

# CARDINAL MANAGEMENT GROUP of Florida

## Guide to Completing the LEASE/PURCHASE Application

### Information To Be Aware of - Please Read Carefully.

This application is to be completed by the owner(s) **and** purchaser(s) or the owner(s) **and** lessee(s). If utilizing a real-estate/rental agent, **the unit owners are still required to sign application**, or provide a signed Power of Attorney authorizing agent to sign on owners' behalf. All parties **MUST** sign the application. **There are no exceptions to this requirement.** Applications will be returned and **processing delayed** if missing any signatures.

This application must be submitted to Cardinal Management Group of Florida, Inc. (CMG) and supported with **a copy of the executed purchase or lease agreement signed by all parties; along with a one hundred dollar (\$100.00) non-refundable processing fee**, made payable to **Courtyard II Homes at Bell Tower Park**. There may also be additional fees.

Contact CMG at (239) 774-0723 or [cardinal@cmgflorida.com](mailto:cardinal@cmgflorida.com) for further direction.

### General Requirements/Information

Units may not be leased for a period of less than thirty (30) days. Units may be leased for a maximum of three (3) times per calendar year. Additionally, all Association units are designated as single-family residences only, and must be leased and/or utilized as such. All annual rental renewals must be submitted no less than forty-five (45) days in advance of the lease renewal date for the Association's review and approval.

Information collected will be used to perform an international background and/or credit check of the applicants. This information is utilized by the Association to determine eligibility for approval.

### Application Processing

Once your completed application is received, processing will commence. Application processing times vary, but can take up to 30 calendar days to obtain approval.

If submitting the application less than thirty (30) calendar days prior to your closing/lease start date (target date), include the applicable "rush" fee listed below in addition to your \$100 application fee.

- If target date is **15-29 days** from date of submission, include a **\$40.00** "rush" fee.
- If target date is **14 days or less**, include a **\$50.00** "rush" fee.

### Mandatory Requirements

The omission of the information listed below **will** result in your application being rejected and returned to you. This will delay the processing of your application and may result in the processing time extending beyond your closing/lease start date.

#### **DO NOT LEAVE ANY FIELDS BLANK. IF NOT APPLICABLE, ENTER "N/A".**

- A copy of the purchase or lease agreement signed by all relevant parties.
- A one hundred dollar (\$100.00) non-refundable processing fee made payable to Courtyard II Homes at Bell Tower Park.
- Full legal name and date of birth are required for all applicants.
- Driver's License number(s) are required.
- Social Security Number(s) are required.
- **At least** one phone number at which the applicant may be reached.
- Applicants' current address.
- Names and relationship of **ANY/ALL** persons who will be staying in the unit on a regular basis. If none, enter **"NONE."** **DO NOT LEAVE THIS FIELD BLANK.**
- Make, model, year, **AND** tag number of all vehicles that will enter upon the Association property.
  - If a rental car will be used, this field **MUST** be filled in with the word "Rental." **DO NOT LEAVE THIS FIELD BLANK.**
- Specify all pets to be kept in the Unit. If a dog, include breed and weight. If no pets will be in the unit, enter **"None."** **DO NOT LEAVE THIS FIELD BLANK.**
  - Please note that the maximum allowance is limited to two (2) small domesticated animals, plus two (2) birds.
- Complete applicable section **"For Purchasers Only"** or **"For Lessees Only."**
- Note all locations where a signature is required and sign accordingly.

#### **DO NOT LEAVE ANY FIELDS BLANK. IF NOT APPLICABLE, ENTER "N/A".**



## CARDINAL MANAGEMENT GROUP of Florida, Inc.

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### **COURTYARD HOMES AT BELL TOWER PARK II**

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C/O CARDINAL MANAGEMENT GROUP OF FLORIDA  
5100 BELL TOWER PARK BLVD  
FORT MYERS, FLORIDA 33912

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### **APPLICATION FOR APPROVAL TO PURCHASE OR LEASE A UNIT**

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REVISED 1/13/15

#### **INSTRUCTIONS:**

This application is to be completed by the owner(s) and purchaser(s) or lessee(s).

This application must be submitted to the Association's Manager and must be supported with:

- A copy of the purchase or lease agreement signed by all relevant parties; and
- A non-refundable processing fee in the amount of one hundred dollars (\$100.00), made payable to Courtyard Homes at Bell Tower Park II.

