

Town Shores of Gulfport #214 **Name:** _____ **Unit #:** _____
Application Part Two – Must be received prior to the interview

Complete and return with the application or prior to the interview (please check):

- _____ Proof of Age Form with copy of verifying documentation.
- _____ Voting Certificate (Buyers only - One owner designated, signed by all owners.)

I acknowledge receipt of (please check each item):

- _____ Manchester Blue Book and Amendments (Articles of Incorporation, Declaration of Condominium, and Bylaws)
- _____ Manchester House Rules
- _____ Manchester Fee Schedule
- _____ Manchester Current Year FAQ Sheet (Buyers only)
- _____ Manchester Current Year Approved Budget (Buyers only)

I understand that (please check each item):

_____ Manchester does not allow dogs to enter the building unless they are documented service or emotional support animals. Further information will be provided on request. Manchester allows one cat per unit. If you have an animal, a form is required.

_____ I have a support animal. _____ I have a pet cat.

_____ Manchester does not allow smoking in any building indoor or outdoor common area. Residents may smoke in their unit.

_____ Manchester performs an annual pest control application with prior notice. Each unit is required to participate unless exemption is granted through receipt of medical documentation.

_____ Manchester performs an annual unit safety/compliance check, with prior notice, to ensure we have a working set of keys, to change the battery in building owned smoke detectors, and to check that the required garbage disposal is working. Each unit is required to participate.

_____ Each Manchester unit is authorized one assigned parking space. The vehicle which will be parked in your unit's space is:

Make _____ Model _____
Registration _____ State/Province _____

_____ Town Shores requires that all owners/renters and guests wear or carry with them Town Shores Owner or Guest ID tags when using any amenities (e.g., pools, courts, clubhouse). Two of each type of tag should be transferred to you at closing or acquired from the owner of your unit.

The following are for Buyers only:

_____ Manchester has a rental policy which must be followed. If you decide to rent your unit, you will inform the Board prior to doing so, will learn policy details, abide by the policy, and provide the Board with requested documentation. Renter must be processed as a new occupant including fee, background check and interview. The Owner is responsible for compliance with all rules/requirements and renter behavior.

_____ Guests in residence for 30 days or more must be processed as a new occupant, regardless of whether the owner is on site.

_____ Guests in residence for less than 30 days, in the owner's absence, must be reported to the Board prior to their arrival through an information form available upon request or which can be downloaded from the Manchester website.

_____ Manchester requires that all owners provide a set of keys to the building for use in an emergency. They are kept under lock and key and are only accessible by a Board member or the Building Manager. If you change locks, you must provide new keys.

_____ You must inform the Board when you decide to place your unit on the market.

_____ Before undertaking any renovations, you must inform the Board. No structural alterations are allowed. Any plumbing or electrical work must be performed by licensed professionals. Permits must be acquired from Gulfport for any work requiring them.

Additional information will be given to you at the interview, and you will also have an opportunity to ask questions. Once the process is successfully completed, Manchester will provide the Approval of Sale Certification required for closing.

Shortly after you move in, Manchester will arrange an orientation for you including things like using the laundry room and trash room, unit maintenance items important to the building, and storm readiness.

Signature _____ Date _____

I give my consent to the Manchester Board of Directors to:

- Use my Email Address for Manchester Board informational emails (These emails are not considered formal notifications of any type. The Board email address is board@manchesterhoaoftownshores.org).
- Use my Email Address and Phone Numbers to contact me.
- Include my Email and Phone Numbers in a Manchester phone directory to be shared with and used by my Manchester neighbors. _____ Yes _____ No
- Include my Phone Numbers in the annual Town Shores directory. _____ Yes _____ No

Signature _____ Date _____

Return by email to:

board@manchesterhoaoftownshores.org

or mail to 3210 59th Street S, Gulfport, FL

Date Received: _____

By: _____