



# Orangewood Condominium Association Inc.

## APPLICATION FOR LEASE

### Application Requirements

**UNIT NUMBER:** \_\_\_\_\_

1. This application, and application for approval, and authorization forms must be completed in detail by each proposed adult lessee, other than husband/wife (which is considered one applicant).
2. If any question is not answered or left blank, this application may be returned, not processed and not approved.
3. Please attach a non-refundable **\$100.00 processing fee** to this application, made payable to **ORANGEWOOD CONDOMINIUM ASSOCIATION, INC.** for each applicant, other than husband/wife (which is considered one applicant).  
Acceptance of the processing fee does not in any way constitute approval of this transaction.
4. Please attach copies of **photo I.D.s for all occupants over the age of 18** to this application.
5. **No pets are allowed at any time.**
6. Use of this unit is for single family residence only. No corporation, company, partnership, or trust may lease a unit.
7. No commercial vehicles, trucks (other than trucks not bearing commercial designation), boats, trailers, motor homes, mobile homes, campers, recreational vehicles, motorcycles, mopeds, etc. permitted to park on the premises overnight. Only 1 assigned parking space available per unit.
8. **Occupancy Regulations:** Each of the units shall be occupied by a single family as its resident. No more than 4 people may occupy the unit.



**I AGREE to the Application Requirements.**

Initial of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

### Applicant Information

Applicant Name; First:	Middle:	Last:
Present Address; Street:	City:	State:      Zip Code:
Primary Telephone:	Primary Email:	Drivers License #:
Date of Birth:	Social Security Number:	
Previous Address (If less than 2 years at Present Address):		

### Occupancy of Residence

Name, Date of Birth, and Relationship of **ALL** who will occupy the unit:

1. Full Name:	Date of Birth:	Relationship:
2. Full Name:	Date of Birth:	Relationship:
3. Full Name:	Date of Birth:	Relationship:
4. Full Name:	Date of Birth:	Relationship:

### Employment Information

Applicant; Current Employer (if Retired, Former Business or Profession):	
Applicant; Employer Address:	Applicant; Length of Employment:
Spouse (or Other Qualifying Adult); Current Employer (if Retired, Former Business or Profession):	
Spouse (or OQA); Employer Address:	Spouse (or OQA); Length of Employment:

### Financial Information

Bank:	Bank Address :
Bank Account #:	Account Type:      Checking      Savings
Credit Reference 1; Name:	Address:      Phone #:
Credit Reference 2; Name:	Address:      Phone #:
Have you ever filed for bankruptcy?	Yes      No



# Orangewood Condominium Association Inc.

## APPLICATION FOR LEASE

### Personal References

Ref. 1 Name:	Address:	Phone:
Ref. 2 Name:	Address:	Phone:

### Emergency Information

In Case of Emergency, Please Notify:		
Name:	Address:	Phone:
Name:	Address:	Phone:

### Vehicle Information

Vehicle #1 Year:	Make/Model:	Color:	License Plate #:	State:
Vehicle #2 Year:	Make/Model:	Color:	License Plate #:	State:

### Closing Information

Date of Closing of Sale:	
Name of Realtor/Agent:	Phone:
Name of Attorney/Title Co.:	Phone:

### Acknowledgement

I (We) acknowledge receipt of a copy of the Documents and Rules and Regulations of the Association and agree to abide by them and those additionally promulgated by the Board of Directors hereafter. Copies of all Condominium Documents are available from **Orangewood Condominium Association, Inc.**

I (We) understand that the Board of Directors of **ORANGWOOD CONDOMINIUM ASSOCIATION, INC.** may cause to be instituted an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors, Management, and **National Research Group** to make such investigation and agree that the information contained in this and the attached application may be used in said investigation, and the Board of Directors, Officers, and Management of **ORANGWOOD CONDOMINIUM ASSOCIATION, INC.** itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I (We) are aware that the decision of the **ORANGWOOD CONDOMINIUM ASSOCIATION, INC.** will be final and no reason will be given for any action taken by the Board of Directors. I (We) agree to be governed by the determination of the Board of Directors.

Applicant Signature	Date	Co- Applicant Signature	Date
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# Orangewood Condominium Association Inc.

## RULES AND REGULATIONS

Please initial on the line provided to the left of each regulation to verify acknowledgement to the terms.

