

The
Residences
AT COCONUT POINT

Dear Unit Owner and Prospective Tenant:

Welcome to The Residences at Coconut Point. If you are planning to lease out your unit now or in the future please contact the Property Management Office. A non-refundable Processing Fee of \$50.00 per tenant made payable to ***Residences at Coconut Point Master Condominium Association, Inc.***, may be paid by either the unit owner or the prospective tenant (an additional fee may be charged for applicants outside the US) A background check is done for **all** prospective tenants; the information sheets for the background check are included in the leasing packet and must be completed in their entirety.

For Leasing please note the following instructions:

- a. **Tenants may not have any pets at The Residences at Coconut Point**
- b. Unit owners may rent out their unit a maximum of three (3) separate times per year. Leases must be a minimum of thirty (30) days, weekly leases are not allowed.
- c. For all Leases with terms of less than seven (7) months, the Unit Owner shall pay all applicable taxes to the appropriate local or State authority. Unit Owner is responsible for obtaining any Landlord Permit that may be required.
- d. **The Association must approve all applications, leases, and renewals.**
- e. The application for lease including all forms must be filled out by the prospective tenant or tenants.
- f. A lease must include a reference to the tenant's obligation to obey all rules and regulations of the association.
- g. A copy of the signed lease must be furnished to the Property Management Office to be put in the unit file.

Please contact The Property Management Office for any questions you may have concerning the leasing process.

Respectfully,

Andrea C. Favalon

Property Manager
The Residences at Coconut Point
Condominium Association, Inc.
Office (239) 498-6327
Fax (239) 498-6342
afavalon@koseneandkosene.com



AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize The Residences at C.P. herein referred to as *Association* and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or an investigative agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, and any information that I have disclosed on my applications and/or any attachments, exhibits.

I authorize the *Association* may contact others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the *Association* to furnish the above mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application.

This authorization and consent shall be valid in original, fax or photocopy form.

I authorize the ongoing procurement of the above mentioned information/reports by the *Association* at any time during my occupancy with the *Association*.

The nature and scope of the consumer report and/or investigative consumer report along with the name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request to the personnel department of the *Association*, and within 5 days of the request.

A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FRAC along with the name, address and telephone number of the agency furnishing the information will be provided before any adverse action is taken by the *Association* based on information contained in the report.

Upon proper identification and payment permissible by law, you have the right to request from the *Association* a copy of any information in its file on you at the time of your request.

By signing below, I acknowledge understanding of the purpose of this Authorization Form and its intended use.

.....
Applicant Information

Print Name: _____ Social Security Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Driver License Number: _____ Driver's License State _____

IMPORTANT: The following information will be used by United Screening Services Corporation for identification purposes only to perform a background check. This information will not be used as part of the decision process of your prospective employer.

Maiden, Other and/or Former Name(s) _____

Gender: Male Female

Date of Birth: _____

*Signature: _____

Date: _____



Apt No _____ Apt Type _____ Monthly Rent _____ Occup Date _____ Pro-In \$ _____ Term Date _____
Referred By _____ Rent Starts _____ Reasons For Living Here _____

Application For Occupancy (Rental/Lease)

Date _____

IMPORTANT: Each co-resident/co-applicant must submit separate applications.

PERSONAL INFORMATION

Applicants Name _____ Date of Birth _____ SS No _____
First Middle Last

Marital Status _____ Driver License No _____ State _____

Spouse's Name _____ Date of Birth _____ SS No _____
First Middle Last

Driver License No _____ State _____

Other Occupants

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Have you, the co-applicant(s), and/or any occupant(s) ever been arrested, charged and/or convicted of a crime? _____ If Yes, Provide detailed explanation.
(Use reverse side of this application)

Emergency contact (Name/Phone) _____

RESIDENT HISTORY

Present Street Address _____ State _____ Zip _____

Phone () _____ To/From _____ Monthly Payment \$ _____

Landlord's Name _____ Phone () _____

Reason For Moving _____

Previous Street Address _____ State _____ Zip _____

To/From _____ Monthly Payment \$ _____ Landlord's Name _____

Phone () _____ Reason For Moving _____

Have you and/or the co-applicant(s) ever been evicted from any property? _____ If Yes, Provide detailed explanation. (Use reverse side of this application)

