



WOODLAKE ASSOCIATION, INC. SALE/LEASE APPLICATION INSTRUCTIONS

All applications & fees MUST be submitted to
Ameri-Tech Community Management, Inc.

Make all Checks or Money Orders payable to WOODLAKE ASSOCIATION, Inc.

NO CASH OR CREDIT CARDS ACCEPTED FOR APPLICATIONS

No application will be processed without the Application Fee.

FOR LEASES:

Remit the Completed Application, Tenant Information Form, Copy of Driver's License(s), Copy of the Lease, along with your NON-Refundable \$150.00 Application fee, and a \$400.00 Security Deposit no less than **FIFTEEN (15)** business days before interview process.

FOR SALES:

Submit the Completed Application, Tenant Information Form, Copy of Driver's License(s), Copy of the Sales Contract, along with your NON-Refundable \$150.00 Application fee no less than **TEN (10)** business days before closing date.

Upon receipt of application, application fee and background check fee (\$50.00 each unit resident), a background check **WILL** be ordered. Upon receipt of findings from the background check, an appointment will be made by the Welcome Committee.

This meeting MUST be held BEFORE THE CLOSING

Ameri-Tech Realty, Inc. • Ameri-Tech Community Management, Inc.

CORPORATE HEADQUARTERS

24701 US Highway 19 North, Suite 102, Clearwater, FL 33763

(727) 726-8000 • Fax: (727) 723-1101

Toll Free: 1-8777-726-0000

www.ameri-tech.com

Woodlake

Condominium Association
c/o Ameri-Tech Community Management,
Inc. 24701 U.S. Hwy. 19 N, Suite 102
Clearwater, FL 33761
(727) 726-8000 phone
(727) 723-1101 Fax

Instructions:

1. If applicant(s) are not legally related, a separate application must be submitted for each.
2. Print legibly or type all information. Account and telephone numbers are required.
3. If any question(s) or answers are left blank, this application will be denied.
4. Only the applicant(s) may sign all forms.
5. Any misrepresentation or falsification will result in denial of the application.

APPLICATION FOR OCCUPANCY OR PURCHASE APPROVAL

Unit# _____ Today's Date: _____

Is this a Sale _____ or Rental? _____

Proposed Closing Date _____ From _____ TO _____

APPLICANT INFORMATION:

APPLICANT NAME: _____

Birth Date: ___/___/___ Social Security# ___ - ___ - ___

Phone# _____ Cell# _____ Email _____

CURRENT MAILING ADDRESS: _____

DATE OF OCCUPANCY: _____

SPOUSE'S NAME: _____

Spouse's Birth Date ___/___/___ Spouse's Social Security# ___ - ___ - ___

Phone# _____ Cell# _____ Email _____

CHILDREN: Y / N NAMES & AGES _____

PET: Breed/Age & Name of Pet _____

Not to exceed 2 dogs and 2 cats, limited breeds.

Place of Employment & Address: _____

Telephone# _____ Ext _____

VEHICLE INFORMATION:

1. Make/Model/Color _____ Tag No. _____ State _____

2. Make/Model/Color _____ Tag No. _____ State _____

References (Personal) 1. _____ Phone _____

References (Business) 1. _____ Phone _____

Bank Reference: _____ Phone _____

Person/Agent handling this rental/sale _____ Phone _____

Email _____

Active Duty service member? Yes _____ NO _____

WOODLAKE APPLICATIN FOR THE OCCUPANCY OR PURCHASE APPROVAL (page 2)