Note that units may not be leased for a period of less than thirty (30) days. Additionally note that all Association units are designated as single-family residences only, and must be leased and / or utilized as such.

All annual rental renewals must be submitted no less than forty-five (45) days in advance of the lease renewal date for the Association's review and approval to renew.

#### **APPLICATION QUESTIONNAIRE:**

**I Hereby Apply for Approval To... (*check one*):**

☐ ...purchase (address) #\_\_\_\_\_, and for membership in the Association.

☐ ...lease (address) #\_\_\_\_\_ in the community for a period  
beginning on: (month / day)\_\_\_\_\_, (year)\_\_\_\_\_,  
and ending on: (month / day)\_\_\_\_\_, (year)\_\_\_\_\_.

☐ **RENEWAL**

**APPLICATION QUESTIONNAIRE (CONT.):**

**1. Current Unit Owner's Name(s):** \_\_\_\_\_

**2. Full Name of Applicant:** \_\_\_\_\_

**Driver's License Number and State:** \_\_\_\_\_

**Social Security No.:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Telephone (home):** \_\_\_\_\_ **Telephone (business):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**3. Full Name of Co-Applicant/Spouse:** \_\_\_\_\_

**Driver's License Number and State:** \_\_\_\_\_

**Social Security No.:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Telephone (home):** \_\_\_\_\_ **Telephone (business):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**4. Applicant's Current Street Address:** \_\_\_\_\_

**City / State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**How Long at This Address?** \_\_\_\_\_

**5. Mailing Address (if different than above):** \_\_\_\_\_

**City / State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**6. Two Personal References (preferably local):**

(#1) **Name:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**City / State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone (home):** \_\_\_\_\_ **Telephone (other):** \_\_\_\_\_

(#2) **Name:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**City / State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone (home):** \_\_\_\_\_ **Telephone (other):** \_\_\_\_\_

**7. Person(s) to be Notified in an Emergency:** \_\_\_\_\_

**Telephone (home):** \_\_\_\_\_ **Telephone (other):** \_\_\_\_\_

**8. Other Family Members to Occupy the Unit:**

*Name:* \_\_\_\_\_ *Relationship to Applicant:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Specify All Vehicles to be Stored on the Premises:**

*(please note that no vehicle may block a sidewalk or street or be parked in the common areas)*

**Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Tag No.** \_\_\_\_\_ **State** \_\_\_\_\_

**Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Tag No.** \_\_\_\_\_ **State** \_\_\_\_\_

**10. Specify the Type, Size, and Weight of Pets to be Kept in the Unit:**

*(Owners: Please note that the maximum allowance is limited to two small, domesticated animals, GUESTS & TENANTS CANNOT HAVE PETS!)*

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

**FOR PURCHASERS ONLY:**

**Identify Mortgagees, if Any:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City / State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Intended Use of Unit (check one):**

☐ full-time residence                      ☐ part-time residence                      ☐ lease to others

**Closing Date:** \_\_\_\_\_

**FOR LESSEES ONLY:**

**Identify Current / Most Recent Landlord (if applicable):**

**Full Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City / State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Duration of Most Recent Rental:** \_\_\_\_\_

**Prior Address:** \_\_\_\_\_ **City / State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Have You Ever Been Evicted or Asked to Vacate a Property that You Rented?** \_\_\_\_\_

**If So, Why?** \_\_\_\_\_

**Where?** \_\_\_\_\_ **When?** \_\_\_\_\_

**When?**

**APPLICANT'S AFFIDAVIT:**

*"I am familiar with and agree to abide by the Association's Declaration of Condominium, the Bylaws and the Rules and Regulations. I understand and agree that the Association, in the event that my lease is approved, is authorized as the owner's agent with full authority and power to take whatever action may be necessary, including eviction, to prevent violation by lessees and guests of the provisions contained in the above documents. I represent that the information stated is factual and correct and I agree that any misrepresentation in this application will justify its disapproval. Additionally, I do consent to any further inquiries concerning this application and the references given below, as well as an investigation into my background and that of the 'other occupants' listed above. If this application is for a unit purchase, I agree to be available for an interview with the designated representatives of the Association."*