EMPLOYMENT HISTORY

Present employer _____ Supervisor _____

Address _____ Phone () _____

Position _____ Date of employment _____ Gross weekly salary \$ _____

Previous employer _____ Supervisor _____

Address _____ Phone () _____

Position _____ Dates of employment _____ Gross weekly salary \$ _____

Spouses employer _____ Supervisor _____

Position _____ Phone () _____ Salary \$ _____

CHARACTER REFERENCE

Name _____ Phone No _____ Relation: _____

Name _____ Phone No _____ Relation: _____

Applicant(s) has submitted the sum of \$ _____, which is non-refundable payment for credit check/background check processing charge of the application. Such sum is not a rental payment or security deposit. This amount will be retained by the management to cover the cost of processing the application. It is understood by the parties that the acceptance or rejection of applicant shall remain within the sole discretion of the management. The management is hereby authorized and given the right to verify by reasonable means the application including but not limited to credit check, criminal history, eviction-civil records, landlord verification, and verification of employment; and to exercise at its sole discretion as to whether to reject this application and/or to terminate any lease which may be entered into between the parties pursuant to this application, whether during the term of the said lease or any extensions or renewal thereof if the applicant has made any false statements or misrepresentations whatsoever in the application. Furthermore, applicant(s) certify it has not knowingly omitted any information from this application, any additional documents in the application packet, exhibits and/or attachments.

Applicant signature _____ Date _____

Spouse signature _____ Date _____

Leasing agent / Interviewed by _____ Date _____

COCONUT POINT TENANT CONTACT AND INFORMATION

SHEET

BUILDING # _____ UNIT # _____
PARKING SPACE (S) # _____

LEASE DATE: _____ TO _____

LEASING AGENT/ OWNER'S NAME _____
PHONE NUMBER _____

TENANT (s) NAME: _____

Primary phone number _____

Alternate phone number _____

E-mail _____

PLEASE CHECK PREFERRABLE METHOD OF COMMUNICATION:

E MAIL _____ PHONE _____

EMERGENCY CONTACT

Name _____

Phone # _____ Does Emergency Contact have key to Unit? _____

OCCUPANTS IN UNIT:

<u>NAME</u>	<u>RELATIONSHIP</u>
_____	_____
_____	_____
_____	_____

VEHICLE (S) INFORMATION:

Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

**Please fill out this sheet and return by fax or e mail to the
Property Management Office.**

Thank you,

Andrea Favalon, Property Manager

Office(239)498-6327 Fax(239)498-6342

**COCONUT POINT CONDOMINIUMS
MOVE-IN PROCEDURES**

To schedule your move in please contact the Property Management Office at least seven (7) days in advance. Once the move-in has been properly scheduled and verified the following procedures are to be followed:

- (1) Move-ins are to take place from 9:00 am to 4:00 pm Monday thru Friday **ONLY. (Excluding Legal Holidays)**
- (2) One hour prior to the anticipated arrival of the resident and their movers they are to call (239) 498-6327
- (3) A Coconut Point Condominium representative will meet the new resident and their movers at the garage entrance of the building and direct everyone where to park and unload, show them elevator and/or stairs to use and walk the appropriate route to be used for the move with all parties involved. Any existing common area damage should be pointed out and noted at this time.
- (4) When available, a staging area will be marked for use as a "holding" area for items prior to being taken into the unit. The use of this area will enable trucks to be more quickly unloaded, allowing all trucks to be moved from the garage area and out of the way of current residents.
- (5) Only designated elevators and/or stairs are to be used for move-ins or the transport of any large item(s).
- (6) Please keep in mind that there are residents living in the building. Be considerate in keeping common areas clean and noise to a minimum.
- (7) At a time to be determined between the resident, movers and the Coconut Point Condominium representative, but in no case later than 3:30 pm, the resident and the Coconut Point Condominium representative will meet to walk common areas to assess if there has been any new damages caused to the common areas and to answer any questions that may have come up during the move.
- (8) No disposal of any packing materials is permitted on your floor or down the trash chute. Your moving company should be responsible for the disposal of boxes and packing materials. Please call the Management office if you need assistance.
- (9) **ONCE AGAIN, PLEASE REMEMBER THAT MOVE-INS MUST BE COMPLETED ON THE DAY AND TIME SCHEDULED AND ONLY FROM 9:00 AM TO 4:00 PM MONDAY THRU FRIDAY.**

TENANT SIGNATURE

COCONUT POINT CONDOMINIUM
RULES & REGULATIONS RECEIPT

_____, 20 ____

Dear Condominium Association;

I, _____, owner/tenant of Unit _____ at Coconut Point Condominium Association, Inc. state that I have read and understood the Association Rules and Regulations and accept to comply by them.

