

BIRD BAY NORTH (PHASE VI) CONDOMINIUM ASSOCIATION, INC.  
***APPLICATION TO LEASE FOR SEASONAL TERM***

Please return this form along with a copy of the sales contract and a \$50.00 application fee made payable to THE BIRD BAY NORTH(PHASE VI) CONDOMINIUM ASSOCIATION, INC. to: Sun Vast Properties, Inc., 321 Interstate Blvd., Sarasota, FL 34240

This fee is to cover processing and handling of this application, and is within the jurisdiction of the Association's By-laws.

A copy of the Lease Agreement must be attached, signed by both parties.  
Also a copy of the signed Rules and Regulations signed by the prospective tenant(s) must be submitted.

Application Date \_\_\_\_\_

Unit Address \_\_\_\_\_ Bldg. \_\_\_\_\_ Unit. \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Rental Period \_\_\_\_\_ To \_\_\_\_\_

THE FOLLOWING INFORMATION TO BE COMPLETED BY LESSEE (Husband & wife to be listed separately)

Lessee Names \_\_\_\_\_ Phone \_\_\_\_\_

Present address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

**Co-Applicant:**

Lessee Names \_\_\_\_\_ Phone \_\_\_\_\_

Present address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

ADDITIONAL OCCUPANTS: (List everyone who will be residing in the unit)

Full Name \_\_\_\_\_ Age \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Full Name \_\_\_\_\_ Age \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**CREDIT REFERENCES:**

Type of Account: \_\_\_\_\_  
Type of Account: \_\_\_\_\_  
Type of Account: \_\_\_\_\_

**VEHICLE:** Recreation vehicles such as motor homes, campers, trucks, panel vans, trailers & boats are not permitted in Bird Bay Village. Passenger vehicles only. Please fill in the information below.

Make and Model \_\_\_\_\_ Model \_\_\_\_\_  
License # and State \_\_\_\_\_

Make and Model \_\_\_\_\_ Model \_\_\_\_\_  
License # and State \_\_\_\_\_

**PETS:** Renters are not permitted to bring pets on the premises.

Have you ever been convicted of a felony ? \_\_\_\_\_ If yes, please list what year and reason:

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

**PERSONAL REFERENCES:** (Please supply the name address, telephone number and relationship)

Name \_\_\_\_\_ Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

**Contacts in case of emergency:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Tel. # \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Tel. # \_\_\_\_\_

I (We) agree to abide by the Bird Bay North (Phase VI) Condominium Association's Declaration of Condominium, Association's By-Laws, and its Rules & Regulations (Copy attached). Please read carefully and sign where indicated. If any of these Rules & Regulations are broken, our Board of Directors have the power to terminate the lease. I agree to attend the earliest available Orientation Meeting after occupying the units. In the event that the information provided by me(us) is found to be misleading or false, my acceptance for this rental, lease, or purchase, whether determination is made before or after my date of occupancy, may be affected.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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TO BE FILLED OUT BY THE BOARD OF DIRECTORS

ACCEPTED (    )      REJECTED (    ) BY THE BOARD OF DIRECTORS

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
DIRECTOR OR AGENT

**Minimum rental period is 90 days**

## CRIMINAL / CREDIT CHECK APPLICATION

Association Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

<b>Applicant Name:</b> Last      Middle      First	<b>Marital Status:</b>	<b>Social Security Number:</b>	<b>Date of Birth:</b>
<b>Other Residents:</b> Last      Middle      First	<b>Relationship:</b>	<b>Social Security Number:</b>	<b>Date of Birth:</b>

### Residence History

<b>Current Address</b>	<b>Address(include apartment #):</b>	<b>City, State, Zip:</b>	<b>Phone:</b>
<b>Previous Address</b>	<b>Address(include apartment #):</b>	<b>City, State, Zip:</b>	<b>Phone:</b>

### EMERGENCY CONTACT

<b>Name of Nearest Relative/Contact</b>	<b>Relationship:</b>	<b>Address, City, State, Zip:</b>	<b>Phone:</b>

**If You Answer Yes To Any Of These Questions, Please Write Year Of Occurrence And Give A Brief Explanation.**

Have you ever filed for bankruptcy? \_\_\_\_\_  
Have you ever been evicted or asked to move out? \_\_\_\_\_  
Have you ever been convicted for selling, distributing or manufacturing illegal drugs? \_\_\_\_\_  
Have you ever been convicted of a felony? \_\_\_\_\_

By completing this application I agree that you may conduct a credit, background and reference check of me. I hereby authorize Information Access Network to use any consumer reporting agency, credit bureau, or other investigative agencies to investigate the references within this application or statements of other data obtained from me or any other person pertaining to my employment history, prior credit tendencies, character, general reputation, personal characteristics, and mode of living, to obtain a consumer report and such other credit information which may result thereby, and to disclose and furnish such information to the owner's agent in support of this application. I have been advised that I have the right, under Section 606B of the Fair Credit Reporting Act, to make a written request, within 60 days, for a complete and accurate disclosure of the nature and scope of this investigation.

