

THOUSAND OAKS CONDOMINIUM ASSOCIATION, INC.

Application for LEASING of Unit

NOTE: All lessees/renters/tenants are notified that units are subject to all provisions of the Condominium Documents that include restrictions on occupancy, pets, guests, common area facilities, etc. These restrictions are contained in Condominium Documents and are outlined in the Association Rules and Regulations. Lessee(s) and renter(s)/tenant(s) should direct questions and concerns to the unit owner or the Board of Directors prior to signing this agreement. Owners are responsible for the occupancy, use and behavior of lessees/renters/tenants and guests in accordance with Rules and Regulations.

To allow consideration by the Board of Directors for approval and occupancy, a complete application must be submitted 15 days before intended occupancy containing the following:

- Application for Leasing of Unit
- Legally binding lease agreement between the unit owner and lessee(s)
- Completed Tenant Application for Screening form for each occupant over 18 along with fees for screening of \$40 per person, or \$60 per couple with same last name.
- Application Fee of \$100 per person over 18 or \$100 per couple if same last name.

*All Fees should be made payable to ACAMA and mailed or Delivered to 507 C Herbert Street, Port Orange, FL 32129

To: Board of Directors, Thousand Oaks Condominium Association, Inc.

The undersigned submits this application for the approval of the Board of Directors to rent unit # _____, Thousand Oaks Condominium Association, Inc. and certifies that the following information is true and correct. Intentional misrepresentation shall be grounds for revocation of approval or denial of the application, or termination of the lease and eviction of the tenant. The Board of Directors reserves the right to interview prospective lessee(s), renter(s)/tenant(s) and require documentation in support of statements contained herein. Further, the Board of Directors reserves the right to require additional information from lessee(s), renter(s)/tenant(s) such as criminal history record check, and other such documentation deemed necessary to conduct the approval process.

I: **Unit #:** _____

Owner Name: _____

Anticipated Occupancy Date: _____ Term of Lease: _____

II: **Lessee(s), Renter(s)/Tenant(s) Information:** Please provide requested information below on each occupant. (No more than 2 persons per bedroom during the term of the lease)

1: _____ Phone: _____ Age: _____

2: _____ Phone: _____ Age: _____

3: _____ Phone: _____ Age: _____

4: _____ Phone: _____ Age: _____

Relationship of Lessee(s), Renter(s)/Tenant(s): _____

III: Residence history of Lessee(s), Renter(s)/Tenant(s):

Current permanent address: _____
Time at current address: From: _____ To: _____
Rent _____ Own _____
Current Landlord: _____ Phone #: _____

IF YOU RENT AT THE CURRENT ADDRESS AND HAVE BEEN AT THE ABOVE ADDRESS FOR LESS THAN FIVE YEARS, PROVIDE A SECOND LANDLORD CONTACT.

Landlord #2: _____ Phone #: _____
Dates of occupancy at this address: From _____ To _____

IV: Employment & Credit History for each lessee, renter/tenant: IF THE LESSEE(S), RENTER(S)/TENANT(S) HAS BEEN EMPLOYED FOR LESS THAN FIVE YEARS, PROVIDE ADDITIONAL EMPLOYER REFERENCES THAT COVERS A FIVE-YEAR PERIOD.

Lessee, Renter/Tenant # 1: _____
Name of Employer: _____
Address of Employer: _____
Contact Person: _____ Phone #: _____
Position: _____ Dates of Employment: _____

Lessee, Renter/Tenant # 2: _____
Name of Employer: _____
Address of Employer: _____
Contact Person: _____ Phone #: _____
Position: _____ Dates of Employment: _____

Have any of the Applicants declared bankruptcy in the past 7 years? Yes _____ No _____
Have any of the Applicants been evicted from a rental residence? Yes _____ No _____
Have any of the Applicants had two or more late payments in the past year? Yes _____ No _____
Have any of the Applicants ever refused to pay rent when due? Yes _____ No _____

V: Non-related character references: (two references required)

Name: _____ Phone#: _____
Address: _____

Name: _____ Phone#: _____
Address: _____

VI: Pets: No more than one small pet less than 20lbs. Please refer to Rules & Regulations

Do you have a pet? _____ Kind: _____ Weight: _____

VII: Vehicles: There is one assigned space per unit. Additional vehicles and guests may park in the vacant spaces.

