permit the dwelling unit to be used for, or to facilitate criminal activity regardless of whether the individual engaging in such activity is a member of the Household or a guest.
4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of an illegal or controlled substance as defined in FS Chapter 893, at any locations, whether on or near the dwelling unit premises.
5. Shall not engage in any illegal activity, including prostitution, criminal street gang activity, threatening or intimidating any person on premises, assault, including but not limited to the unlawful discharge of a weapon on or near the dwelling unit premises, or any breach of the lease/resident agreement that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent, property management, or other resident, or involving imminent or actual serious property damage, as defined in FS Chapter 83 and as defined in FS Chapter 893, Title XLVI, Drug Abuse Prevention and Control.
6. **Violations of the above provisions shall be a material and irreparable violation of the lease and good cause for immediate termination of tenancy.** A single violation of any of the Provisions of this added addendum shall be deemed a serious violation and a material and irreparable noncompliance. It is understood that a single violation shall be good cause for immediate termination of lease under Florida Statutes, Chapter 83 as provided in Civil Practice and Procedure, Enforcement of Rights and duties; civil action. Unless otherwise provided by law, proof of violation shall not require a criminal conviction but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease or resident agreement, the provisions of the addendum shall govern.

This ADDENDUM is incorporated into the Lease/Ownership Sales Agreement executed or renewed this (date) \_\_\_\_\_ between Owner and Resident, Landlord and Tenant, Eastwood Shores Condo Association, Inc. #4 and Resident/Owner.

\_\_\_\_\_  
Landlord/Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant/Resident Signature

\_\_\_\_\_  
Date

# NEW OWNER APPLICATION

**NEW OWNER INFORMATION (List all persons on property deed and who will be residing in the unit, limit 2 persons per bedroom)**

Date \_\_\_\_\_ Closing Date \_\_\_\_\_

Unit Address \_\_\_\_\_ Is property to be leased? Yes \_\_\_\_\_ No \_\_\_\_\_

**#1 Name** \_\_\_\_\_  
Last First

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

**#2 Name** \_\_\_\_\_  
Last First

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

**#3 Name** \_\_\_\_\_  
Last First

**#4 Name** \_\_\_\_\_  
Last First

Offsite Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City State/Zip Country

Pets: Dog(s) \_\_\_\_\_ Cat(s) \_\_\_\_\_ (2 pet limit, no weight restriction)

#1 Vehicle Plate \_\_\_\_\_ Make & Year \_\_\_\_\_ Color \_\_\_\_\_

#2 Vehicle Plate \_\_\_\_\_ Make & Year \_\_\_\_\_ Color \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

**I, the undersigned, confirm that I have received and read a copy of the Rules and Regulations of Association #4 and agree to be bound by these restrictions. I further agree that you may secure credit reports, background checks, and any other information pertaining to this application.**

**I hereby acknowledge and affirm that the information provided is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
#1 Owner Signature #2 Owner Signature

\_\_\_\_\_  
Date Date

# NEW OWNER BACKGROUND CHECK FORM

I/We \_\_\_\_\_

Date \_\_\_\_\_

Prospective buyers for property located at \_\_\_\_\_

Owned by: \_\_\_\_\_

Hereby allow TENANT CHECK and or the property owner/manager to inquire into my/our credit file, criminal, and rental history to obtain information. I/We understand that on my/our credit file it will appear that TENANT CHECK has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future.

Applicant Information: Single: \_\_\_\_ Yes \_\_\_\_ No

APPLICANT Full Name: \_\_\_\_\_

SS#: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Present Address \_\_\_\_\_

How Long \_\_\_\_\_ Ever been Convicted: \_\_\_\_\_ Ever been Evicted \_\_\_\_\_

Landlord & Phone: \_\_\_\_\_

Previous Address \_\_\_\_\_

Employer \_\_\_\_\_

How Long \_\_\_\_\_ Work# \_\_\_\_\_

Gross Monthly Income \_\_\_\_\_ Occupation \_\_\_\_\_

Drivers Lic# \_\_\_\_\_ State \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Phone \_\_\_\_\_

BACKGROUND CHECK FORM (Continued)

