

SHORE TOWERS BUYERS **APPLICATION PACKET**

- Shore Towers Application
- Tenant Credit Information Form
- Rules & Regulations
- Frequently Asked Questions

RETURN

- Shore Towers Application
- \$100 application fee made payable to Shore Towers Association
- Copy of picture ID for each applicant
- Completed Tenant Credit Information Form
- Copy of the Sales Contract
- Return all documents and check to
 - Joy Shiver, Assistant Manager
 - Resource Property Management
 - 7300 Park Street
 - Seminole, FL 33777
 - Email: jshiver@resourcepropertymgmt.com
jshiver@resourcepropertymgmt.com

QUESTIONNAIRE FOR PROPOSED APARTMENT OCCUPANT

Apartment No: _____ Date: _____

Present Owner's Name: _____

Applicant 1 full name: _____

Applicant 2 full name: _____

Present home address: _____

How long at this address: _____

Applicant 1 phone number: () _____ Cell phone number: () _____

Applicant 1 Email Address: _____

Applicant 2 phone number: () _____ Cell phone number: () _____

Applicant 2 Email Address: _____

Who else will live with you in Shore Towers Apartments? _____
Relationship: _____ Age: _____

In compliance with the Fair Housing Act (September 13, 1988) one owner must be fifty-five years of age or older and other occupant(s) over 18 years of age. Ages must be verified. Applicants must provide drivers' licenses (photo copy of each) or a notarized statement that the ages comply with the restrictions outlined above.

Current or former type of business: _____

Business address: _____

Business phone number: _____

Bank name: _____

Bank address: _____

Our Association must maintain a record of apartment owners carrying mortgages.

Will you carry a mortgage? _____

With whom: _____

NOTE: Private mortgages are not acceptable. (See Declaration of Condominium Ownership in the Blue Book: Section 18 (e) Mortgage page 14.)

SHORE TOWERS BUILDING OF TOWN APARTMENTS SOUTH NO. 103 INC., A CONDOMINIUM

Automobile make/model: _____
(1 automobile per unit)

Number of children: _____ Ages: _____

Number of grandchildren: _____ Ages: _____

- Prior to approval of this questionnaire, the prospective purchaser must meet with the Board of Directors.
- I have no pets and shall comply with the House Rules which prohibits pets.
- Purchaser agrees to permit ingress and egress to his unit by the Association when necessary for the purpose of maintenance and repair, at as little inconvenience as is possible during normal working hours.
- All owners are required to advise the Board of Directors in writing the number and names of all guests occupying their unit in their absence, together with their approximate arrival and departure times.

Have you read the Blue Book, the By-Laws, House Rules, and the additional Rules and Regulations by which life in a condominium is governed, as well as the Rules and Regulations governing the Recreation facilities?

Yes: _____ No: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

The Florida Foreign Investment in Real Property Tax Act of 1980 requires the following information:

Citizenship: U.S.A. ____ Other _____

REFERENCES

Business: _____ Address: _____

_____ Address: _____

Personal: _____ Address: _____

_____ Address: _____

I/We hereby agree to the following excerpts from the Association's Blue Book, Rules and Regulations; it is understood that:

- A. This apartment is to be my personal residence within a matter of ____ days and will not be used as an office or for business purposes.
- B. The Shore Towers Building operates as a residential condominium, controlled by a nonprofit Association, managed by an elected Board of Directors.
- C. Assessments may be made from time to time as Association expenses occur.
- D. Apartment owners are responsible for their own property tax, insurances on apartment furnishings and for monthly maintenance fees.
- E. Payment of One Hundred Dollars (100) made payable to the SHORE TOWERS ASSOCIATION must accompany the Questionnaire Application, together with a copy of executed contract of sale or lease.
- F. I/We will not lease or rent my/our condominium parcel until after we have physically occupied and resided in said condominium for three (3) years, after which period we will not rent or lease said unit for periods of less than twelve (12) consecutive months in any five (5) year period without the approval of the Board and in accordance with our Blue Book and Rules and Regulations.
- G. New owners are asked to be available to serve on the Board of Directors after they have been in residence one year.
- H. Rules concerning use of recreation facilities (pools, shuffleboard courts and recreation hall) must be strictly followed, in accordance with the Shore Drive South Corp. regulations.
- I. Parking space for only one (1) vehicle no longer than 19' is allotted to each unit.
- J. I/We will abide by the BLUE BOOK and the RULES AND REGULATIONS as promulgated by the Shore Towers Association's Board of Directors.