**Applicant (sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Co-Applicant (sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CONDOMINIUM OWNER'S AFFIDAVIT:**

*"I have verified the accuracy of the above information, verified the identities of the prospective tenants and do certify that I have reviewed all rules and regulations of the Association. I accept personal responsibility for follow-up with the tenants regarding violations or complaints."*

**Owner (sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Co-Owner (sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**RENTAL AGENT OR COMPANY AFFIDAVIT:**

*"As the rental agent for the unit owner, the undersigned agrees to be responsible for the immediate correction or prevention of any violations by the tenants of the restrictive covenants or rules applicable to the Association, including termination of the lease and removal of the tenant."*

**Rental Agent (sign):** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Rental Company (if applicable):** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**THE FOLLOWING FIELDS ARE FOR OFFICE USE ONLY**

For unit purchasers only... Interviewed by: \_\_\_\_\_

Interview date: \_\_\_\_\_

This application is... approved \_\_\_\_\_ denied \_\_\_\_\_ on date: \_\_\_\_\_

...on behalf of the Courtyard Homes at Bell Tower Condo., by: \_\_\_\_\_

(printed name) \_\_\_\_\_

title \_\_\_\_\_, on date: \_\_\_\_\_

**I, my heirs, assigns and legal representatives, hereby release and fully discharge Cardinal Management Group of Florida, Inc. (the "The Company"), its parent and affiliated companies and the respective officers, directors, shareholders, employees, agents of each, including subcontractors, from any and all claims, monetary or otherwise, that I may have against The Company, its parent, affiliates or subcontractors, arising out of the making, or use of, either a consumer report and/or investigative report, including any errors or omissions contained or omitted from such reports or investigations.**

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**PLEASE RETURN A COPY OF THIS PAGE WHEN YOU SUBMIT  
YOUR APPLICATION, CONTRACT, AND FEES! *DO NOT OMIT!***  
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PLEASE NOTE THAT A CONDENSED REVIEW OF THE ASSOCIATION'S GOVERNING DOCUMENTS IS ATTACHED. REFER TO A FULL SET OF ASSOCIATION DOCUMENTS FOR OTHER USE RESTRICTIONS.

## **Courtyard Homes at Bell Tower Park II**

### **Attachment to Purchase/Lease Application**

This purpose of this attachment is to familiarize prospective residents with some of the basic rules of the Association and also to offer some helpful information to make the experience as pleasant as possible. This attachment only summarizes some of the more common rules. Applicants should consult the official Governing Documents for more detailed information on other rules and regulations. The property manager may also be contacted if prospective residents have questions regarding the rules and regulations.

#### **Summary of Common Rules**

All leases of Residential Units must be in writing and a copy of any lease shall be delivered to the Association with a completed application as part of the approval process. Units may not be leased for a period of less than thirty days.

- All residents and guests shall minimize noise so as not to disturb the residents of other units.
- Garage doors shall remain closed except upon entering or exiting the garage.
- No garage sales, carport sales, yard sales or similar-type activity shall be permitted.
- Residents may not make any alterations, additions or changes to the exterior of the unit without the prior written consent of the Association.
- Parking of motor vehicles is only permitted in garages and driveways; they must not stick out into the street. Guest parking is for guest ONLY. All speed limits must be obeyed.
- No unit owner shall store or leave any boat or trailer on the condominium property; however, an Owner may store a boat or trailer in the garage area assigned to such unit if the boat or trailer fits in the garage with the garage door closed. Nothing contained herein shall be interpreted to allow a Unit Owner to park his other vehicles anywhere other than in the garage area assigned to the unit.
- Pets
  - Renters and guests are not permitted to have pets.
  - Residents must clean up after their pets.
  - All pets must be carried or on a leash when outdoors.
  - Pets may not be left unattended on lanais or tied up anywhere within the community.
  - No more than 2 small pets (dogs or cats) are allowed in a unit.
    - The Association Board of Directors may require the removal of any pet that is deemed to be a nuisance.
- No furniture (patio or otherwise) may be placed outside on either the lawn or driveway without the prior written consent of the Association and only for certain special occasions. All furniture must be placed and remain inside the screened enclosure or within the Unit.
- No trade or business may be conducted in or from any Residential Unit.