



# Lake Tarpon Sail & Tennis Club I

## SALE AND RENTAL INSTRUCTIONS

To: Unit Owners and Realtors

We welcome your Real Estate Transactions under the following guidelines:

- 1) No 'For Sale' or 'For Rent' signs or other displays or advertising shall be posted on any part of the Common Elements, Limited Common Elements, or Condo Units.
- 2) Anyone wishing to purchase or rent any unit must first complete and submit an Application to the management company **AT LEAST 15 DAYS PRIOR** to desired closing or occupancy. The following information is needed to complete a transaction:
  - a) Fully Completed Application
  - b) Check for \$150 payable to the Association
  - c) Copy of Driver's Licenses
  - d) Copy of the Purchase or Lease AgreementAll information is to be mailed together to the management company. **Incomplete information will delay the process.**
- 3) Condominium documents including current Rules & Regulations must be supplied to a buyer from the current unit owner. If needed, a full set may be purchased from the management company for \$50.
- 4) Current unit owner must supply a buyer or renter with a pool key, clubhouse key, storage room key, and post box keys. Replacement pool key may be purchased for \$50 and clubhouse key for \$50. Contact a locksmith for replacement postal box keys.
- 5) **Rental Policy:** Minimum lease allowed is 4 months and a maximum of 1 leases are allowed in any 12 month period.
- 6) **Pet Policy:** Common domestic pets are allowed. **Maximum of 1 pet weighing less than 20 pounds is allowed.**
- 7) Unit Owners are responsible for all actions of their tenants and guests. All Tenants must read and agree to abide by all Association Rules & Regulations and other condominium documents.
- 8) **Upon move in buyer or renter need to meet with a Board Member to acquire the appropriate parking sticker and parking rules.**

The above information is summary in nature. For more details, please refer to the Condominium Documents.

If you should have any questions regarding a sale or rental, please contact:

**Ameri-Tech Community Management**  
**24701 US Highway 19 N Suite 102.**  
**Clearwater, FL 33763**  
**(727) 726-8000**

# Lake Tarpon Sail & Tennis Club I Condominium Association, Inc.

## APPROVAL REQUEST FOR OWNERSHIP TRANSFER OR RENTAL

**SPECIAL NOTE:** This request for approval of ownership transfer or rental must be in the possession of the Board of Directors at least fifteen (15) days *prior* to closing/lease date. A copy of the sales or lease agreement and fee must accompany this request.

Unit # \_\_\_\_\_ Purchase \_\_\_\_\_ or Lease \_\_\_\_\_ Current Owner: \_\_\_\_\_

Date of Closing / Occupancy: \_\_\_\_\_ Lease Length: \_\_\_\_\_ (# of months)

Title Company: \_\_\_\_\_ Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Real Estate Agent: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Purchaser(s) / Tenant(s) represent that the following information is true and correct and hereby consents to the association's inquiry and investigation concerning this or any other information provided or deemed necessary for approval of this request. Applicant agrees that a background check may be obtained and any other verification of information regarding this application. Any material misstatements as to the lessees' or buyers' statements contained herein, may be grounds for denial.

### 1) LIST ALL OCCUPANTS

A) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

B) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

C) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

D) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

### 2) LIST PETS (Max of 1 pet allowed, 20 Pound Maximum)

A) Dog: \_\_\_\_\_ or Cat: \_\_\_\_\_ Other: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Color: \_\_\_\_\_ Rabies Tag #: \_\_\_\_\_

B) Cat: \_\_\_\_\_ Other: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

### 3) LIST ALL AUTOMOBILES:

Make/Model/Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Make/Model/Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

**4) CRIMINAL HISTORY:** Has any applicant ever been convicted of a crime or considered a sexual offender by any

legal authority: No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, Charges, When, Where: \_\_\_\_\_  
\_\_\_\_\_

**5) RESIDENCE HISTORY**

A) Present Address: \_\_\_\_\_ Owned or Rented: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Landlord or Mortgage Co: \_\_\_\_\_ Phone: \_\_\_\_\_

B) Previous Address: \_\_\_\_\_ Owned or Rented \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Landlord or Mortgage Co: \_\_\_\_\_ Phone: \_\_\_\_\_

**6) MAILING ADDRESS AFTER CLOSING (Buyers only):** \_\_\_\_\_

\_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Unit to be used as: Permanent Residence \_\_\_\_\_ Seasonal Residence \_\_\_\_\_ Rental Unit: \_\_\_\_\_

**7) EMPLOYMENT & CHARACTER REFERENCES**

A) Employed by or Retired from: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Years employed \_\_\_\_\_ Occupation/Position: \_\_\_\_\_

B) Spouse Employed by or Retired from: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Years employed \_\_\_\_\_ Occupation/Position: \_\_\_\_\_

C) Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

**8) EMERGENCY CONTACT INFORMATION** (list persons to contact in case of a medical or building emergency)

A) Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

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

B) Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

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

**9) PHONE AND EMAIL CONSENT**

If you would not like to have your phone number and email included in the resident directory, please indicate so in the space provided. This will remain in effect until such time as revoked by you in writing.

\_\_\_ No, I do not want my phone number or email published in the resident directory.

Purchaser(s) / Tenant(s) states that a copy of the Condominium Documents, including Declaration of Condominium Association Articles of Incorporation, By-Laws, and Rules and Regulations have been received, read, and understood. Purchaser(s) / Tenant(s) hereby agree to abide by all of the conditions and terms therein and all rules and regulations officially enacted hereafter by the Association.

Approval of this request is subject to all financial obligations to the Association, including but not limited to, maintenance fees, late charges, special assessments, legal fees, and application fees having been paid in full at or prior to closing. The Board of Directors has up to fifteen (15) days to approve or deny this application.

**NO OCCUPANCY SHALL OCCUR PRIOR TO BOARD APPROVAL**

\_\_\_\_\_  
Purchaser / Tenant Signature Date

\_\_\_\_\_  
Purchaser / Tenant Signature Date

\_\_\_\_\_  
ENCLOSE A FEE OF **\$150** PAYABLE TO:  
**LAKE TARPON SAIL & TENNIS CLUB I CONDO. ASSOC. INC.**  
\_\_\_\_\_  
ENCLOSE A COPY OF THE SALE OR LEASE CONTRACT  
\_\_\_\_\_  
ENCLOSE A COPY OF ALL DRIVER'S LICENSES

MAIL ALL ABOVE REQUESTED INFORMATION TOGETHER TO:

**Ameri-Tech Community Management**

**24701 US Highway 19 N Suite 102. Clearwater, FL 33763  
(727) 726-8000**

----- Management Use -----

Date Rc'd: \_\_\_\_\_ Fee Rec'd.: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Copy of Contract Rc'd.: \_\_\_\_\_

To Board on: \_\_\_\_\_

----- Association Use -----

Date To Board: \_\_\_\_\_ Notes: \_\_\_\_\_

Board Signature: \_\_\_\_\_ Approve: \_\_\_\_\_ Deny: \_\_\_\_\_ Date: \_\_\_\_\_