WITNESS: _____ Signed: _____

_____ Signed: _____

Date: _____

CUSTOMER NUMBER: 1715

TENANT CREDIT 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 to obtain information. I/We understand that on my/our credit file it will appear that TENANT CHECK has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future.

PLEASE PRINT CLEARLY

<u>TENNANT INFORMATION</u>		<u>SPOUSE / ROOMMATE</u>	
SINGLE _____ MARRIED _____		SINGLE _____ MARRIED _____	
SOCIAL SECURITY #:		SOCIAL SECURITY #:	
FULL NAME:		FULL NAME:	
DATE OF BIRTH:		DATE OF BIRTH:	
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:	
EVER BEEN ARRESTED: YES NO		EVER BEEN ARRESTED: YES NO	
EVER BEEN EVICTED: YES NO		EVER BEEN EVICTED: YES NO	
DRIVER'S LICENSE # STATE		DRIVER'S LICENSE # STATE	
<u>SIGNATURE:</u>		<u>SIGNATURE:</u>	
PHONE NUMBER: () -		PHONE NUMBER: () -	

TENNANT CHECK HOURS OF OPERATION: MONDAY – FRIDAY: 9:00 am. – 5:30 pm. SATURDAY: 11:00 am. – 4:00 pm. ALL ORDERS AFTER 5:00 PM (3:00 PM ON SAT) WILL BE PROCESSED THE NEXT BUSINESS DAY. email@TenantCheckLLC.com or TENNANT CHECK FAX # (727) 942-6843	IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE- PULL THE REPORT A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES / MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS
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FEDERAL LAW REQUIRES THE END USER TO RETAIN THIS FORM FOR 5 YEARS (TENNANT CHECK APPLICATION REV. 06-2008)

RULES AND REGULATIONS

SHORE TOWERS BUILDING OF TOWN APARTMENTS SOUTH NO. 103, INC.

In addition to the other obligations and duties set forth in Paragraph 14 (Use Restrictions) of the Declaration of Condominium, the following Rules and Regulations have been established by the Shore Towers Association Board of Directors:

1) Parking of Vehicles:

- a) Parking shall be limited to one (1) non-commercial vehicle, as defined in Section 14.9 of the Declaration, in the space assigned to each owner. Such vehicles must be parked between the white lines of the parking space.
 - i. Such vehicles must also be parked front-end in to the space bumper.
 - ii. Such vehicles shall not exceed the length or inside width of the parking lines of the parking space.
- b) Permitted minimal commercial signage shall consist of not more than one (1) magnetic sign or painted words measuring no more than (18) inches by (24) inches on (1) door of the vehicle.
- c) Owners shall use their assigned space only. Permanent residents shall not use Guest parking spaces for their own vehicles.
- d) Contractors are not permitted to park in an Owner's parking space or in the carrier/mail delivery parking space. Owners are responsible for ensuring their contractors park in the guest parking spaces only.
- e) No Person (Owner or otherwise) shall use another Owner's parking space without permission of said owner. The permission must be in writing, using the [Second Parking Space Permission Form](#). Once completed by both Owners, the form must be sent to the Board of Directors email at shoretowersassoc@gmail.com. The Board is NOT responsible for negotiation of parking spaces between Owners.
- f) Vehicles may not be hose-washed, nor may major repairs to vehicles be made in the parking lot.
- g) Owners of trucks shall keep uncovered truck beds clear of any trash at all times.