Vehicle #1 Make: _____ Model: _____ Year: _____ Color: _____
Tag Number: _____ State of Registration: _____
Registered Owner: _____

Vehicle #2 Make:_____ Model:_____ Year:_____ Color:_____
Tag Number:_____ State of Registration:_____
Registered Owner:_____

VIII: **EMERGENCY CONTACT:**

Name:_____
Address:_____
Phone #:_____

The undersigned agrees to provide any additional information required by the Board of Directors to approve this application. Further, the lessee(s), renter(s)/tenant(s) understands that the Association may investigate any information provided by the undersigned. In addition, the lessee(s), renter(s)/tenant(s) understands that a full disclosure of pertinent facts must be made to the Association. **The undersigned affirms that they have received and read copies of Rules and Regulations of Thousand Oaks Condominium Association, Inc. from the owner and understands that these Rules and Regulations apply to all owners, lessees, renters/tenants, guests and pets.**

Printed Name of owner on agreement

Signature of owner on agreement / Date

Printed Name of lessee on agreement

Signature of lessee on agreement / Date

Printed Name of lessee on agreement

Signature of lessee on agreement / Date

By submitting this application, the undersigned applicant(s) acknowledge(s) and agree(s) that he/she/they shall not be permitted to occupy any unit in the Thousand Oaks community until all of the following have occurred:

- 1. This application package, including all requested information/documentation, shall be submitted to the Association's management company;***
- 2. The screening fee shall have been paid;***
- 3. The interview between the applicant(s) and the Association shall have taken place; and***
- 4. Association approval of the applicant(s) shall be issued.***

In the event that the applicant(s) should occupy a unit in Thousand Oaks prior to the occurrence of any of the foregoing, he/she/they shall be subject to legal action to remove him/her/them from the unit as unauthorized occupants, and all fees and costs connected with such legal action will be paid by the applicant(s) and the owner(s) of the unit occupied by the applicant(s), jointly and severally.

**FOR PROCESSING
MAIL OR DELIVER TO:**

ATLANTIC COMMUNITY ASSOCIATION MANAGEMENT & ACCOUNTING, INC.
507-C HERBERT STREET
PORT ORANGE, FL 32129
386/ 760-7365 office -- 386/ 756-3454 fax
atlanticcama@gmail.com
atlanticcommunitymanagement.com

Date Received: _____

Date Verifications Completed: _____

Date Sent to B.O.D.: _____

Date B.O.D. Contacted Prospective Tenant: _____

Date of Interview: _____ Time: _____

Interviewed By: _____

Approved: YES or NO

THOUSAND OAKS CONDOMINIUM ASSOCIATION, INC.
LEASE APPLICATION FORM

INFORMATION RELEASE AUTHORIZATION

To Whom It May Concern:

The undersigned has applied to lease a unit at "Thousand Oaks Condominium Association, Inc."

Please release all information requested pertaining to me / us as a leasee to the following entity, "Atlantic Community Association Management & Accounting, Inc." It is my understanding that "Atlantic," is, hereby, authorized to release the information requested and subsequently provided to the Board of Directors of the above named property only.

Thank You.

Sincerely,

Signature: _____

Printed Name: _____

Date: _____

Signature: _____

Printed Name: _____

Date: _____

THOUSAND OAKS CONDOMINIUM ASSOCIATION, INC.

REAL ID
INCORPORATED

	Applicant's Name (Last, First)	Social Security Number	Date of Birth	Driver's License # & State
PERSONAL				
	Spouse's full name			
	Additional Occupants:			
	1	3		
	2	4		

RESIDENCE HISTORY	Current address (check one) : ☐ Own/Mortgage ☐ Rent ☐ Other - Details:						
	Address		City	State	Zip code	Move in date	Home Phone
	Landlord/Community		Monthly Payment		Apt #	Move out date	Landlord Phone
	Previous address (check one) : ☐ Own/Mortgage ☐ Rent ☐ Other - Details:						
	Address		City	State	Zip code	Move in date	Home Phone
	Landlord/Community		Monthly Payment		Apt #	Move out date	Landlord Phone

Miscellaneous:

For Office Use Only:

Have you ever been EVICTED from any residence? ☐ Yes ☐ No Have you ever been convicted of a FELONY offense? ☐ Yes ☐ No Does the applicant or any occupant listed above have any pending criminal charges? ☐ Yes ☐ No Do you have any pets? ☐ Yes ☐ No	Unit # _____ Term Of Lease _____ Rent \$ _____ Move In Date _____ Security Deposit \$ _____ Application Fee \$ _____
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Upon signing, the applicant(s) recognize that an investigative report may be prepared whereby information is obtained through interview, credit report, and criminal check. This includes information as to your character, general reputation, credit, and mode of living. This application may be declined as a result of any misrepresentation or insufficient information or as a result of an incomplete application. The applicant(s) appearing below hereby authorize the holder of the application to investigate the above mentioned, and authorizes the release of any and all requested information that the owner or agents deem necessary in determining the status of this application.

Signature of Applicant _____ Date _____ Signature of Co-Applicant _____ Date _____



This management office does not discriminate against any person based on race, color, religion, sexual orientation, national origin, familial status, or disability.