The facts set forth on this sheet are true and complete. I, as the prospective applicant agree that a complete investigation of all on this sheet will not constitute invasion of privacy. I authorize Information Access Network to obtain credit reports, criminal and eviction background information. Information Access Network has my permission to release information found in their screening process.

**OWNER/AGENT WILL REQUIRE A PAYMENT OF \$ 50/PERSON WHICH IS TO BE USED TO SCREEN APPLICANT WITH RESPECT TO CREDIT HISTORY AND OTHER BACKGROUND INFORMATION.**

**CHECK IS PAYABLE TO SUNVAST PROPERTIES, INC.**

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATED:** \_\_\_\_\_, 20\_\_\_\_

**Co-APPLICANT SIGNATURE** \_\_\_\_\_ **DATED:** \_\_\_\_\_, 20\_\_\_\_

**BIRD BAY NORTH (PHASE VI) CONDO ASSOCIATION, INC.**  
**RULES & REGULATIONS**  
**REVISED FEBRUARY, 2014**

**AUTHORITY**

The Bylaws of the Bird Bay North Condominium Association, Inc., authorizes the Board of Directors to adopt such uniform administrative rules and regulations governing the details of the operation of the condominium and restrictions upon, and requirements respective of the use and maintenance of the units and of the common elements as may be deemed necessary to assure the enjoyment of all unit owners and to prevent unreasonable interference with the use of the units. Rules and regulations have been adopted by the Association and are applicable to unit owners in Bird Bay North (Phase VI) and any other condominium that may be operated by the Association. All Condominium and Home Owners Associations in the state of Florida are governed and regulated under Florida Law. Each Association is required to be incorporated and acts similar to a private company. Units owners elect a Board of Directors whose responsibility is to act as legal representatives of the unit owners to enforce by the Bylaws of the Association and adhere to Florida Statute 718.

**Violations to the Rules and Regulations will be handled in the following manner:**

1. Personal contact by management notifying the owner of the violation
2. Violation letter sent
3. Final demand letter with compliance deadline and appropriate fines levied
4. Binding arbitration

**Leasing, Loaning and Selling the Units**

Owners of units may lease, loan or sell their units to others provided they comply with certain requirements.

1. Units are for single family residential occupancy only.
2. **All rentals and sales must be approved in advance by the Association's Board of Directors.** Applications for approval of lease or re-sale may be obtained from the property manager's office. A copy of the lease or contract for sale must be submitted with the application.
3. Units may not be rented for a period of less than three months.
4. Applications must include information as to the number of occupants and ages of all minor children and all pets if applicable. To expedite approval, references for prospective lessees should be included when submitting the lease for approval.

5. Unit owners planning to lend a unit to others, such as relatives, friends, etc., should furnish the property manager with names, ages, length of stay and other pertinent data concerning the family to whom the unit is to be loaned.
6. All guests and visitors shall notify the property manager's office of the length of their stay and furnish the license number of any auto which they intend to keep on the premises for security reasons.
7. **Unit owners are responsible for the actions of their tenants and must inform them of the rules and regulations affecting the units.**
8. In order to save embarrassment to guests, owners who loan their units should inform their guests of the rules governing the use of the Recreation facilities, pointing out especially the provision that all children under the age of 12 must be accompanied by an adult when using the facility.
9. A copy of the Rules and Regulations shall be given to any prospective purchaser or renter, who shall agree in writing to abide by the same.
10. Any application shall be accompanied by a \$50.00 administrative fee payable to the Bird Bay North Condominium Association, Inc. to cover the cost of processing and handling the resale or rental activity.

### **Management**

The property manager is responsible for the maintenance of the buildings and the grounds, the collection of the maintenance assessments (fees), the paying of bills and the keeping of the condominium records. The property manager is also responsible for the enforcement of the rules and regulations set forth by the board of directors and the Declaration of condominium. In addition:

1. It is strongly urged that residents not give instructions or suggestions to maintenance contractors. It is also requested that residents do not engage them in lengthy conversations. Any residents who wish to arrange for personal service with any association contractor should make arrangements through the property manager's office. ALL SERVICE REQUESTS and/or complaints must be in writing to be properly handled.
2. Exterior plantings must be confined to the limited common areas (patios, entries, and existing flower beds) designated in the declaration of condominium. Plantings in limited common areas that are visible from other units or from the street require a variance approved by the board of directors.

