

# *Crystal Bay at Feather Sound*

2333 Feather Sound Drive  
Clearwater, FL 33762  
Phone: (727) 572-4353 Fax: (727) 571-1868  
Ameri-Tech Fax: (727) 723-1101

## Checklist of Items Needed for Leasing a Unit

Building and Unit Number \_\_\_\_\_

Background Form \_\_\_\_\_

Leasing Owner Agreement \_\_\_\_\_

Application Fee \$80.00 \_\_\_\_\_

Make check payable to: Crystal Bay  
NON REFUNDABLE

Move in Fee \$100.00 \_\_\_\_\_

Make check payable to: Crystal Bay  
NON REFUNDABLE

Copy of Executed Lease Addendum \_\_\_\_\_

Copy of Executed Lease Agreement \_\_\_\_\_

Copy of Driver's License \_\_\_\_\_

Or other state or government issued photo ID

Registration Form \_\_\_\_\_

Rules and Regulations Letter Signed \_\_\_\_\_

# Authorization Form

You are hereby authorized to release any and all information requested with regards to verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references to Tenant Check. This information is to be used for my/ our credit report for my/ our Application for Occupancy.

I/We hereby waive any privileges. I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to Ameri-Tech, Community Manager, Board of Directors and The Landlord for their exclusive use only.

**PLEASE INCLUDE A COPY OF DRIVER'S LICENSE FOR REVIEW. THIS IS TO CONFIRM IDENTITY.** If you do not have a Driver's License, please include a copy of your Passport or current Identification Card.

Please notify you Landlord(s), Employer(s), and Character References that we will be contacting them to obtain a reference pursuant to your application. I/We further state the Authorization Form will be signed by me/us and was not originated with fraudulent intent by me/us or any other person that the signature(s) below are my/our owner proper signature.

I/We certify under penalty of perjury that the foregoing is true and correct. If you or the co-applicant have falsified, deliberately mislead or omitted to mention any information on your application, you may not be approved for a purchase, lease and/or occupancy.

_____ Applicant's Signature	_____ Date	_____ Applicant's Printed Name
_____ CO-Applicant's Signature	_____ Date	_____ Co-Applicant's Printed Name

DATE \_\_\_\_\_ CUSTOMER NUMBER \_\_\_\_\_

## TENANT INFORMATION FORM

I / We \_\_\_\_\_, prospective  
tenant(s) / buyer(s) for the property located at \_\_\_\_\_,

Managed By: \_\_\_\_\_ Owned By: \_\_\_\_\_,

Hereby allow TENANT CHECK LLC and or the property owner / manager to inquire into my / our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK LLC has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK LLC now or in the future.

**PLEASE PRINT CLEARLY**

**TENANT INFORMATION:**

**SPOUSE / ROOMMATE:**

SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_ HOW LONG?

\_\_\_\_\_ HOW LONG?

LANDLORD & PHONE: \_\_\_\_\_

LANDLORD & PHONE: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

\_\_\_\_\_ HOW LONG?

\_\_\_\_\_ HOW LONG?

EMPLOYER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED?  
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN ARRESTED?  
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?  
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?  
(CIRCLE ONE) YES NO

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**TENANT CHECK HOURS OF OPERATION:**

MONDAY - FRIDAY : 9:00 a.m. - 5:30 p.m.

SATURDAY : 11:00 a.m. - 4:00p.m.

ALL ORDERS RECEIVED AFTER 3:00 p.m. (2:00 p.m. on Sat.) WILL BE PROCESSED THE  
NEXT BUSINESS DAY

**email@tenantcheckllc.com**

IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A  
SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE  
REPORT.

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR  
REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES /  
MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

# Crystal Bay at Feather Sound

2333 Feather Sound Drive  
Clearwater, FL 33762  
Phone: (727) 572-4353 Fax: (727) 571-1861

## RENTAL / LEASE APPLICATION

Association Name: Crystal Bay Association

Date: \_\_\_\_\_

From: \_\_\_\_\_

**Landlord / Lessor**

To: \_\_\_\_\_

**Tenant / Lessee**

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

Occupancy Date From: \_\_\_\_\_

To: \_\_\_\_\_

By leasing your unit, owner agrees to supply the Board of Directors with a completed application form and with a copy of the lease agreement prior to lease occupancy.