Revision dated April 20, 2016

Rules And Regulations
THOUSAND OAKS CONDOMINIUM ASSOCIATION, INC.

1. Common Property. All of the space outside of the enclosed living areas and back porches is the Common Property, which includes the front entrances, sidewalks and stairs, the lawn and gardens, the driving and parking areas, and the pool area. Residents, their children, and their guests may not place their personal property of chairs, toys, bicycles (except the bicycle rack where they are stored) etc. on the Common Property. Nor may they play, or skateboard, or rollerblade, etc. on the common property.
2. Occupancy. Units at Thousand Oaks are restricted to use for single family occupancy only.
3. Responsibility. Violations of the Association's Rules and Regulations by guests of owners and renters of owners shall be considered a violation by the owners.
4. Unit Rentals. All rentals require the prior approval of the Board of Directors. Rental applications, available from the Secretary or Manager, must be filed at least 15 days before occupancy. Leases must be for a minimum of six (6) months. Subletting is prohibited. The Rules and Regulations of the Association must be part and parcel of all lease agreements whether so stated or not. Continued violation of the Rules and Regulations can result in termination of the lease. An owner may not rent or lease their Unit until such time as the owner has held fee simple title to the Unit continuously for a period of one (1) year prior to the rental or leasing of the Unit.
5. Unit Sales. The Association shall be advised of the names and addresses of the principals and the documentation involved in any transfer of titles from one owner to another at least nine (9) days before closing. The Rules and Regulations of the Association must be part and parcel of all Sales Agreements whether so stated or not.
6. Water heaters and washing machine hoses We have had instances where water heaters and washing machines hoses have failed, spilling water in neighboring units (both besides and below.) New owners, upon purchase, must replace water heaters if they are 8 years old or older. The Management Company must be informed of water heater replacement for their records.

All units, renter or owner must use steel washing machine hoses, not rubber. But steel hoses are not guaranteed from not failing in the long term. On a periodic schedule, to be determined by the Board, all hoses in every unit will be changed by the Board at the expense of the association.
7. Personal and Commercial Signs. Signs of any kind that can be seen from anywhere on or about the common elements are prohibited.
8. Alterations. Owners shall make no changes or alterations that will affect the structural integrity of the building, or exterior appearance, except as specified in the Declaration of Condominium. Window grids on the windows are part of the appearance and must be retained.
9. Solicitations. There shall be no solicitations for sales or related purposes by any person or organization.
10. Service Interference. No owner or resident, other than Officers of the Association, shall direct or supervise or in any manner attempt to assert control over any of the employees or contractors of the Association.

11. Unsafe Practices. Attempts to scale trees, building structures, entering the retention pond, playing in the streets, storing explosives or combustible materials, or attempting any other hazardous act are prohibited.
12. Traffic Safety. Streets within Thousand Oaks are private driveways. Use is restricted to owners and guests except for service purposes. A Speed Limit of 15 miles per hour shall be observed. Any authorized vehicle that blocks line-of-sight parking exit shall be parked in a space designated by the Directors. Streets and parking spaces shall not be used as a playground by children and others.
13. Parking. One automobile parking space is designated in the Declaration of Condominium for the sole and exclusive use of each unit and the total number of vehicles allowed for each unit shall not exceed two. Only private passenger automobiles, small pickup trucks used only for personal transportation, and small passenger vans without sleeping facilities, in good operating condition, may be parked at Thousand Oaks. Storage of bicycles within the pool enclosure requires that each bicycle have a tag with the owner's name on it. All resident vehicles must have an identifying parking sticker, issued by Thousand Oaks, placed on the back window behind the driver. The sticker will be easily removable and say just T.O.
14. Vehicle Bans. No vehicles used for business purposes, boats, trailers, campers, recreational or other such vehicles shall be stored or parked overnight at Thousand Oaks, except during deliveries or performance of repairs or other services (the word 'motorcycles' was removed Nov. 13, 2013.)
Added 6/21/88: Pursuant to proper notice from the Manager, any such vehicle may be towed away at the owner's expense. Overnight hours were defined as 1 AM through 8 AM.
15. Pets. No more than two pets shall be kept in any Unit. Only the normal domesticated pet such as a dog or cat is permitted. No pet shall be permitted in the pool area. All pets must be kept on hand-held leashes less than eight (8) feet long. Owners must immediately pick up droppings deposited by their pets on common property. The Association reserves the right to require an owner to dispose of a pet that becomes an annoyance to other owners because of noise or other offensive behavior.
16. Pool Use.
Facilities are for residents' use and their guests only.
Hours of entry and use are 8 AM to 10 PM. Allowable number of swimmers is 17.
Persons using pool do so at their own risk. No lifeguard is on duty.
Residents are completely responsible for the safety and acceptable conduct of their children and guests.
Young people under the age of 14 must be accompanied and supervised by a parent or grandparent.
Shower before using pool.
No food or breakable objects are allowed.
Animals, running, yelling, diving, and rough play are prohibited.
Association directors reserve the right to deny use of facilities to anyone at any time.
17. Annoyances and Disturbances. Noises and disturbances of any kind, sufficiently loud or offensive to disturb other residents in the community, are prohibited. Personal actions of an abusive or harassing nature by any individual are also prohibited. Should it become necessary to remove flooring in second floor apartments for replacement or for any other reason, the replacement flooring shall be installed within 10 working days.

