

# **INSTRUCTIONS TO COMPLETE THE APPLICATION TO LEASE OR PURCHASE**

1. If applicants aren't legally married, a separate application for each person must be completed and a fee for each person must be submitted
2. Please print legibly or type information. Complete addresses and phone numbers are required.
3. If any questions are unanswered or left blank, this application will be returned unprocessed.
4. Missing information or lack of requested documents will cause delays in processing & approval of your application.
5. Only the applicant/owner are authorized to sign this form.

**Island Village Condominium Association, Inc.**  
**Application to Rent / Purchase Unit**

A non-refundable application fee of \$125.00 must accompany the completed application. If a **repeat leasee**, the application fee will be \$25.00; Please indicate date of previous lease and unit number leased \_\_\_\_\_.

Please allow 10 (ten) business days for processing after Condominium Assoc. receives signed and completed application.

Unit # \_\_\_\_\_ Present Owner: \_\_\_\_\_  
Term of Lease (from) \_\_\_\_\_ to \_\_\_\_\_  
IF PURCHASING – Tentative Closing Date \_\_\_\_\_

**Buyer / Renter Information:**

Name (print) \_\_\_\_\_ Email \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver's License No: \_\_\_\_\_ State Issued \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Phone: \_\_\_\_\_  
Present Address: \_\_\_\_\_

Name of spouse (print) \_\_\_\_\_ Email \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver's License No: \_\_\_\_\_ State Issued \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Phone: \_\_\_\_\_  
Present Address: \_\_\_\_\_

CONVICTED FELON: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Names of Additional Persons to Occupy Premises (give ages if under 18) \_\_\_\_\_  
(Two bedroom limited to four (4) persons; Three bedroom units limited to six (6) persons)

Mailing Address (after closing)  
If different from property address: \_\_\_\_\_

**Vehicles** to be kept on Island Village property:

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Lic Plate # \_\_\_\_\_ State \_\_\_\_\_  
Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Lic Plate# \_\_\_\_\_ State \_\_\_\_\_

Personal References (name, address, telephone # and length of time known)

\_\_\_\_\_  
\_\_\_\_\_

Real Estate Company: \_\_\_\_\_ Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

**IF PURCHASING** - Credit References (name, address, telephone #, type of account (please include one bank)

\_\_\_\_\_

**PETS:** (Owners - MAX 2 small household pets not over 25 lbs.) **\*\* NO PETS ALLOWED BY RENTERS\*\***

Type/Breed: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
Type/Breed: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

I/We (tenant/buyer) have received, read and **SIGNED** the attached Rules and Regulations adopted by the Association and agree to abide by them. I/We understand that failure to abide by said Rules and Regulations could result in termination of lease. **(Electronic Signatures are NOT acceptable)**

By signing above, you are also authorizing Equifax, Inc. and its members to receive any criminal records, credit reports, public records, rental or lease information, and employment verification whether by fax, verbal, photo copy, or original signature, now and in the future. You agree to hold harmless Equifax, and all other providers of information. In the event that information provided by you is found to be misleading or false; Island Village's acceptance of this rental, lease or purchase, whether determination is made before or after your date of occupancy, may be affected.

**Return to: C&S Community Management, Inc.**  
**4301 32<sup>nd</sup> Street West, Suite A-20**  
**Bradenton, FL 34205**

## **Rules & Regulations**

### **For**

### **Island Village Condo Association**

#### **Unit Occupancy:**

A written application must be submitted to and approved by the Board of Directors before any sale, transfer, lease, rentals or occupancy of any unit is valid and effective. The current application with fees indicated is on the Island Village web site; [islandvillage.mycommunitysite.app](http://islandvillage.mycommunitysite.app). The application is also available from the Condo manager.

- Units may be used only for single-family residence purposes.
- No unit may be leased more than three (3) times in any calendar year, and for less than one month at a time, and for a maximum period of one (1) year.
- A unit under lease may not be loaned.
- Under no circumstance shall any two (2) bedroom units be occupied on a regular basis by more than four (4) persons; nor shall any three (3) bedroom units be occupied by more than six (6) persons, including unit owners and their guests.
- Occupancy by small pets is limited to not more than two (2) ordinary household pets, excluding, among others, reptiles and wild animals. No pet over 25 pounds is allowed. Any pet within the limits of this rule is allowed only after registration with the Association. If complaints are filed and the Board of Directors finds the pet to be a source of annoyance to other residents, said pet shall be removed from the property, immediately and permanently.
- Renters are not permitted to have household pets in their leased unit.
- To ensure emergency and other maintenance related access pass keys for each unit will be provided by Unit Owners to the Board of Directors or to it's designee / agent.