- \_\_\_\_\_ 1. No owner or tenant shall occupy a unit until the Board has acted upon the application submitted.
- \_\_\_\_\_ 2. All restrictions contained in Article IX of the Condominium Declaration, hereto attached, are to apply. In addition, all tenants and their guests must comply with the following Rules and Regulations, and the Board reserves the right to terminate a lease and evict any tenant violating any provision of these.
- \_\_\_\_\_ 3. All sales and rentals are subject to the approval of the Board of Directors. Applications will be submitted on a form approved by the Board, will be signed by the applicant(s) and unit owner personally, and not by his or her agent, and will be accompanied by a signed receipt of a copy of the Association's Rules and Regulations, together with a copy of any proposed lease. **MONTHLY MAINTENANCE FEES ON THE UNIT MUST BE CURRENT PRIOR TO BOARD APPROVAL OF A SALE OR LEASE.** Monthly dues can be included in sale contract to be paid at closing, including late fees.
- \_\_\_\_\_ 3a. All sales and lease applications must be accompanied by a **\$100 NON-REFUNDABLE PROCESSING FEE FOR EACH APPLICANT**, other than husband/wife, or parent/dependent child.
- \_\_\_\_\_ 3b. An investigative background inquiry will be performed on all sales applicants. The appropriate authorization form will become an attachment to the sales application.
- \_\_\_\_\_ 4. Applications will be acted upon within **TEN (10) DAYS** from the date of submission to the Board and will be approved or disapproved by two members of the Board and/or one Board Member and Condominium Manager.
- \_\_\_\_\_ 5. No more than two (2) leases per calendar year are permitted and **NO** sub-lease or assignment of a lease shall be made by a unit owner or tenant. Leasing or renting of a unit by an owner (directly or through an agent), for a period less than sixty (60) days is prohibited.
- \_\_\_\_\_ 6. **NO MORE THAN FOUR PERSONS SHALL OCCUPY A UNIT.** A guest occupying a unit for more than two weeks shall be deemed to be a permanent occupant. No change in the names or number of occupants as set forth in the original application is permitted without the prior approval of the Board.
- \_\_\_\_\_ 7. All owners and tenants must abide by all Charlotte County Laws, Florida Statutes, and no pets, other animals, hot tubs, spas or waterbeds are allowed in a unit or common area.
- \_\_\_\_\_ 8. The use of the pool is restricted to owners and tenants occupying a unit. Children under the age of 16 years must be accompanied by an adult resident, and no visitors will be permitted in the pool area unless accompanied by a resident. **The pool is to be utilized only during the hours between Dawn and Dusk.**
- \_\_\_\_\_ 9. Parking spaces are limited common elements and are available for the use of unit owners, and tenants. One parking space is assigned to each unit, and additional spaces are provided for guest parking and/or a second car. Only two cars per unit are permitted. Motor homes and vehicles with identification inscribed thereon are prohibited, as are recreational vehicles. All vehicles shall be in good running condition and properly licensed. Unit owners or tenants shall not store a motor vehicle in the parking areas, or occupy a space assigned to another unit. All vehicles must park head in to display license plates at all times. Any violation of the parking rules, after due notice to the owner or tenant; will subject the vehicle to immediate towing at the car owner's expense.
- \_\_\_\_\_ 10. Discarded items too large for the dumpster must be discarded by the owner or tenant. Contact local Governmental Agencies for proper disposal procedures. **COST IS TO BE BORNE BY THE OWNER OR TENANT.**
- \_\_\_\_\_ 11. No laundry or other material is to be hung on the exterior of the building or in a common area. Use of laundry facilities is restricted to owners/tenants residing in a unit.
- \_\_\_\_\_ 12. No bicycle riding, skates, skateboards or tricycles allowed on the Orangewood Condominium sidewalks.
- \_\_\_\_\_ 13. Unit owners are responsible for the conduct of real estate agents or brokers employed by them, and have a duty to ensure that any such agent or broker is provided with a copy of the rules and regulations adopted by the Board of Directors, as well as a copy of the application form currently in use.



# Orangewood Condominium Association Inc.

## RULES AND REGULATIONS

### Acknowledgement

I (We) acknowledge reading the Rules and Regulations of **Orangewood Condominium Association, Inc.** and I (We) agree to abide by them.