18. Outside Appearance. The display of towels, bathing suits or personal belongings visible from anywhere on the common property is prohibited. The front entrance of each unit is community area and not to be used for storage of private property.

19. Outside Grilling. Outside grilling by residents is allowed in the lawn area at the rear only of each building—no closer than 20 feet from that building. The resident must provide his/her grill and will return the grill inside the apartment unit the next (morning after the day of use) and must clean up any mess left on the lawn. The grill can not be stored outside on the common area. Cooking on any patio, balcony, the front entrance, or the sidewalk is prohibited.

20. Garbage Disposal. One lidded, wheeled garbage can is provided for each building in that building's 'garbage surround.' Residents are responsible to place their garbage in plastic bags with tie closings. These bags are to be placed into the garbage can and not on the ground.

21. Screen Enclosures. Unit owners may install white entry screen doors and white patio/balcony screen enclosures, as well as hurricane shutters, in their units. The unit owners are responsible for the cost of installation, maintenance and repair of screen doors, screen enclosures and hurricane shutters in their unit as well as for any structural damage, or repairs required to be made to any of the common elements.

22. Validity of Rules and Regulations. Inability of the Association to enforce a rules violation by an owner (without the need for Court Proceedings), does not invalidate that rule, and such violation shall not be an excuse for others to violate that, or any other rule.

23. Use of each unit as Residential Use Only. The Articles of Condominium for Thousand Oaks defines use of each as Residential Use Only; no commercial activities are allowed; nor shall any owner undertake any use or practice which shall create and constitute a nuisance to any other owner of a unit.

Traffic of persons who are not residents of a unit, into and out of a unit in excess of the normal traffic of the friends and service personnel of a single family unit is prohibited.

24. Rules and Use Enforcement. The Manager represents the owners and directors in the enforcement of Association Rules and Regulations and use of the Common Element. Any request for any such enforcement must be presented in writing and initialed by a Director before the Manager takes any action. This is to assure that a legitimate basis has been established for such action and the potential consequences. Upon Fining Committee approval, Violation of these rules can result in a fine of \$100 each day up to \$1000, according to the procedure outlined in Florida Statutes.

Original Rules & Regulations were established by the developer. They were changed and approved on 2/10/87 by the Board after taking over from the Developer. Updated 12/7/92 for consistency with Florida State Condominium Law based on the Association's Declaration of Condominium and based on the Association's By-Laws (dated January 27, 1984, and updated by the Board of Directors on January 29, 1987.) Updated Paragraph 13 on 6/21/88 to allow pickup trucks. Paragraph 14 updated on 5/15/ 2000 allowing bicycles by removing them as a prohibited item. Paragraph 12 changed on 1/22/01 revising speed limit to 15 MPH. Paragraph 16 updated on 5/14/01 to reflect revised swimming pool rules. Paragraph 17 updated on 11/13/02 to add the last sentence about carpeted floors. Paragraph 1: Description of Common Property added on 6/8/03. Paragraph 13 was changed on 4/17/04 to limit the number of vehicles allowed for each unit to two. Paragraph 14 was changed 4/3/05 to add "and parked overnight" and paragraph 17 was changed to require replacement carpeting within 3 days. Paragraph 4 was changed on 4/10/06 to reflect changes to the Covenants. Paragraph 13 updated on 8/22/07 requiring bicycles be tagged. Paragraph 19 was changed on 11/14/07 to permit outdoor grilling . Paragraph 14 was changed on 5/16/12 to define overnight hours. Paragraph 6 for water heaters and hoses was added on 8/16/13, and all paragraphs from 6 to the end were changed to 7 and up. Paragraph 14 was changed on 11/13/13 to remove the ban on motorcycles. Para. 15 changed 2/12/14 increasing quantity of pets to 2 and eliminating weight limit. Rules numbered 1, 3, 6, 7, 8, 13, 17, 18, 20, and 21 were updated with minor revisions on 4/20/16. Also on 4/20/16 Rule 23 was added and fine for Violation of Rules was added to Rule 24.