

Costa Verano Condominium Association, Inc.

1031 First Street South, Jacksonville Beach, FL 32250
Telephone (904) 247-0001 • Facsimile (904) 247-0002

Leasing Requirements

These requirements must be met before lease approval:

The Association must:

1. Provide current copy of all rules and regulations, including leasing requirements
2. Provide rental application forms
3. Verify that the owner has paid all amounts due to the Association prior to approving a lease
4. Approve or reject all prospective tenants

The Owner must provide:

1. A completed rental application
2. \$50.00 lease processing fee payable to Costa Verano Condominium Association, Inc.
3. A copy of the credit/ background/ eviction history for the proposed tenant
4. Non-refundable \$500.00 Move-in fee, payable to the Costa Verano Condominium Association, Inc.
5. Non-refundable \$500.00 Move-out fee, payable to the Costa Verano Condominium Association, Inc. shall be paid within 15 days upon vacating the premises

Tenant must sign off that they have read and agree to abide by the rules and regulations contained in the Costa Verano Declaration of Condominium, Bylaws, Rules and Regulations, and any other Association documents.

Signature

Date

Moving In/ Out Form

In an effort to make the moving transition a smooth process, please read the information contained below. Your acknowledgement of the "Moving Regulations" will be recognized by your signature.

18. Moving and Regulation

- a. All furniture moving must be Mondays through Saturdays between the hours of 8:30 a.m. and 5:00 p.m. Moving vans and trucks used for this purpose shall only remain on Condominium Property when actually in use. Unit Owners shall provide the Association with 24 hours notice of any moving activities and shall coordinate moving activity in advance with personnel at the main entrance gate.
- b. Repair, construction, decorating or re-modeling work shall only be carried out on Mondays through Fridays between the hours of 8:30 a.m. and 5:00 p.m.
- c. Move-ins, move outs and the moving or delivery of bulky items ***must be done in an elevator with padded protectors installed***. The elevator must be reserved with the Property Management in advance of the move. The unit owner shall be responsible for damage done to walls, elevators or any other common elements regardless of whether the damage is caused by a mover or third party. (adopted May 27, 2008)
- d. All furniture deliveries and/ or moving bulky items must use the G-1 garage entrance. No furniture or bulky items may be delivered through the G-2 garage or the front entrance unless approved by the Property Manager. (adopted May 27, 2008)
- e. Doors may ***not*** be propped open. (adopted May 27, 2008)

In addition to the above stated rules, please do not allow usage of the "trolley" carts provided for residents. Usage of the remaining elevators is intended for the sole purpose of the residents. Movers are not allowed to block elevator access, nor stage furniture in garage. Moving trucks are ***only*** permitted to park on the street, facing north-bound, in front of Costa Verano's property.

Please feel free to contact the front office for any clarification that is needed.

Resident:	Owner:
Address/ Unit number:	Elevator Tower: (circle one) NORTH / SOUTH
Dates of move:	Move: (circle one) IN / OUT
Moving company name:	
Moving company address:	
Moving company phone(s):	
Point of contact for moving company:	
Mover's signature:	Date:
Resident's signature:	Date:

COSTA VERANO CONDOMINIUM ASSOCIATION, INC.

Post Office Box 354441
 Palm Coast, FL 32135
www.ssmgroupinc.com

Direct: 386-446-6333
 Toll Free: 800-439-9408
 Fax: 386-446-1830

LEASE APPROVAL APPLICATION

PROPERTY ADDRESS: _____ UNIT #: _____
 OWNER NAME: _____ CONTACT INFO: _____
 LEASE START DATE: _____ LEASE END DATE: _____

Applicant Information: (PLEASE FILL OUT COMPLETELY- Incomplete applications will not be processed.)

Applicant Name	Last	First	MI	Date of Birth	Social Security #
Applicant Name	Last	First	MI	Date of Birth	Social Security #
Current Address	Apt. #	City		State	Zip
Drivers License # (Provide copy)			State Issued		Expiration
Drivers License # (Provide copy)			State Issued		Expiration
Email Address		Home Phone		Cell Phone	
Landlords Name		Landlords Phone		Lived at Present Address Since	

Residential History:

Previous Address	Apt. #	City	State	Zip
Dates at Previous Address	Reason for Moving			
Landlords Name	Landlords Phone			
Were You Evicted? (If Yes, Why?)				

Employment Information:

Present Employer	Phone	Job Title		
Address	City	State	Zip	
Supervisors Name		Length of Employment		
Current Gross Monthly Income		Self Employed?		

Occupant Information: (Please list all other people to live in dwelling, include all children.)