\_\_\_\_\_  
Current Owner Signature

\_\_\_\_\_  
Current Owner Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant/New Owner Signature

\_\_\_\_\_  
Tenant/New Owner Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant/New Owner Signature

\_\_\_\_\_  
Tenant/New Owner Printed Name

\_\_\_\_\_  
Date

### Article IX of the Declaration of Condominium for **Orangewood Condominium Association, Inc.** provides for certain use restrictions, as follows:

In order to provide for a congenial occupation of the condominium and to provide for the protection of the value of the units, the use of the property shall be restricted to and be in accordance with the following provisions:

- A.** The units shall be used for single family residences only and maintained in a clean and sanitary manner.
- B.** The common elements shall be used to the furnishing of services and facilities for which they are reasonably intended, for the enjoyment of the unit owners, and subject to such regulation by rules and By-laws as may in the opinion of the condominium association achieve the maximum beneficial use thereof.
- C. Nuisances.** No nuisances shall be allowed upon the condominium property nor any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents. All parts of the condominium shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage allowed to accumulate nor any fire hazard allowed to exist. No unit owner shall permit any use of his unit or make any use of the common elements that will increase the cost of insurance upon the condominium property.
- D. Lawful use.** No immoral, improper, offensive or unlawful use shall be made of the condominium property or any part of it; and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed. The responsibility of meeting the requirements of governmental bodies for maintenance, modification or repair of the condominium property shall be the same as the responsibility for the maintenance and repair of the property concerned.
- E. Signs.** No "For Sale" or "For Rent" signs or other signs shall be displayed by any individual unit owner on his condominium parcel, or any part of the condominium property, nor shall any external television or radio antennas be erected upon or fixed to the condominium property or unit house except as provided under uniform regulations established from time to time by the association.
- F. Pets.** No pets or other animals may be kept in units and allowed on the common property unless authorized by regulations established by the Association.
- G. Leasing.** An entire unit may be rented provided the occupancy is only the lessee and his family, his servants and guests. No rooms may be rented except as a part of a unit or to another unit owner; and no transient tenants may be accommodated. The Board shall have the right to approve all leases.
- H. Guests.** All guests and tenants must comply with the Association regulations and the Board shall have the right to terminate a lease and evict a tenant who fails to comply with the regulations of the Association.

Copies of all Condominium Documents are available from **Orangewood Condominium Association, Inc.**



# Orangewood Condominium Association Inc. BACKGROUND INQUIRY RELEASE

## Background Inquiry Release (B.I.R.)

**\*\*\* THIS B.I.R. FORM MUST BE FILLED OUT FOR EVERY ADULT APPLICANT \*\*\***

I understand that an investigative background inquiry is to be made on myself, including but not limited to verifying identity and prior addresses, checking criminal history, driving history, and credit histories, education verification, licensing verification, prior employment verification, checking reason(s) for termination of prior employment, requesting work and other references, as well as checking and verifying other relevant information.

I understand that the information and reports developed may include information as to my character, work habits, job performance and experience, along with reasons for termination of past employment. I further understand that for purposes of this background inquiry, various sources will be contacted to provide information, including but not limited to various federal, state, municipal, corporate, private and other sources which may maintain records concerning my past activities relating to possible criminal conduct, civil court litigation, driving history and credit performance, as well as other information.

I authorize, without reservation, any company, agency, party, or other source contacted to furnish the above information. I also hereby consent to the retrieval of the above information and I further understand that to aid in the proper identification of my files or records, I am willingly providing the following information, as well as any other information that may be required and/or requested at a later date.

 **I AGREE to the B.I.R. Terms.**  
Initial of Applicant: \_\_\_\_\_

Please Type or Print Clearly (include Maiden Name and/or Other Names Known By)				
FULL LEGAL NAME; First:		Middle:	Last:	
Social Security Number:		Date of Birth:		
Drivers License Number:		State of Issue:		
Current Street Address:		City:	State:	Zip:
Move-In Date:		Move-Out Date:		

Prior Residence Addresses For The Last 7 Years - Please Use the Reverse Side if Additional Space is Required - Please Signify With An Arrow.				
Prior Address 1:	City:	State:	Dates - From:	to:
Prior Address 2:	City:	State:	Dates - From:	to:
Prior Address 3:	City:	State:	Dates - From:	to:
Prior Address 4:	City:	State:	Dates - From:	to:

Signature of Applicant

\_\_\_\_\_  
Please sign with FULL LEGAL NAME

\_\_\_\_\_  
Date