Persons who will occupy the above unit are as follows:

**(THIS INFORMATION MUST BE PROVIDED FOR PROCESSING OF YOUR APPLICATION)**

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

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

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

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

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

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

Tenant's Present Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Mailing Address after Approval: \_\_\_\_\_

Employed By: \_\_\_\_\_

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

Reference: \_\_\_\_\_

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

Reference: \_\_\_\_\_

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

Bank References: \_\_\_\_\_

# *Crystal Bay at Feather Sound*

RENTAL / LEASE APPLICATION

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Automobile Make: \_\_\_\_\_

Tag #: \_\_\_\_\_

Automobile Make: \_\_\_\_\_

Tag #: \_\_\_\_\_

**(NOTE: PETS ARE NOT ALLOWED FOR RENTERS OR LESSEES)**

Real Estate Agent (If Applicable): \_\_\_\_\_

**CRYSTAL BAY CONDOMINIUM ASSOCIATION, INC.**

By: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Owner

By: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Tenant

By: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

# *Crystal Bay at Feather Sound*

## **RULES AND REGULATIONS**

### **IMPORTANT – PLEASE READ**

Unit Owners are only allowed one pet per unit and pets cannot be more than 20 pounds. Renters are not allowed to have pets. Motorcycles, RV's, and commercial vehicles are prohibited. Per the Fire Department, gas grills are prohibited. However, there are grills at the clubhouse.

1. The circles in front of the buildings are for loading and unloading only with a limit of 15 minutes. Please leave flashers on during this time. Cars will be towed if parked more than 15 minutes. Also, please remind guests and contractors to park in guest spots only or their vehicles will be towed at their expense.
2. If you do not have a **car sticker**, please contact the office with your car information. This is to help us contact a unit owner when there are issues regarding your vehicle. We have towed resident vehicles in the past because we had no way of knowing whose vehicle it was. The charge for towing a vehicle starts at \$150.00.
3. The janitor closets are for the grocery carts. Boxes must be taken to the cardboard dumpsters between Building C and F. Please do not place any other items in those closets. **PLEASE NO FURNITURE!**
4. The trash chutes are bagged garbage only. Trash Chutes are not for construction debris, tiles, carpet, BBQ grills, blinds, etc. If you have any household or furniture items to dispose of, please plan to have them picked up by a hauling company as we do not have any means of disposing of them. If you are having carpet installed or removed please advise the installers that they are responsible for cleaning/vacuuming the lobbies, hallways and elevators when they are finished.
5. Please make sure that any items you have stored in your storage unit are placed inside of your cage. Any items left on the floor of the storage bin rooms will be removed and disposed of at the owner's expense.

# *Crystal Bay at Feather Sound*

## **RULES AND REGULATIONS**

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6. When moving in or out, removing furniture or having furniture delivered there are a couple of items to remember:
  - A. You must come to the management office to reserve the freight elevator. We will pad the elevator for you and you will be given a key to properly hold the elevator door open. Not using this key and propping the door open causes a malfunction in the operation of both in the elevator. A deposit of \$100 check is required and will be returned to you when the key is returned and the pads and elevator are left with no damage.
  - B. Please do not leave your items in the common hallways. In case of an emergency these items cause a safety hazard for the people exiting the building.
  - C. Moving hours are from 9:00 AM to 9:00 PM, Monday through Saturday.
  - D. If you are having any work done in your unit you must fill out a **Work Form** and the contractors must sign in at the office when they come to the buildings to do the work. All contractors, regardless of a previous relationship with Crystal Bay, must complete a contractor's package prior to the start of any job. The package must be approved by the Board of Directors and/or management prior to any work being performed. Failure to adhere to this regulation will result in the contractor being asked to leave the property and the contractor will NOT be permitted to perform services here again without advance Board/Management review and approval.

Contractors are to remove ALL discarded materials from the Property. Contractors are not to use Crystal Bay dumpsters for their debris. This includes old A/C units from the roof. The public waste disposal is on 28<sup>th</sup> Street and 118<sup>th</sup> Street. The owner is responsible for notifying the contractors of the above restrictions and of the contractors' responsibility for cleaning up after themselves each day work is done in any areas impacted by their work. This includes but is not limited to lobbies, elevators, hallways and exterior of the buildings.