Name	Last	First	MI	Date of Birth	Social Security #	Relationship
Name	Last	First	MI	Date of Birth	Social Security #	Relationship
Name	Last	First	MI	Date of Birth	Social Security #	Relationship

Criminal History: Has any occupant listed above been convicted of a felony? (If yes, please explain.)

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Vehicle Information: (Please list all vehicles that belong to occupants. Provide a copy of vehicle registration AND drivers licenses.)

Automobile Make	Model	Color	Year	License Plate
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Motorcycles (Other Vehicles)				
Name to appear on keypad directory (Last name, First initial)			Phone number for guest access	

Pet Information: (Please be aware that the Board of Directors may restrict pets from being kept in unit or on property at their sole discretion)

Breed	Color	Age	Weight
Breed	Color	Age	Weight

Miscellaneous Information:

Emergency Contact Name	Phone	Relationship	
Address	City	State	Zip

Leasing Agent:

Name	Company		
Email Address	Mailing Address		
Office Phone	Cell Phone	Fax	

Background Check Perform? (If yes, please provide a copy.)

Application Statement: (You MUST initial beside each statement. If any are left blank, approval will not be granted.)

I understand that a Criminal Background check, Social Security Verification, Credit History and Employment Verification will be processed prior to Association Approval. (____/____)

I have reviewed or received a copy of the Association Declaration of Covenants and Restrictions and Rules and Regulations, and I agree on behalf of all persons using the premises under my permission to abide by these rules under penalty of approval termination. (____/____)

I understand that I must receive Association Approval prior to occupancy of the unit or residence. (____/____)

I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Costa Verano Declaration of Covenants and Restrictions: Section 10.5 Sales and Leasing

Leasing:

Leasing of Units shall be subject to the prior written approval of the Association. All leases shall be on forms approved by the Association and shall provide that the Association shall have the right to terminate the lease upon default by the tenant in observing any of the provisions of this Declaration, the Articles of Incorporation and Bylaws of the Association, applicable rules and regulations of the Association or other applicable provisions of any agreement, document or instrument governing the Condominium. No portion of a Unit (other than an entire Unit) may be leased. Units may be leased only four (4) times each calendar year and each lease must be for a minimum of thirty (30) days. The Unit Owner and the tenant will be jointly and severally liable to the Association for any damage to Condominium Property and to pay any claim for injury or damage to property caused by the negligence of the tenant. All leases shall also comply with and be subject to the provisions of the balance of Article 10 hereof. The Developer reserves the right to utilize Units as models or for such other purposes as it sees fit, including, but not limited to, the sale and leaseback of such Units.

Owner or Owners' Agent is responsible for providing a copy of Association Covenants and Restrictions and Rules and Regulations to the tenant. These documents may be requested for immediate download on homewisedocs.com.

We request at least 10 business days for processing/ obtaining the required board member signatures. Tenants may not move in until approval is granted.

OFFICE USE ONLY:

Non Refundable Application Processing Fee	Collected By	Date	Check #
Assessments owed to the Association	Paid	Accounting Clearance By	

APPLICATION CHECKLIST:

Complete application	
Non-refundable application fee for \$50.00, payable to Costa Verano Condominium Association, Inc.	
Non-refundable Move-in fee for \$500.00, payable to the Costa Verano Condominium Association, Inc.	
Non-refundable Move-out fee for \$500.00 shall be paid within 15 days upon vacating the premises, payable to Costa Verano Condominium Association, Inc.	
Copy of executed lease agreement	
Copy of criminal background report/ eviction history	
Copy of vehicle registration (for each vehicle that will be routinely parked on property)	
Copy of drivers license (for each occupant over the age of 18)	

CERTIFICATE OF APPROVAL FOR LEASE

In accordance with the requirements of Costa Verano Condominium Association, Inc. in Duval County Florida, approval of the lease agreement is granted to:

Lessor (Owner): _____

For lease of the residential unit located at: 1031 South First Street, Unit _____ Jacksonville, FL 32250

Lessee (Tenant): _____

(Address, City, State, Zip Code)

Lease term and dates: _____ months From: _____ To: _____

Unit will be occupied by:

Number of Adults _____ Number of Children _____

Number/Type of Pets _____ Weight of each pet _____

Standard Credit and Background Check Provided _____

Non-refundable application fee for (\$50.00) Received _____

Non-refundable Move-in fee (\$500) Received _____

Current Status (Balance Due) of Member Assessment Payments _____

LEASE APPROVAL GRANTED BY:

Signature/Title: _____ Date: _____

Signature/Title: _____ Date: _____