1. I hereby agree for myself and on behalf of all persons who may use the unit that:
 - A. I will abide by all restrictions contained in the Bylaws, Rules & Regulations, Architectural Review Committee standards and the Covenants and Restrictions of the Declaration of Condominium as they currently exist and which may in the future be amended by the Association.
 - B. I understand that there are restrictions on pets and that guests and visitors must not bring pets into Woodlake Condominiums.
 - C. I understand that there are restrictions on pets and that pets are limited to 2 dogs and 2 cats
 - D. I understand that I must be present when children under 14 years of age use the recreational facilities.
 - E. I understand that subleasing or occupancy of this unit in my absence is prohibited.
 - F. I understand that any violation of the terms, provisions, conditions or covenants of the Woodlake Condominium Association documents provided cause for immediate action as therein provided or termination of a lease under appropriate circumstances.
2. I have received a copy of and read the Rules & Regulations YES NO
3. I understand that I will be advised by the Board of Directors of either acceptance or denial of this application, Occupancy prior to Board approval is prohibited and will result in a denial of this application.
4. I understand that the approval of the lease application at Woodlake Condominium Association is conditioned upon the truth and accuracy of this application and on the approval of the Board of Directors. Any misrepresentation or falsification of information on these forms will result in an automatic disqualification of the applicant.
5. I understand that the Board of Directors of the Woodlake Condominium Association may cause to be instituted an investigation on my background, as the board may deem necessary. Accordingly, I specifically provide authorization to the Board of Directors and/or the management company to conduct such inquiries.
6. An application for lease must be submitted at least fifteen (15) days in advance of the interview process and ten (10) days in advance for sales.
7. All applicants must be interviewed by the Board of Directors prior to occupancy or sale.
8. Use of the units are for single family residence only. No corporation, Company, partnership may occupy any unit.
9. No commercial vehicles, trucks, boats, trailers, motor homes, campers, and recreational vehicles are permitted to remain on the property overnight. All non-resident parking is limited to guest areas and no guest may park in an otherwise designated area.
10. All leases are to be for duration of three (3) months or more. No more than one (1) lease is permitted in any twelve (12) month period. All renewals and extensions must be received prior to Board approval. Multi-year leases are not permitted.

If this application is NOT legible or is not properly and completely prepared, Management and the Association will not be responsible for any inaccurate information obtained in the investigation, caused by your omission or illegibility. By signing, the application recognizes that the Association or its agent may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made by the Association. The investigation may be made of the applicant(s) character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable.

Applicant Signature

Spouse's Signature

Return the completed application to: Ameri-Tech Community Management, Inc.
24701 U.S. Hwy. 19 N. Suite 102
Clearwater, FL 33763

Received: Copy of lease/sale contract Copy of Driver's License Application Fee (\$150.00)
 Security Deposit \$400.00

Received by: _____ Date: _____
Interviewed by: _____ Date: _____
Interviewed by: _____ Date: _____

Application Status: Approved Denied Other

Board Member Signature

Position

Date

WOODLAKE ASSOCIATION, INC.

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 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 that TENANT CHECK has made an inquiry // we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK now or in the future.

PLEASE PRINT CLEARLY

<u>TENANT INFORMATION:</u>		<u>SPOUSE/ ROOMMATE:</u>	
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: _____	

<p>TENANT CHECK HOURS OF OPERATION: MONDAY- FRIDAY 9:00 am. - 5:30 pm, SATURDAY: 11:00 a m - 4:00p m</p> <p>ALL ORDERS RECEIVED AFTER 5:00PM (3:30 pm on Sat) WILL BE PROCESSED THE NEXT BUSINESS DAY</p> <p>TENANT CHECK FAX#: (727) 942-6843</p>	<p>IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT</p> <p>A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS/ PROPERTY MANAGERS/ APARTMENT COMPLEXES/ MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS</p>
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**WOODLAKE CONDOMINIUM ASSOCIATION
CERTIFICATE OF APPROVAL OF SALE/LEASE**

Unit# _____

The Board of Directors has reviewed the application for the above Unit# _____

for the purpose of _____
(Sale/Lease)

Owner(s) _____

TO

Lessor(s)/ Buyer(s), _____

The Board of Directors hereby approves ___ disapproves ___ the _____ (lease/sale)
of the aforementioned unit.

NOTE: All approvals are with the understanding that the proposed buyer(s)/lessor(s) have received and agree to abide by the Declaration of Condominium and the Rules and Regulations for Woodlake Condominium Association Inc.

Dated this ___ day of _____, 20___.

Signature of Representative of the Board

Print Name

FOR LEASE ONLY:

The lease shall be for a period of _____

And shall commence on _____

And terminate on _____

Dated this _____ day of _____, 20___.

x _____

Board of Directors

x _____

Applicant