Sincerely,

Tenant's Signature



Condominium Association, Inc. Rules and Regulations

I. SWIMMING POOL, POOL AREA and HOT TUB

These rules were designed for the enjoyment and safety of everyone who uses the facilities. The rules are posted at the swimming pool. Security patrols the pool deck regularly and is expected to enforce the rules at all times.

a. RISK:

1. Unit Owners, their Lessees, family members and guests assume all risks and responsibilities in connection with the use of all facilities.
2. There is no Lifeguard on duty. Swimming is at your own risk at all times.

b. HOURS:

1. From dawn to 9:00 pm

c. USE REQUIREMENTS:

1. All rules posted on the pool deck must be observed. All persons are required to read these rules and abide by them at all times.
2. Use of the pool, pool deck and hot tub **is limited to two (2) guests per unit.**
3. No more than eight (8) persons should be using the Jacuzzi at a time and a maximum use is 15 minutes.
4. Proper local authorities will be contacted if a Person refuses to identify himself or herself to the pool attendant or security officer when asked to do so.
5. All guests must be accompanied by a unit owner or lessee.
6. Upon the leasing of a unit, unit owners will relinquish their right to use the pool and facilities unless the right to use them is waived by the tenant and filed with the Management Office.

d. POOL FURNITURE:

1. All pool furniture, including lounge chairs, tables, chairs and umbrellas are provided on a first-come, first-serve basis.
2. Chairs and lounges must be covered with a towel before using them.
3. Furniture cannot be reserved by leaving personal items or otherwise.
4. All pool furniture must remain in the pool deck area and cannot be taken to other areas of the property at any time.
5. Umbrellas and cushions will be removed from the general pool area during high wind forecasts or severe weather conditions.

6. Unit Owner or Lessees are responsible to pay for any damage done to pool furniture, equipment or to the premises.
- e. ATTIRE: Please remember this is a family development
 1. Tops and bottoms are required at all times in the Pool areas and property facilities.
 2. Appropriate attire is expected, no nude, no topless and /or bottomless sunbathing is allowed.
 3. Please wear a cover-up on your way to and from the pool. Shirts and shoes are required in the buildings and lobby.
- f. ANIMALS:
 1. Tenants are not permitted pets anywhere on the condominium property
 2. No pets or animals are allowed in the swimming pool, pool deck area, or the clubhouse area
 3. Pets cannot be walked or carried through any area of the pool deck area at any time.
- g. CONDUCT:
 1. Appropriate and lawful conduct is expected at all times. Inappropriate conduct or disregard for rules and regulations may result in fines.
 2. No radios, tape recorders or CD players may be played at the pool by any residents or guests of the property.
 3. Diving, running, jumping, pushing, wrestling, ball-playing, Frisbee throwing or any other activity that creates a danger or nuisance to others is prohibited.
 4. Diving, back diving and flips from the edge of the swimming pool are prohibited.
- h. CHILDREN:
 1. Children twelve (12) years or under must be supervised in the swimming pool and pool deck facilities by a responsible adult at all times.
 2. Children under the age of twelve (12) may not use the hot tub at any time.
 3. All children using diapers that are not fully toilet trained may not use the pool.
 4. Children cannot be left in the custody of the pool attendant (if any) at any time.
- i. WHEELS:
 1. Bicycles, skateboards, scooters, roller blades and roller skates are prohibited.
- j. POOL TOYS:
 1. Toys, floats, rafts, surfboards and air-filled tubes and rafts are not permitted in the swimming pool or hot tub. Exception will be made for small floating "noodles", personal Coast Guard approved life-saving devices and floatation devices attached to and used by small children as a safety device.
- k. SANITATION:

1. Prior to entering swimming pool or hot tub, all persons must shower and properly remove all sand, tar, oils and other foreign materials.
 2. No person may enter the swimming pool or hot tub with an open wound or any contagious conditions or infection.
- I. **FOOD/BEVERAGES/LIQUOR:**
1. No food or drinks are permitted in pool/hot tub or pool/hot tub deck.
 2. **No glass containers are permitted in the pool or on the pool deck**
 3. BBQ Grills, Gas Grills, Hibachis or any other cooking apparatus are not permitted in the pool deck at any time.
- m. **ACCESS:**
1. **BUILDING ACCESS:** Dry off completely before entering the building from pool area. Wet floors can become very slippery and a safety hazard.

Please Note: A complete list of rules and regulations can be found in your condominium association documents.



