

INSTRUCTIONS TO COMPLETE THE APPLICATION TO LEASE OR PURCHASE

1. If applicants aren't legally married, an application on each person must be completed. All persons over 18 must complete an application
2. Please print legibly or type information. Complete addresses & phone numbers are required.
3. If any questions are unanswered or left blank, this application will be returned unprocessed.
4. Missing information or lack of requested documents will cause delays in processing & approval of your application.
5. Only the applicant/owners are authorized to sign this form.

Purchaser is responsible to obtain an assessment coupon book for payment of assessments to the association, by the seller or Management Company.

For Gate Access Email: ptcbgatehouse@tampabay.rr.com

Keys: All Keys are the responsibility of the Owner of the Unit, either provided with the transfer of a Unit or given directly to leases approved by the Board of Directors. Replacement of pool keys are subject to a fee of \$100.00.

TERRA CEIA CLUB CONDOMINIUM ASSOCIATION, INC.

c/o Community Association Management by Stacia
1800 2nd St. Suite 853, Sarasota FL 34236

APPLICATION FOR APPROVAL TO PURCHASE OR LEASE A UNIT

APPLICANT PORTION:

The undersigned applicant(s) state that they (check one):

___ Propose to PURCHASE unit # _____

___ Propose to LEASE or stay as a guest more than 7 days unit # _____

To facilitate consideration of this application, Applicant represents that the following information is factual. Applicant is aware that any falsification or misrepresentation of the facts in this application will result in automatic rejection. Applicant consents to the making of further inquiry concerning this application, particularly of the references provided. Applicant understands that the Board of Directors may request and interview prior to application approval or disapproval.

Applicant specifically consents to a credit check and verification and hereby authorizes disclosure of information by Equifax, or such other credit rating agency or service that may be chosen by the Association. Employment records, any criminal records, and rental history also may be checked by the Association and verified, and I hereby authorize disclosure of such information to the Association by a reporting agency.

Owners may lease their unit subject to Association approval and applicable restrictions, rules and regulations.

Full name of Applicant _____

Soc. Sec. No. _____ Birth Date _____

Driver's License # _____ Issuing State _____

Occupation/Employer _____

Immediate Supervisor _____ Phone _____

Full Name of Spouse _____

Soc. Sec. No. _____ Birth Date _____

Driver's License # _____ Issuing State _____

Occupation/Employer _____ Phone _____

****Anyone over the age of 18 years old must complete a separate Application and Pay Fee****

Full name, and relationship to applicant of others who will occupy the unit with Applicant, including children:

NAME RELATIONSHIP

Present home address of Applicant: Street _____

City _____ State _____ Zip _____ How Long _____

Present phone: Home (____) _____ Office (____) _____

Email: _____

Previous address: Owners/Managers Name _____

Street _____ City _____ St _____ Zip _____

Phone _____ Date you occupied premises _____ to _____

Vehicles to be kept at Terra Ceia Club Condominium Association:

Make _____ Type _____ Year _____ Tag No _____ State _____

Make _____ Type _____ Year _____ Tag No _____ State _____

Drv Lic. # _____ Drv Lic. # _____

Kind of pet _____ If Dog: Breed _____

Weight _____ (**must be under 15 lbs.**)

Please Provide a picture and certificate from Vet stating weight

Two personal references (local if possible):

Name _____

Address _____

City, State, Zip _____

Phone No: (Home) _____ (Office) _____

Occupation _____

Name _____

Address _____

City, State, Zip _____

Phone No: (Home) _____ (Office) _____

Occupation _____

Person to be notified in case of emergency:

Name _____

Address _____

City, State, Zip _____

Phone No (including area code)

(Office) _____ (Home) _____

Mailing address, if different than present address

Name _____

Address _____

City, State, Zip _____

Phone No (including area code)

(Office) _____ (Home) _____

Has the Applicant previously been a resident or owner at Terra Ceia Club
Condominium:

Yes _____ No _____

If yes, identify unit occupied and dates of occupancy:

Planned occupancy date:

If Lease: From (Date) _____ to _____

If Purchase: (Date) _____

Real Estate Agent (I/A): _____

Email: _____ Phone: _____

*NOTE: TERRA CEIA CLUB CONDOMINIUM ASSOCIATION, INC. IS GOVERNED BY RESTRICTIONS, RULES AND REGULATIONS CONCERNING THE USE OF UNITS AND THE CONDOMINIUM PROPERTY. BY SIGNING THIS APPLICATION YOU AGREE TO BE AWARE AND ABIDE BY ALL APPLICABLE RESTRICTIONS, RULES AND REGULATIONS GOVERNING THE USE OF UNITS AND THE CONDOMINIUM PROPERTY. BY SIGNING THIS APPLICATION YOU CERTIFY THAT YOU HAVE RECEIVED A COPY OF THE "RULES AND REGULATIONS" AND YOU FURTHER AGREE, TO TAKE FULL RESPONSIBILITY FOR ANY GUESTS THAT YOU HAVE, AND THAT THEY WILL ALSO ABIDE BY ALL RULES AND REGULATIONS. BY SIGNING THIS APPLICATION YOU ACKNOWLEDGE THAT ANY VIOLATION OF THE TERMS, PROVISIONS AND COVENANTS OF THE CONDOMINIUM DOCUMENTS INCLUDING THE "RULES AND REGULATIONS" PROVIDES FOR IMMEDIATE ACTION AS PROVIDED IN THOSE DOCUMENTS. BY SIGNING THIS APPLICATION YOU ACKNOWLEDGE THAT TERRA CEIA CONDOMINIUM ASSOCIATION, INC. HAS 10 DAYS TO CONSIDER THIS APPLICATION AFTER IT IS RECEIVED BY THE BOARD OF DIRECTORS, AND THAT OCCUPANCY OF THE UNIT BEFORE APPROVAL OF THIS APPLICATION WILL RESULT IN DISAPPROVAL OF THE APPLICATION. BY SIGNING THIS APPLICATION YOU ACKNOWLEDGE THAT THE BOARD OF DIRECTORS MAY REQUEST AN INTERVIEW WITH YOU PRIOR TO APPROVAL OR DISAPPROVAL OF THE APPLICATION.

Dated: _____ Applicant: _____

Dated: _____ Applicant: _____

UNIT OWNER PORTION:

If this is an Application for a proposed Sale, or a proposed Lease, the current unit owner must complete this portion of the Application and comply with the following steps before the Application will be considered by the Association.

Send completed application to Terra Ceia Club Condominium Association, Inc, c/o Community Association Management by Stacia, 1800 2nd St. Suite 853 , Sarasota, FL 34236 along with:

1) Make sure a check for the application fee in the amount of \$100.00 is turned in by the Buyer/Lessee/Guest, \$100.00 check payable to: MakeTerra Ceia Club and a processing fee in the amount of \$50.00 payable to: Cams by Stacia. *All application and Processing fees are NON-Refundable*
***If applicants are not married or have different last names, an additional application fee is required to process two separate credit and background reports.

2) If the Application is for approval to lease a unit, attach a copy of the proposed lease signed by the proposed lessee (tenant).

No approval of this Application shall be valid or binding unless this Application is signed by all owners of the unit or their authorized agent.

Unit Owner Signature _____ Date _____

Unit Owner Signature _____ Date _____

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FOR OFFICE USE ONLY

RECEIPT:

Received by: _____ Date _____

Interviewed by: _____ Date _____

BOARD ACTION: APPROVED _____ DISAPPROVED _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____