SPOUSE Full Name: \_\_\_\_\_

SS# \_\_\_\_\_ DOB \_\_\_\_\_

Present Address \_\_\_\_\_

How Long \_\_\_\_\_ Ever been Convicted: \_\_\_\_\_ Ever been Evicted \_\_\_\_\_

Landlord & Phone: \_\_\_\_\_

Previous Address \_\_\_\_\_ How Long \_\_\_\_\_

EMPLOYER \_\_\_\_\_

How Long: \_\_\_\_\_ Work# \_\_\_\_\_

Gross Monthly Income: \_\_\_\_\_ Occupation \_\_\_\_\_

Drivers Lic# \_\_\_\_\_ State \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Phone: \_\_\_\_\_

ROOMMATE Full Name: \_\_\_\_\_

SS# \_\_\_\_\_ DOB \_\_\_\_\_

Present Address \_\_\_\_\_

How Long \_\_\_\_\_ Ever been Convicted: \_\_\_\_\_ Ever been Evicted \_\_\_\_\_

Drivers Lic# \_\_\_\_\_ State \_\_\_\_\_

Roommate Signature \_\_\_\_\_ Phone: \_\_\_\_\_

OTHER PERSON 18 YRS OR OLDER (Relation to Applicant) \_\_\_\_\_

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

SS# \_\_\_\_\_ DOB \_\_\_\_\_

Present Address \_\_\_\_\_

How Long \_\_\_\_\_ Ever been Convicted: \_\_\_\_\_ Ever been Evicted \_\_\_\_\_

Drivers Lic# \_\_\_\_\_ State \_\_\_\_\_

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

BACKGROUND CHECK FORM (Continued)

**Hours: Monday-Friday 9am-5:30pm**  
**Sat. 11am-4pm CLOSED Sun.& Holidays**  
**FAX: (727) 942-6843**

**IF YOU SUBMIT THE WRONG SS#,**  
**A 2nd APPLICATION FEE WILL BE**  
**CHARGED TO RE-PULL THE REPORT.**

**TENANT CHECK:**

**A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS,**  
**MOBILE HOME PARKS, APARTMENT COMPLEXES, CARDHOLDER ASSOCIATIONS,**  
**PROPERTY MANAGERS, EMPLOYMENT CHECKS**

**FEDERAL LAW REQUIRES THE END USER TO MAINTAIN THIS FORM 5YRS.**

## **EASTWOOD SHORES CONDOMINIUM 4 ASSOCIATION, INC. RULES & REGULATIONS**

To ensure a community of congenial residents and to protect and enhance the value of this individual condominium, certain regulations are necessary. While these regulations may appear personally restricting to some, they are deemed essential to ensure a reputable, considerable, and enjoyable life-style for all residents, owners or tenants.

The Owner must provide a copy of these regulations to the buyer in the case of resale and to the lessee when leasing the Unit.

### **Condo Unit Use Restrictions**

1. Unit sales, leases or rentals require the approval of the Association. Notice is to be provided to the Board of Directors by submitting a completed Eastwood Shores Condominium 4 New Ownership or New Tenant/Leasing Forms package (available on the Association's website at [EastwoodShores4.org](http://EastwoodShores4.org)) along with the current \$100 application fee. All applications and background checks must be approved by the Board prior to occupancy.
2. Any sale/lease/rental which has not been authorized by the Board shall be VOID, and appropriate action will be taken. There will be no Approval when an Owner is in violation of the Rules and Regulations or Condo Documents, or if the prospective tenant is in violation.
3. No Unit is to be used for any purpose other than residential.
4. All tenants residing in a Unit must be listed on the lease. Anyone moving into the Unit to live with the current resident after the lease is in effect must be added to the lease, must submit new tenant application and background check forms, and must submit the current \$100 fee for the processing of an additional tenant. Failure to do so will result in an Unapproved lease/rental, and appropriate action will be taken.
5. Residents with Guests parking in guest spots longer than 72 hours are to submit the guest's name, vehicle make, model, and license tag information along with the length of the guest's visit to the Property Manager.
6. Guests who pay rent for using the Unit qualify as tenants and must submit a new tenant application and background check form along with the current \$100 rental application fee.
7. No unit shall be leased or rented for less than ninety (90) days nor more than four (4) times a year. Tenants are required to abide by the same Rules and Regulations as the Owners. Owners are responsible for any violations of their tenants.
8. No unit shall be occupied by more than two (2) persons for each bedroom.