- h) Guest parking spaces are for Guests, Visitors and Contractors. An Owner whose Guest will need to use a guest parking space must obtain a guest parking pass, which must be displayed on the vehicle's dashboard.
 - i. Parking of a Guest's vehicle in a designated guest parking space is limited to no more than seven (7) consecutive days.
 - ii. An Owner must obtain approval from the Board of Directors if the designated guest parking is to be used by the Guest for a period greater than seven (7) consecutive days, but no more than an additional fourteen (14) days.
 - iii. A Guest's vehicle is subject to being towed at the Owner's expense if Board approval is not obtained for the Guest's vehicle to be parked for any additional days beyond the first seven (7) consecutive days.
- i) Vehicles used for moving personal property to or from an Owner's unit (e.g. U-Haul vehicles) cannot remain on the Condominium property overnight.
- 2) **Hanging Laundry:** Owners shall not display or hang laundry, clothing or towels on the railings and walkways of the condominium or anywhere within the units which would be visible from outside of the units.
- 3) **Garbage, Trash and Recyclables:** Owners are required to use the Trash Chutes on each floor of the building for bagged trash only. No recyclables, including cardboard and bottles, shall be placed in the trash chutes. All recyclables shall be placed in the recycle bins located in the Trash Room. No construction materials or loose items shall be placed in the chutes. If using a garbage disposal for food refuse (wet garbage), be sure to run hot water down the drain for 1-2 minutes after use to make sure the line is clear and to prevent backups.
 - a) Cardboard boxes must be broken down before disposing of them in the recycle bins.
 - b) Owners shall not throw grease or wipes of any kind down any drain or toilet within their unit.
 - c) Owners shall not leave any trash outside of their unit or elsewhere on the condominium property.
- 4) **Washers and Dryers:** Washers and Dryers may be used on a "first come-first served" basis and the laundry equipment usage should be limited to the equipment on an Owner's floor, except in an emergency. High-efficiency (HE)

detergent should be used instead of regular laundry detergent to limit excess suds. Washers should not be overloaded. The Laundry Room must be left in good order after use thereof. Canadian or other foreign coins must not be deposited in the washer and dryer coin slots as they become stuck (repair cost is a minimum of \$250 per service call). Laundry Room hours are between 8 a.m. and 10 p.m.

- 5) **Obstruction of Walkways:** Owners shall not permanently or regularly obstruct condominium walkways and halls with bicycles, chairs, tables and other articles. Nothing shall be kept or stored in the stairwells. Doors opening toward the walkways must be kept closed when not in use. **THESE ARE THE FIRE MARSHAL'S REQUIREMENTS.**
- 6) **Sweeping of Walkways:** Owners of units above the first floor shall not sweep walkways in front of their unit down upon the parking area or shake rugs out of their windows or over the walkway railing.
- 7) **Landscaping:** Owners desiring to plant shrubs or other plantings on the condominium property shall obtain prior written approval from the Board of Directors for such plantings. All such plantings become common property and shall not be maintained or removed from the condominium property except by the Association.
- 8) **Guests:**
 - a) Owners must notify the Board of Directors via email at shoretowersassoc@gmail.com when Guests will be staying in their unit. Owners must provide the dates that the Guests will be arriving and departing along with the number of Guests that will be staying. The Owner assumes full responsibility for the acts of guests during a guest's visit.
 - b) At least one Guest must be age fifty-five (55) or older when staying in an Owner's unit that is not being occupied by said Owner during their stay.
 - c) The Owner assumes full responsibility for the acts of relatives and friends when relatives and friends occupy a unit on a non-rental basis, with or without the owner being present. In addition, all guests must abide by all Association and Shore Drive South Corp. Rules and Regulations
 - d) The visits by children under age 18 shall be limited to thirty (30) days. The host Owner shall supervise and be responsible for the children during their visit.

9) Storage:

- a) Personal belongings/items shall be stored or stowed in the Owner's designated storage space only. An Owner's belongings/items left outside of the Owner's storage space in their storage room will be removed and/or thrown out at the discretion of the Board of Directors.
- b) Owners shall not place belongings/items of any kind in another Owner's storage space or in another storage room on another floor.
- c) Owners must remove all their personal belongings/items from their storage space when they sell their unit. Personal belongings/items left in the Unit's storage space after the Unit has been sold will be removed and/or thrown out at the discretion of the Board of Directors.
- d) Storage room doors must be kept locked and ventilation must not be interfered with.