7. When you use the carts please remember to return them immediately to the closet you removed it from. Too many times people leave them either on their floor, in another building or in the elevator for the next person to "hunt" it down. **Carts are to be used by residents for groceries only.**

# *Crystal Bay at Feather Sound*

## **RULES AND REGULATIONS**

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8. Please do not allow people you do not know into the building. This defeats the purpose of having a device entry system. You never know who you are letting in and you must ask yourself “why don’t they have access into the building?” Furthermore, there are too many people leaving the doors propped open. There is a reason we have limited access.
9. There are some owner’s units that we do not have keys to. Please note that if there is a maintenance emergency (for example, your unit is leaking into your neighbor’s unit or a common area) and maintenance does not have quick access to your unit or we do not have the correct phone contacts for you, we will be forced to gain access to your unit. **Any damages resulting will be at your expense.**
10. Residents, both owners and tenants must demonstrate respect for their neighbors. The number of complaints regarding noise has increased significantly. We ask that you monitor your noise levels so as not to disturb other residents. Please gently close your sliding glass and other doors. Please keep heavy objects from falling on the floors when you are above another unit. Should we receive verifiable complaints against the same resident numerous times we will be forced to seek legal remedies.
11. All exterior coverings should be white. This includes blinds, drapes, etc. which face outward.

### **WE ALL MUST WORK TOGETHER TO MAINTAIN OUR PROPERTY**

Thank you for your cooperation.

Beverly Neubecker, LCAM

Community Association Manager

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# *Crystal Bay at Feather Sound*

## **LEASING OF UNIT OWNER AGREEMENT**

Please complete the attached applications and return with a \$80.00 check (NON-REFUNDABLE) made payable to Crystal Bay Association and a \$100.00 (per application) check (NON-REFUNDABLE) payable to Crystal Bay Condo Association for the background check. All tenants are subject to a background check and must be approved by the Board of Directors through an interview process prior to move in. Please allow 5 to 7 business days for processing the application. **NO PETS ARE ALLOWED FOR RENTERS.**

### **TENANT(S) USE AND OCCUPANCY OF THE UNIT IS CONDITIONED UPON COMPLIANCE OF THE FOLLOWING:**

- 1) Owner will furnish the executed Lease Agreement. The Lease Addendum and the application prior to occupancy by Tenant(s).
- 2) Owner and tenant(s) agree that the Lease shall be for a term of one (1) year and the approval of any renewal of such Lease will be required. There will be no additional charges for renewals. Applications for Lease renewal must be submitted forty-five (45) days prior to the expiration of the Lease. The approval of renewals will be based upon the compliance of the tenant(s) with the Rules and Regulations and other governing documents during the term of the Lease. Renewals will be approved within ten (10) days from receipt of the application.
- 3) Tenant(s) shall comply with all terms and conditions of The Declaration of Condominiums, The By-Laws of the Association, all Rules and Regulations of the Association and all applicable laws and ordinances including but not limited to, the landlord/tenant laws of the State of Florida and Chapter 718, Florida Statutes (The Condominium Act), as all may be amended from time to time.
- 4) Tenant(s) shall not sublet the Unit without written approval of the Association.
- 5) All residents' vehicles are to have Crystal Bay Parking Sticker on the lower right corner of the front of the windshield. Stickers are issued through the office.
- 6) No commercial/marked vehicles, motorcycles, trailers, boats, jet skis and any recreational vehicles may be parked on property. All other permitted vehicles must be property registered and operable.
- 7) Speed limit on property is 10 MPH.
- 8) Mailboxes and unit keys are the unit owner's responsibility.

## **LEASING OF UNIT OWNER AGREEMENT**

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- 9) Owner acknowledges that he/she is responsible for the actions of his/her tenant(s) and shall be responsible to ensure that the tenant(s) comply with all the governing documents, rules and regulations as described, including responsibility for any damages caused by the tenant(s).
  
- 10) Owner has instructed the tenant(s) that any trash is to be placed in the trash chutes if it fits. Boxes are to be broken down and placed in the janitor closet next to the elevators. Any other items must be disposed by the tenant(s) to a waste disposal location.

**PLEASE HAVE THIS DOCUMENT SIGNED AND RETURN IT WITH THE COMPLETED APPLICATION AND FORMS.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LEASE ADDENDUM AGREEMENT

THIS AGREEMENT is entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between  
Crystal Bay

Condominium Association, Inc. (hereafter referred to as "Association"), and

\_\_\_\_\_, (hereafter referred to as "Owner"), whose mailing  
address is \_\_\_\_\_ and

\_\_\_\_\_ (hereafter referred to as "Tenant").