### **Unit Exteriors**

1. The Board of Directors must unanimously approve any changes to the exterior of units. Owners wishing to obtain approval for any change must submit a completed Modification Request Form (found on the Association's website at [www.EastwoodShores4.org](http://www.EastwoodShores4.org)).
2. No exterior painting, repairs, additions, or television Antennae or satellite dish are permitted.
3. Exterior doors and windows are the responsibility of the unit owner and should be of the same basic type, color, and design as on all other units and require Board approval prior to changing or replacing. Window screens shall be kept in good repair.
4. Sunguard film may be installed on windows or glass doors; however, it must be semi-reflective and must be kept in good repair. No other materials such as foil or paint may be used.

5. No vehicle shall be parked in the driveway or any place where it will prevent ready access to another unit or garage.
6. No vehicle is to be parked on the grass or between buildings or alongside the main drive. This is to allow emergency vehicles access, as well as protect the sprinkler system and landscaping. Any damage will be at the Owner's expense.
7. Parking in the center space in front of each building is to be determined by the residents of each building. The Board will no longer be involved in that particular parking space.
8. Additional guest parking spaces are provided at the east end of the north street and the west end of the south street and are to be used by guests only. Resident vehicles parked in these guest spaces may be towed at the Owner's expense.
9. Garages used for storage must contain an exit pathway of at least 3 ft. in width from the B and C unit interior kitchen doors to the main garage door for safety reasons.
10. Flammable or explosive fluids or materials, gas tanks from grills, and similar materials deemed hazardous must not be stored in garages.
11. When residents of B and C units run the clothes dryers inside the garage, the main garage door must be open at least half way to prevent moisture and heat buildup within the garage.
12. Installation, repairs, and maintenance to automatic garage door openers are the responsibility of Unit Owners. Repairs and maintenance to the main garage doors are the responsibility of the Association.

### **Nuisance**

1. Nuisances or activities that are the source of annoyance to residents or that interfere with the peaceful and proper use of Condominium property are not allowed. These include but are not limited to loud stereos, radios, televisions; loud musical instruments; barking dogs; boisterous parties; criminal activity; vehicle horn blowing; loud mufflers; loud voices or arguments; noisy repairs, construction work, or power tools after 8:00pm; etc.

### **Pets**

1. Two (2) pets per unit are allowed.
2. No exotic pets or reptiles are allowed.
3. Pets must be leashed at all times when outside and may not be chained, tied, fenced, or left in any way unattended outside any Unit. Pets must not be allowed to disturb or create a nuisance to other Unit residents, i.e., excessive barking.
4. Owners of pets must clean up the excrement of the pet and dispose of it appropriately.
5. Pet feeding equipment and food must be kept within the Unit, not on patios or balconies.

### **Swimming Pool**

1. Use of the swimming pool and pool area is solely for Association #4 and #5 residents and their invited guests. The use, hours, rules, safety, and sanitary provisions shall be in accordance with the regulations adopted by the Association and those posted in the pool area. All persons using the pool do so at their own risk, without the responsibility of the Association.
2. The entrance gate to the pool is to be closed and locked at all times, with a key required for entry and exit. Each unit is provided with one (1) pool key.



5. No advertising signs or notices, such as for sale or for rent, are to be placed in any window or other part of the condominium or on the common elements.
6. Exterior lighting may not be changed without the approval of the Board. Motion detection lighting is allowed for safety purposes but may only be installed on existing lighting fixtures.
7. Residents wishing to add plants, bushes, flowers, or small trees at their own expense to the exterior of their units, whether they are in pots or planted in the ground, must obtain unanimous approval of the Board by submitting a completed Modification Request Form. Adding red mulch in existing plant beds is allowed without submitting a request to the Board.
8. The use of hurricane shutters is allowed but must be approved by the Board prior to initial installation.
9. Any damage to buildings, planted materials or grassy areas of the Common Elements shall be repaired or replaced at the expense of the Owner responsible for the damage or whose tenant and/or guest was responsible for the damage.
10. No furniture, bikes, baby strollers, child's riding toys, scooters, or other personal items may be allowed to stand outside of the buildings, in driveways, or in common areas, except on patios or balconies. After one (1) warning to the owner responsible for items left outside, the item(s) will be removed.