10) Pets and Assistance Animals:

- a) No pets (dogs, cats or other animals) shall be allowed to be kept in the units or on the condominium property, nor shall any guest be allowed to bring a pet to the property.
- b) However, a resident with a disability shall be entitled to maintain an assistance animal in the resident's unit and on the condominium property after obtaining approval from the Board of Directors for a reasonable accommodation of the restriction prohibiting pets, subject to the requirements of Section 14.8 of the Declaration and the following provisions:
 - i. An assistance animal shall not be left unattended by the owner when outside of a unit.
 - ii. An assistance animal shall not be allowed to jump, snarl, or nip another person or animal.
 - iii. An assistance animal shall not be allowed to bark continuously or incessantly for a period of twenty (20) minutes or more or intermittently for one (1) hour or more so as to cause a disturbance to any other resident or visitor at any time of day or night.

11) Leasing: No rental or lease of any unit will be allowed until after a new purchaser has owned for at least three (3) years, as provided in Section 14.6 of the

Declaration of Condominium. See also restrictions of rentals/leasing in Article 15 of the Declaration.

12) Fishing Dock: Use of the Fishing dock by boat owners is restricted to loading and unloading of passengers. Daytime docking is only permitted for one (1) hour during the hours of 7 a.m. and 7 p.m. Overnight docking at the fishing dock is prohibited.

13) Awnings and Hurricane Shutters: Awnings and Hurricane Shutters attached to and within the exterior boundaries of the Owner's unit are deemed to be the personal property of the owners of units with awnings or hurricane shutters.

a) Awnings and Hurricane Shutters must be white.

b) It is the Owner's responsibility to maintain, repair, replace or remove Awnings and Hurricane Shutters.

14) Doors and Storm/Screen Doors:

a) The unit doors must be painted the same color as the trim of the building.

b) All storm/screen doors must be white.

c) The owner is required to repair any damage to the door frame caused by removal of the screen door/storm door to restore the frame to its prior **condition.**

15) Shopping Carts: Shopping carts must immediately be returned after unloading items in your unit.

16) Additions and Alterations of Units: Owners shall complete the APPLICATION FOR APPROVAL OF ADDITIONS/ALTERATIONS & COMMON ELEMENTS for ALL additions and alterations within a unit, including those that affect common elements. Additions and Alterations performed within a Unit (or affecting a common element) are subject to the Board of Directors' prior approval as specified on the application AND require proof of Contractor license and insurance and a permit from the City of South Pasadena, as applicable. It is the Owner's responsibility to obtain and complete the application PRIOR to the start of any work.

a) No cutting or sawing of wood, tile or any other materials or any type of construction work shall be performed on the walkways or any area outside of the units. If an owner or a contractor needs to perform any cutting or sawing, it

must be performed either inside the owner's unit or in the grassy area between our building and the clubhouse.

- b) Work can only be performed Monday-Saturday 8am-5pm
- c) No work shall be performed on Sundays or on holidays

17) Guidelines for Disapproval of a Proposed Sale, Lease or Other

Permanent Occupancy of a Unit: The Board shall consider the following guidelines for disapproval of a proposed sale, gift, devise or inheritance, other transfer of ownership of a Unit (a “proposed sale or other transfer of ownership”), a proposed permanent occupancy of a Unit (a “proposed permanent occupancy”), or a proposed lease of a Unit, the renewal of an existing lease by the Owner with the existing tenant or tenants, or the annual continuation of a lease of a Unit for more than one (1) year (a “proposed lease”):

