

TOWN SHORES OF GULFPORT #216, INC.

a corporation not-for-profit

THE NOTTINGHAM HOUSE

6075 Shore Blvd S, Gulfport, FL 33707

Application for Lease or Rental Approval

1. All applicants must have a background check completed and be interviewed prior to final approval and occupancy of unit.
2. No lease shall be for less than six (6) months and 1 day (181 days) or longer than one (1) year. Renewals and/or extensions are subject to Board approval.
3. At least one permanent occupant must be age 55 or older. Proof of age is required.
4. Children under the age of 18 are not permitted as permanent residents.
5. Pets are **NOT** allowed.
6. Use of this unit is for single family residence only. Corporations, partnerships, companies, or trusts, etc., are not permitted to lease, rent or purchase.
7. Commercial vehicles, trucks, motorcycles, boats, trailers, RV's, etc. are not permitted. Pickup trucks must have a hard-top cover over the truck bed.
8. Unit Owner or representative must provide to lessee or renter a copy of the Rules & Regulations (green book), Declaration of Condominium and By-Laws (blue book), 2 red owner ID tags and 2 yellow guest ID tags.

Please attach the following:

- Non-refundable interview/processing fee of \$100. Make check payable to Town Shores of Gulfport, #216, Inc.
- Copy of the lease or rental contract, signed with rental period specified.
- Color copy of each applicant's driver's license or passport.

PLEASE PRINT or TYPE

Date ____/____/____/ LEASE term: from ____/____/____ to ____/____/____ UNIT # _____

Lessee or Renter Name _____ Tel () _____

Lessee or Renter Name _____ Tel () _____

Current address _____ Cell () _____

City _____ State _____ Zip _____ email _____

Unit Owner or Representative (Realtor) Name _____

Address _____ Tel () _____

City _____ State _____ Zip _____ Cell () _____

Other persons who will occupy the unit with you:

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

I hereby agree for myself and on behalf of all persons who may occupy this unit that I (we) will abide by all of the restrictions contained in the Declaration of Condominium and By-Laws, Rules and Regulations and future restrictions imposed by the Board of Directors. I understand that subleasing or occupancy of this unit in my absence is prohibited. I understand that one occupant of this unit must be 55 years of age or older, and that no resident may be under the age of 18.

Signature of Applicant _____ Date ____/____/20____

Signature of Applicant _____ Date ____/____/20____

Synopsis of Rules and Regulations - Renters

The following is a condensed version of the Rules and Regulations of the Nottingham Declaration of Condominium/Bylaws (Blue Book) and/or the House Rules (Green Book) to which Owners have agreed by signing their purchase contracts. It is required that Owners abide by them and advise their RENTER(s) and/or Guest(s) that they, too, must respect these rules. This condensation does not include all the responsibilities of ownership or leasing, as it is intended only to outline certain regulations.

1. **The owner will advise the Board** of Directors, in writing, the names and addresses of any person to whom they intend to lease the unit. An interview/background investigation fee of \$100 is payable upon submitting the *Application for Lease or Rental Approval*. Check is payable to: **Town Shores of Gulfport, #216, Inc.**
2. **All rentals/leases must be approved** in writing by the Board. The Board may require a standard rental/lease form to be used. No subletting of a unit is permitted. **No guests or visitors are permitted in a rented/leased unit during the absence of the renter/lessee.**
3. Renters are not permitted to have children less than 18 years of age as permanent residents. **No more than two (2) people** may reside in a **one bedroom** the unit, or more than four **(4) persons** in a **two-bedroom** unit.
4. **Parking** shall be limited to standard size non-commercial vehicles, to include automobiles, sport utility vehicles and sport pick-up trucks as specified in: O.R. 4180 pg. 1831 revised 11/28/05 and recorded 14763-1046. If you have two vehicles, a second space can be rented for \$15 per month. No car washing is permitted in any parking area. Please instruct guests where to park. Guest parking, marked with yellow concrete bumper stops, is located in the 1st row of the Nottingham parking lot. Do not leave unattended or running vehicles at the entrance. The 15-minute parking space near the entrance is **only** for loading and unloading vehicles. There is no overnight parking for any type of camper vehicle. Leaving any bicycles outside, even if secured with a lock or chain, is done at your own risk. Bicycles must be registered with the board and a red tag issued by the board shall be kept on the bike for identification purposes.
5. **Appropriate street apparel** must be worn when outside the unit. **Footwear must be worn at all times** when outside the unit, except in the pool area. Men, women, and children must wear shirts or beach cover-ups when going to and from the pool area. Pool rules are posted at the pools.
6. **ID tags** are to be carried at all times in the recreational areas and at the Clubhouse. Red tags for residents. Yellow tags for guests. Extra guest tags may be purchased at the Town Shores Office at the Clubhouse.
7. **NO PETS ALLOWED.**
8. **Laundry rooms** are on the 2nd and 5th floors. **Use only two washers at a time. Use only one dryer at a time** unless no one else is washing at that time. \$1.00 per washer, \$0.25 per dryer. No laundry or clothing may be hung on building railings or be visible from outside.
9. **Dispose of trash**, properly wrapped, in the containers in the trash room on the 1st floor. Perishable food items should be disposed of in the garbage disposal, or double wrapped to prevent leakage. Containers are provided for the recycling of newspapers, plastic, and aluminum cans. Glass is not recycled. Cardboard boxes should be broken down and flattened. Trash pickup days are Monday, Wednesday, & Friday, and the barrels are moved to the front entrance on pickup days. If barrels have been moved to the entrance, do not leave your trash in the trash room.
10. **No disturbing, nuisance, or injurious use of a unit.** Unit may not be used for any business activity.