### **Balconies & Patios**

1. Balconies and patios should be kept clean and free of clutter and should not be used as storage areas. No clothing, bedding, rugs, towels, or similar items may be aired or dried over balcony railings, patio walls, stair landing walls, doors, plants, or bushes.
2. No potted plants or other items are to be placed on ledges from 2<sup>nd</sup> story balconies or stair landings unless secured so they cannot tip over or fall off the ledge.
3. Gas-fired, charcoal, or other fire heated grills must not be used on balconies or patios or under any overhanging portion or within 10 ft. of any structure. UL listed electric ranges, grills, or similar electric apparatus are permitted. FFP Code 4A-60-NFPA 10.11.7 **Non-compliance will result in fines issued by the County Fire Marshall.**
4. Gas or propane tanks for grills must not be stored inside enclosed patios or balconies.
5. Screening of balconies and patios is allowed but must be approved by the Board by submitting a completed Modification Request Form. Screening patios also requires a builder's permit.
6. Bamboo shades in natural tones are allowed on screened balconies and patios but must be kept in good repair.

### **Vehicles, Parking, & Garages**

1. Two vehicles per unit are allowed; one to be parked in the garage, and the other in the driveway in front of the garage. A third vehicle is allowed ONLY if it is a 2-wheeled vehicle (motorcycle, motor scooter, motor bike) and ONLY if that vehicle and one of the two other vehicles is parked inside the garage at all times the three vehicles are on the Association property. All motorcycles/scooters are to be started only in the driveway and not inside the garage.
2. No boats, trailers, campers, or commercial trucks are to be parked or stored on the Condominium property.
3. No disabled (inoperative) or unlicensed vehicle is to remain on the Condominium property for longer than 48 hours. Violations may result in the vehicle being towed at the Owner's expense.
4. No repair, mechanical or otherwise, or maintenance of vehicles is permitted in the parking areas. All repairs must be made inside the garage.

## General

1. Trash is picked up on Wednesdays and Saturdays, except on holidays. It is required that trash be put out to the curb in proper containers with lids and that containers are removed from the curb the same day as trash pickup. Residents who violate this rule are responsible for cleaning up the mess made by animals and must do so the same day as the mess was made. Trash containers are to be stored inside the garage, at the side entrance of the garage, or on the patio.
2. Children under the age of 12 years who are playing outside must be supervised at all times by a parent or other adult 18 years of age or older. The adult supervising must be in close proximity to the child(ren). Close proximity does not include watching from a patio or balcony of a unit. Children observed outside without adult supervision will be sent home. The reason for this rule is strictly for the safety of children as the Association has no designated play area for children and because our cul de sacs have vehicle traffic with children playing in the street.
3. Owners will be held responsible for the actions of their children, other family members, guests, lessees, or pets, including any damage to the Common Areas.
4. Each unit owner should provide and maintain a fire extinguisher within the interior of the unit.
5. All unit owners are responsible for maintaining the interior of their units, including air conditioning systems, plumbing, and electrical systems, while maintenance of common area utilities (water, sewer, electricity) is the responsibility of the Association. Any Director on the Board or the Property Manager can authorize an emergency repair.
6. All complaints or suggestion should be addressed to the Board of Directors either via the Association's website at [www.eastwoodshores4.org](http://www.eastwoodshores4.org) under the Contact Us tab or directly to the property manager c/o Ameri-Tech Property Management, Inc., 24701 US Highway 19 N., Suite 102, Clearwater, FL 33763. All communication should be signed by the Owner/Resident.

The above stated Rules and Regulations have been adopted in accordance to the Documents of the Eastwood Shores Condominium 4 Association, Inc. and under the terms of The Florida State Condominium laws.

Jane Somers President, Jane Somers

Michele Chapin Secretary, Michele Chapin

Date Nov. 3, 2014

rev. 10/14