Condominium Association, Inc. Rules and Regulations

II. OTHER FACILITIES

a. GENERAL RULES:

1. **CONDUCT:** Inappropriate conduct or disregard for rules and regulations may result in suspension of privileges and/or fines.
2. **GLASS BEVERAGES:** No liquor or any glass containers are allowed at any time.
3. **ATTIRE:** Proper attire is required, including shirts and shoes. No wet clothing allowed inside common areas.

b. FITNESS ROOM (2ND Floor of Clubhouse)

1. **AGE RESTRICTION:** No one under the age of eighteen (18) is permitted inside the weight room without a parent or legal guardian.
*The gym equipment is not for children to play on.
2. **ATTIRE:** Rubber-soled tennis shoes and appropriate athletic-styled
Attire must be worn in this room at all times.
3. **RISK:** Each person using equipment does so at his/her own risk
4. **PROPER USE:** Proper use of exercise equipment is expected at all times. Persons using equipment should familiarize themselves with proper use of equipment prior to usage.
5. **REMOVAL OF EQUIPMENT:** Weight room equipment cannot be removed from weight room at any time. Persons are required to leave weights in the same rack location as found.
6. **CLEAN-UP:** Residents and guests are expected to keep the room clean and orderly. Persons using equipment must have a towel at all times. As a courtesy to others, all equipment must be wiped down after each use.
7. **PERSONAL TRAINING:** Residents may bring their own trainers to the Fitness Room; however, they must first meet with the Management Office to confirm proper licensing, insurance and scheduling procedures. The trainer will be required to register at the front desk and to execute waivers of liability for their use of the Fitness Room.

c. BBQ GRILLS:

1. **RESERVATIONS:** Grills reservation shall be scheduled through the Manager's Office. Reservations on weekends are recommended.



Condominium Association, Inc. Rules and Regulations

III. Lanais and Balconies

- a. Your lanai and balcony are an important part of the overall appearance of THE RESIDENCES AT COCONUT POINT. To insure that all balconies and lanais remain attractive, the Association asks that the following rules be observed:
 - i. Lanais may not be screed without review and approval by the Architectural Review Committee.
 - ii. All flooring must be approved. Balconies and lanais must be water sealed prior to any tile or marble installation. Approval packages must be submitted to the Association for consideration.
 - iii. Personal articles such as swimsuits or towels may not be draped on the railing of your balcony or lanai.
 - iv. Please do not use your balcony or lanai as a laundry area and do not store cleaning supplies such as mops or rugs on balconies or from windows. Do not allow housekeepers to toss water over balconies when cleaning.
 - v. If you will not be in residence during the hurricane season, please remove all non-secure objects from your balcony or lanai.
 - vi. No additional electrical wiring, television antennas, decorative items or machines that might protrude from the walls or the roof of the building may be installed.
 - vii. All parties shall lower the volume as to the foregoing after 11:00 p.m. of each day. No Unit Owner shall conduct or permit to be conducted vocal or instrumental instruction at any time.



Condominium Association, Inc. Rules and Regulations

IV. PARKING

- a. Any vehicles parked improperly in assigned spaces will be tagged and subject to being towed at the owner's expense.
- b. Parking is only permitted in marked designated spaces. Any vehicle parked in non-designated parking or driveway areas will be tagged and subject to be towed at owner's expense.
- c. An electronic transmitter is needed to open the gate and gain access to the parking garage. There is only one electronic transmitter permitted per assigned parking space. Replacements are available at the office for a fee.
- d. Any illegal vehicles parked IN ASSIGNED SPACES, can be towed ONLY with the space OWNER'S authorization and signature.
- e. The Garage clearance is 6'8". Vehicles such as Hummers, Vans, and SUVs exceeding 6'8" will not be able to park in the Association garage.
- f. For everyone's safety observe the 5 MPH and STOP signs posted in all the parking garages.
- g. Nothing other than a motor vehicle shall be stored in any parking space.
- h. All vehicles parked must have current registration available and be kept in presentable and operable condition. No 4-Sale signs are permitted.
- i. No oil changes or repair of vehicles shall be permitted on the premises, except to change flat tires and replace car battery.
- j. Washing of vehicles on Condominium property is allowed only in designate areas.
- k. Contractors and Workers hired by Unit Owners and residents must park in areas designated by Property Management and may not remain on the property overnight.
- l. Residents are reminded that a written permission from another unit Owners is required to park a vehicle in the other Owner's assigned parking space. The management office must receive a copy of the authorization in advance.
- m. It is the policy of Residence at Coconut Point Condominium that no boats, trailers, commercial vehicles or vehicles with Business Signage are allowed in the gated parking areas. Any resident who violates this policy may be subject to having the vehicle towed at the OWNER'S expense.



Condominium Association, Inc. Rules and Regulations

V. TRASH ROOM

- a. Trash Room hours are from 8am to 9 pm. Please respect your neighbors and not bang the trash room or trash chute doors.
- b. Always bag trash and properly secure prior to placing in chute. When trash is not secured it spills out into the dumpster and can smell up the whole building.
- c. For large items, such as pizza boxes please tear up or take them directly down to the dumpster. All cardboard/moving boxes **MUST** be broken down before they are put in the dumpster in the service court at garage level.
- d. Do not leave any items in the trash room.
- e. Please keep the trash room clean.

Please Note: A complete list of rules and regulations can be found in your condominium association documents.