

THE CONDOMINIUM OWNERS ASSOCIATION OF PINE BAY FOREST, INC.

**APPLICATION FOR LEASE**

**LEASE TERMS AND APPROVAL**

ALL applications to be submitted **30 (thirty) days in advance** for Board of Directors approval. **No lease** shall be for less than an **entire unit** and no unit shall be leased for a period of **less than 3 months**. When the owner(s) has a prospective tenant(s), the owner(s) will provide the Property Manager an APPLICATION FOR LEASE form filled in by the prospective tenant(s), a copy of the lease and the non-refundable \$100.00 application fee per applicant payable to Condominium Owners Association of Pine Bay Forest, Inc. other than husband/wife, parent/dependent child, which are considered one applicant. Additional adults, who are immediate family and move in after the initial lease, will be required to file an application, be interviewed, and undergo a background check and be charged for the cost of the background check only. All residents over the age of 18 must file an application and undergo a background check prior to occupancy. The lease for the prospective tenant shall not be valid until an interview has been held with a representative of the Board of Directors and the APPLICATION FOR LEASE form has been approved. The owner(s) must provide prospective tenant(s) with a copy of Forest Pathways...extra copies are available from the Property Manager or Association Services Chairperson. Owner has ultimate responsibility for the actions of his/her tenant(s), guests, and/or family members. By completing this form and signing below, the Applicants agree that the Association may conduct a credit and/or criminal background and reference check of me. I hereby authorize the Association 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 use the contents of the report regarding whether this application can be approved. I have been advised that I have the right to receive the contact information for the company providing the background check material and to request a copy.

\_\_\_\_\_

**PLEASE PRINT**

**HOMEOWNER INFORMATION**

**PBF UNIT #** \_\_\_\_\_ **OWNER(S)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **E:MAIL ADDRESS:** \_\_\_\_\_

**LEASE DATES DATES: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**REALTOR/AGENT** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **E-MAIL ADDRESS** \_\_\_\_\_

**LEASE DATES: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**APPLICANT INFORMATION**

ALL ADULTS THAT WILL BE OCCUPYING THE UNIT SHOULD SUPPLY THE FOLLOWING INFORMATION AND BE INTERVIEWED.

**APPLICANT NAME:** \_\_\_\_\_

**SS#** \_\_\_\_\_ **DOB** \_\_\_\_\_

**CURRENT ADDRESS** \_\_\_\_\_

**CITY, STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE#** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**OCCUPATION** \_\_\_\_\_

**BUSINESS** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**IF RETIRED: FORMER OCCUPATION** \_\_\_\_\_

CO-APPLICANT NAME: \_\_\_\_\_  
SS# \_\_\_\_\_ DOB \_\_\_\_\_  
CURRENT ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE# \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
OCCUPATION \_\_\_\_\_  
BUSINESS \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE # \_\_\_\_\_  
IF RETIRED: FORMER OCCUPATION \_\_\_\_\_

**PLEASE NOTE: THERE ARE RESTRICTIONS ON VEHICLES AND PETS. REFER TO "FOREST PATHWAYS" FOR TYPES ALLOWED.**

VEHICLES:  
MAKE: \_\_\_\_\_ YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ TAG \_\_\_\_\_  
MAKE: \_\_\_\_\_ YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ TAG \_\_\_\_\_  
DESCRIPTION OF PET TYPE: \_\_\_\_\_ BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_

I/we, as owners, understand that I/we are ultimately responsible for our tenants' actions as set forth in the Rules and Regulations of the Condominium Owners Association of Pine Bay Forest Condominium Association, and assure that the above tenants have been informed and are thoroughly familiar with the provisions thereof.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

I/we, as tenants, understand that I/we are ultimately responsible for our actions, and our guests/family members' actions as set forth in the Rules and Regulations of the Condominium Owners Association of Pine Bay Forest Condominium Association, and assure that the above tenants have been informed and are thoroughly familiar with the provisions thereof, and we consent to the background check described above.

Guest's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Guest's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to: Community Association Management by Stacia, Inc.**  
**1800 2nd Street Suite 717**  
**Sarasota, FL 34236**  
**Office (941) 315-8044 FAX (941) 870-5490 email: *office@cam-ss.com***