**WHEREAS**, Owner is the Owner of Unit(s) \_\_\_\_\_ located in Crystal Bay, a  
Condominium, pursuant to that certain Declaration originally recorded in Official Records  
Book 8693, Page 32, Pinellas County public records: and

**WHEREAS**, Owner wishes to lease said Unit to Tenant for a lease term commencing  
on \_\_\_\_\_ and expiring on \_\_\_\_\_ : and

**WHEREAS**, Tenant seeks to take possession under such lease: and

**WHEREAS**, the foregoing Declaration permits the Association to condition such lease  
upon execution and delivery of a lease, and / or lease, and / or lease addendum, containing  
certain provisions to protect the Association and residents within the condominium from  
certain events associated with the lease: and

**WHEREAS**, this Lease Addendum has been adopted by the Board of Director of the  
Association as a document meeting the terms of the Declaration under such provision.

**NOW, THEREFORE, IN CONSIDERATION OF THE ASSOCIATION** approving the  
lease of such Unit by Owner to Tenant, and such other good and valuable consideration,  
the receipt and sufficiency of which hereby acknowledged, the parties agree as follows:

1. Owner will furnish the executed Lease Agreement and this Lease Addendum to the Association prior to occupancy of Tenant. Tenant agrees not to occupy the premises until its delivery.
2. Tenant(s)'s lease and occupancy of the unit is conditioned upon Tenant(s)' compliance with:
  - a) All terms and conditions contained within the Declaration of Condominiums above described as existing on the date hereof;
  - b) The Articles of Incorporation and By-Laws of the Association;
  - c) All Rules and Regulations duly adopted by the Association and/or the membership, governing the condominium: and
  - d) All applicable laws and ordinances including, but not limited to, the Landlord Tenant laws of the State of Florida and Chapter 718, Florida Statutes (The Condominium Act) as all may be amended from time to time.

## LEASE ADDENDUM AGREEMENT

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3. Tenant shall not sublet the Unit without prior written approval of the Association.
4. Owner acknowledges that he/she is responsible for the actions of his/her Tenant(s) and shall be responsible to ensure that Tenant(s)' noncompliance.
5. Owner irrevocable appoints the Association as his/her agent or attorney-in-fact in his/her place and stead to terminate the tenancy of the Tenant(s) and evict them if said tenant(s) violate any of the requirements described in Paragraph 2. Hereof, and following all required notices and opportunity to correct such violations as are provided for in the Florida Statutes relating to landlords and tenants. The determination of whether a violation has occurred shall be within the sole discretion of the Board of Directors. Owner acknowledges his/her liability, under this document; for all costs and reasonable attorney's fees incurred by the Association in connection with the termination of the lease or tenancy and the eviction, should such action be required by the Association.
6. This lease addendum shall not obligate the Association to commence such proceedings against a noncomplying tenant, nor shall it relieve the Owner of his/her obligation to terminate the lease and evict the Tenant(s) for any of the above described violations upon demand of the Association.
7. Owner and Tenant hereby agree that this lease has only been approved for a term of one (1) year from the date of the commencement of the lease, and that approval of any renewal of this lease will be required. There will be no additional fee charged in connection with an application for renewal of the lease. Any application for renewal of the lease must be submitted at least forty-five (45) days prior to the expiration of the lease, and the decision in regard to approval of the renewal will be based upon the compliance of the lease, as well as any other relevant changes in circumstances from the time that the lease has been initially approved, the Association will act upon the application for renewal with ten (10) days from receipt of the application.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

Where is Tenant's approved Application to be sent:

\_\_\_\_\_

Tenant(s) states that he/she has received a copy of all Rules and Regulations, as she/he has read, understood and agrees to abide by all the conditions and terms herein and all reasonable rules and regulations enacted hereafter officially by the Association. An interview will be conducted by the Board of Directors or Property Manager to approve this application.



**Article 14.6 of Crystal Bay Condominium Documents**

**RE: Renters and Pets / Dogs**

Tenant understands that Renters are not allowed to have any pets. This includes dogs or cats. By signing this agreement, Tenant declares that he/she does **NOT** currently possess a pet.

Tenant further agrees that he/she has no intention of possessing a pet in the future while residing at Crystal Bay Condominiums.

Any variation of this policy must receive written approval by the Board of Directors and presented to you by the front office. A violation of this policy will likely result in legal action by the Association.

\_\_\_\_\_  
Tenant Name – Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date