3. Any exterior modifications and interior changes visible from the outside must have a variance request approved in writing from the board of directors of the Bird Bay North Condominium Association.
4. No laundry, swim gear or other miscellaneous items may be placed or hung where visible from the outside of the buildings. This includes porches, lanais, terraces, patios, carports and railings. Boxes, equipment and other materials may be stored only inside a unit or storage room. Only outdoor furniture may be used in patios, porches and other areas exposed to the elements.

### **Maintenance Assessments (Fees)**

Maintenance fees are determined each year based on an operating budget established by the Board with the assistance of owner committees and management. Maintenance fees not paid within ten days after the due date are subject to a \$25 late charge. The Association's board of directors has the power to place a lien on the unit or units to which the fees apply, if they are not paid when due. All legal fees in regard to the lien will be paid by the unit owner.

### **House Pets**

All pets must be listed on the sales or lease application and are subject to Board of Directors approval. The following guidelines apply to pets at Bird Bay Phase VI.

1. Outside of the units, pets must be leashed at all times and must not be walked or exercised on the sodded areas of the grounds, on the golf course or in the confines of the swimming pools.
2. No pets are to be left outside unattended. They must be in the company of their owners at all times.
3. All pets must be properly registered and licensed in the jurisdiction in which they primarily reside. ( If asked for by a Community Authority proper documentation must be presented. This is usually the registration tag)
4. All pet refuse is to be picked up and disposed of promptly in the proper trash receptacles located throughout the Bird Bay Community.
5. Please be kind to your neighbors and keep pet noise to a minimum.

### **Outdoor Cooking**

Cooking grills are not to be used except on patios adjoining the units. Grill equipment must be stored in the unit, patio, carport storage room or garage. Propane bottles MUST NOT be stored inside enclosed areas.

### **Parking of Vehicles**

Commercial vehicles, trucks, boats, campers, vans, motor homes, trailers, mobile homes and similar vehicles may not be parked on the condominium property overnight, except in an enclosed garage or except with permission of the board of

directors and/or management. **All personal vehicles to include SUVs are permitted to be parked in designated parking areas only.** Designated 24/7 spaces are unit driveways, garages and carports. **Any personal vehicle that cannot fit in an enclosed garage or completely underneath a carport cannot be parked on condominium property overnight.** In the interest of safety, all vehicles must observe the speed limit and all traffic signs posted within the property.

### **Swimming Pools**

Pools within a particular condominium are for the exclusive use of the residents of such condominium and their guests. The pool at the Recreation facilities is for the use of all Bird Bay Village residents and their guests.

### **Trash and Garbage**

Garbage (food scraps and refuse) must be run through kitchen disposal units. In no case may substances subject to spoilage be put into trash receptacles. Trash such as bottles, cans, cartons, newspapers and other items as provided by ordinance of the City of Venice shall be placed in the red containers provided by the city and placed at the curb in accordance with the established schedules. All cardboard boxes must be broken down and placed by the curb. **Please refrain from placing trash or re-cycle items out for pick up on days other than the pick up days.** Placing items out early encourages our animal friends like raccoons and blackbirds to rummage through garbage.

**For Sale Signs – No for sale signs of any kind are permitted to be displayed unless they are part of a Realtors Open House.**

## **BIRD BAY COMMUNITY ASSOCIATION**

Bird Bay Community Association is the governing body for the common area that contains the main pool, main lounge, community office, library, craft and exercise rooms, tennis courts and shuffleboard courts. It is located at the main entrance off US # 41 By-Pass and covers 5.4 acres. All 1,026 unit owners are members of the Community Association.

It is governed by a seven member board of directors that is elected on alternate years at their annual meeting in March. They have block voting by designated representatives of the separate condo associations. The designated voting representative for Phase VI is the president of the Phase VI Board.

Community Board meetings are on the 2<sup>nd</sup> Thursday each month at 9 a.m. in the Clubhouse.

The Community Association is responsible for all social activities in Bird Bay Village under the direction of an activities committee. Other functions include:

Monthly newsletter – available the first of each month in the library

Channel 195 – closed circuit TV channel that lists meetings and social activities

Annual Directory – a listing of all residents boards, committees and other useful information about the Village. Available in the library in September each year.

Pool & Tennis Keys – They are available from the Community office

### **BIRD BAY NORTH RECREATION**

This association is made up of the unit owners in Phase VI, Waterside, and Estates, 110 in all. They govern the pool that is located at the end of Chatham Drive and for the use of unit owners and their houseguests only.

It is governed by a three member board of directors elected on alternate years for two year terms at their annual meeting in December each year.

The Association holds a pot luck BYOB cocktail party at the pool on the second Saturday of each month from 4 until 6 p.m. It's a good chance to meet new neighbors and visit.