- a) **Criminal History:** A proposed sale or other transfer of ownership of a Unit or a proposed permanent occupancy or lease of a Unit may be disapproved for good cause by the Board of Directors based on criminal history of any intended purchaser or other transferee or any intended permanent occupant or tenant of the Unit, as authorized by Subsection 15.3(b) of the Declaration, as follows:
 - i. A conviction of any intended purchaser or other transferee or any intended permanent occupant or tenant of the Unit in any court of criminal conduct on a felony charge, with consideration for the nature and severity of the conviction and the amount of time that has passed since the conduct occurred; or
 - ii. A conviction of any intended purchaser or other transferee or any intended permanent occupant or tenant of the Unit in any court of criminal conduct on a misdemeanor charge involving violence or the illegal manufacture or distribution of a controlled substance, with consideration for the nature and severity of the conviction and the amount of time that has passed since the conduct occurred.
- b) **Credit History:** A proposed sale or other transfer of ownership of a Unit may be disapproved for good cause by the Board of Directors based on credit history of any intended purchaser or other transferee, as authorized by Subsection 15.3(b) of the Declaration, as follows:

- i. A prior bankruptcy filing by any intended purchaser or other transferee that resulted in discharge within seven (7) years prior to the date of submission of the application to the Association of any debt of the intended purchaser or other transferee; or
 - ii. A prior mortgage or other lien foreclosure filing on property owned by any intended purchaser or other transferee that resulted in a short sale or a foreclosure sale of the property or that resulted in acquisition of the property by the mortgage lender or other lien holder by deed in lieu of foreclosure within seven (7) years prior to the date of submission of the application to the Association.
- (c) Residence Occupancy History (Prior Ownership or Lease): A proposed sale or other transfer of ownership of a Unit or a proposed permanent occupancy or lease of a Unit may be disapproved for good cause by the Board of Directors based on:
 - i. a prior violation of the Declaration restrictions or Rules and Regulations of the Association by: (1) any intended purchaser or other transferee, (2) any intended permanent occupant or tenant, or (3) a family member, guest or other Unit occupant of the intended purchaser or other transferee or the permanent occupant or tenant, as a prior or existing Owner, permanent occupant or tenant of a Unit; or
 - ii. documentation in court records or official records of a prior violation of restrictions or rules of another condominium or homeowners association community by: (1) any intended purchaser or other transferee, (2) any intended permanent occupant or tenant, or (3) a family member, guest or other Unit occupant of the intended purchaser or other transferee or the permanent occupant or tenant, as a prior or existing Owner, permanent occupant or tenant of a Unit in said condominium or homeowners association community.
- (d) Court Records: A proposed sale or other transfer of ownership of a Unit or a proposed permanent occupancy or lease of a Unit may be disapproved for good cause by the Board of Directors based on documentation in court records or official records of:
 - i. a filing for eviction or damages against any intended permanent occupant or tenant within five (5) years prior to the date of submission of the application to the Association; or

- ii. more than one lien filing on property owned by any intended purchaser or other transferee within five (5) years prior to the date of submission of the application to the Association for nonpayment of condominium or homeowners' association assessments.
- (e) Assessment Delinquency by Owner: A proposed lease of a Unit may be disapproved for good cause by the Board of Directors based on a delinquency by the Owner in the payment of an assessment on the Unit to the Association at the time approval is sought (the date of submission of the application to the Association).
- (f) Noncompliance of Application Documents with Restrictions or Rules: A proposed sale or other transfer of ownership of a Unit or a proposed permanent occupancy or lease of a Unit may be disapproved for good cause by the Board of Directors based on noncompliance of the Application documents, including the lease, contract or other transfer instrument, with the Declaration restrictions or Rules and Regulations of the Association. Such noncompliance shall include, but is not limited to, a lease specifying a leasing period of less than the minimum lease term as specified in Subsection 14.7(a) of the Declaration.

Besides the House Rules enumerated, Owners will find in the Declaration of Condominium Ownership and By-Laws many other obligations as part of the agreement. The Rules and Regulations herewith submitted are not intended to supplant other obligations.

It is suggested that Owners become familiar with the rules and regulations of the Shore Drive South Corp. concerning the swimming pools, shuffleboard courts, and recreation building.

BOARD OF DIRECTORS

Revised 1/12/89, as voted that date Annual Meeting.

Second Distribution 1/20/94 Include with Blue Book/Documents.

Re-printed 03/27/2014.

Revised 6/21/2022, as voted that date Regular Board of Directors Meeting

Revised 4/20/2025, as voted that date Regular Board of Directors Meeting