#### **Unit Lease / Rent:**

- All Leases / Rent agreements, renewals or extensions must be approved by Board of Directors or by a delegated committee or agent.
- Applications will be submitted to the Board of Directors thirty days prior to planned commencement of the lease, renewal or extension.
- "Rent Sharing" and Subleasing is prohibited
- • Unit owners will pay a transfer fee as prescribed by the Board of Directors for all Rentals / Leases.

## **Parking:**

- Unit owners have the privilege of using one (1) assigned parking space and the use of no more than two (2) spaces per unit.
- Use of parking spaces is restricted to unit owners or approved tenants within the area designated on the plat for parking. In the case of the “Townhouse” units, vehicle must be parked in the garage area.
- Only private passenger automobiles will be permitted to park on condo site. No passenger vehicles (including trucks, vans and SUVs) more than 1/2 ton load capacity, 225 inches in length nor more than 80 inches in width, nor any vehicle that is poorly maintained, or not in operable condition or validly licensed, may be kept in the parking areas. Vehicles displaying lettering for the identification or advertising of any business enterprise, or vehicles with the attachment of any rack, framework or device to be used in carrying tools, equipment or materials shall not be permitted. Vehicles **MUST NOT BE PARKED ON GRASSY AREAS**. Repair costs will be billed to the unit owner responsible for any damage to sprinkler heads or the replacement of sod. Refer to Condominium Documents, sections 8.4.4.1&2 for further details.
- Underground parking in four-plex buildings may be used for legal motorized vehicles only. (Bicycles, surf boards, car racks, trash, etc. must be stored in enclosed areas. The only exception is for a bicycle rack, approved by the Board and properly installed and placed in the four-plex buildings.
- The parking of boats, boat trailers, RV’s are limited to temporary parking, and they are restricted to the outside parking area. No boats are to be parked inside, unless within the townhouse garage. The Board of Directors must approve this parking.

## **Alterations By Unit Owners:**

- No Owner may make or permit the making of any modifications or alterations to any portion of his / her Unit visible from the exterior, or in any manner change the appearance of any portion of the condominium visible from the exterior, or make any structural change within the Unit interior without first obtaining the written consent of the Board of Directors. The Unit Modification Request form is on the Island Village web site.
- Maintenance of outside windows, doors, lanai and window screens, townhouse garage doors and the inside of lanais are the responsibility of the unit owner.
- Planting of flowers, shrubs or any other changes to the common areas is prohibited unless prior approval is received from the Board of Directors.

## **Water Shut-off:**

- Unit owners are required to shut off all water valves when the unit will be unoccupied for five days or more

### **Use of Condominium Amenities:**

- Use of the pools and tennis court is limited to unit owners, guests and approved tenants.
- Appropriate conduct such as noise control and good housekeeping is required.
- Amenities will be vacated by no later than 10:00 PM each day.
- Roller hockey, skate boarding, etc are prohibited on tennis court.
- Glass containers are not allowed on tennis court or in pool areas.

### **Tenant Conduct:**

- Consistent with the Condominium Documents; Unit owners(s) will be responsible for the conduct of the tenant.
- Unacceptable conduct should be reported to the Unit Owner ASAP.

### **Maintenance Needs and Reporting:**

- All Unit owners are requested to promptly report all observed common area maintenance requirements to the Association's Property Management Team
- Maintenance of the outside windows and doors, including the inside of the lanais is the responsibility of the unit owner. This also applies to the garage doors of the townhouses
- No laundry, towels or articles of clothing are to be hung on clotheslines in lanai or on outside railings
- Good neighbor practice and behavior is suggested in looking out for the units of owners who might be out of state for extended periods of time.

### **Note:**

In addition to these Rules & Regulations, certain restrictions on the use of the condominium property are contained in the Declaration of Condominium for Island Village. These Rules & Regulations are intended as a supplement to the recorded Restrictions and do not replace and/or conflict with them.

**The unit owner should make this document available to visitors, renters and any other user of the unit.**

**I Have Read the above Rules and Regulations and agree to abide by them and any other Rules the Association enacts:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_