11. **Elevator padding** must be used when moving in furniture or large articles. Contact a Board Member to request installation of padding/protection. **Only hold the elevator door open by using the open-door button < >. Do not block the door open** or the elevator may shut down. Child guests should not play with the elevator nor run along the walkways.
12. **Do not turn off electrical power in the unit.** Turning off the electricity will trip the fire alarm system and entry into the unit will be required to re-set the system. The owner will be charged for the service call to re-set the system.
13. **In case of fire in your unit, call 911 and pull the nearest Fire Alarm box.**
14. **Please provide** the Board Secretary with your **phone number and emergency contact** information.
15. **The owner is responsible for all maintenance and repair of the unit interior.** The owner will not change exterior of the building. No structural changes or alterations shall be made in any unit, including, but not limited to, any which would result in an increase in the number of rooms. **Only licensed and insured contractors may make any plumbing or electrical installations and/or repairs.**
16. **The owner may not lease or rent unit during the first year of ownership.** Units may be rented only once in any 12-month period. **The minimum rental/lease term is six (6) months and one (1) day, but not longer than one (1) year.** A copy of the lease/rental contract must be provided to the Board.

Signature of Renter

Date

Name Printed

Signature of Renter

Date

Name Printed

**TOWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM
NOTTINGHAM HOUSE
3210 59th St South
Gulfport, Fl 33707**

PROOF OF AGE FORM

To the owners/renters of Unit # _____

Our Declaration of Condominiums and By-Laws were amended to meet a requirement for an exemption from the Fair Housing Act of 1988. The exemption is needed to provide housing for older people.

One of the terms of the exemption requires eighty (80) percent of the units to have at least ONE permanent resident age 55 or older.

According to Kathleen Conghlin, at attorney for HUD, the Association must verify and keep records on file to prove that the age requirements for the exemption are being met on a continuing basis. The purpose of this document is to provide the proof.

1. _____ Place an X here if there is at least **ONE** permanent occupant in the unit age 55 or older.

_____ Date: _____
(Signature of owner, leaser or renter)

2. _____ Place an X here if there is **NO** permanent occupant in the unit age 55 or older.

_____ Date: _____
(Signature of owner, leaser or renter)

If you have placed an X in item 1, please attach proof of age for qualifying occupants indicated by one of acceptable documents listed below.

Provide a COPY of ONE of the following:

Valid driver's license, birth certificate, passport, military ID, immigration card; any state, local national or international documents containing birth date.

Town Shores Master Association, Inc.
3210 59th Street South
Gulfport, FL 33707
Telephone: (727) 345-9491 Fax: (727) 347-2438

TO: TENANT SCREENING NOW

FROM: Town Shores of Gulfport No. 216, Inc. A Condominium

RE: APPROVAL FOR A CRIMINAL BACKGROUND AND/OR CREDIT SEARCH

We/I, _____, give my permission to Town Shores of Gulfport to run a criminal background check for me as a potential buyer or renter of a condominium unit in Town Shores of Gulfport, No. 216, Inc., Gulfport, Florida.

The Town Shores Master Association, Inc. will receive only a copy of the billing invoice and will not be privy to the results of the background check. The results will be mailed only to the designated Board of Directors of the Town Shores of Gulfport No. 216, Inc. Association.

Signed by Applicant: _____ Date: _____

Name Printed: _____

Signed by Applicant: _____ Date: _____

Name Printed: _____

**OWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM
NOTTINGHAM HOUSE
6075 Shore Blvd. South
Gulfport, FL 33707**

Release of Information

Background Investigation/Credit Check

I hereby give my written consent and authorization for you to release to Town Shores of Gulfport No. 216, Inc. A Condominium, the Nottingham House, all information and/or records requested in reference to my application to purchase, lease, and ret or otherwise occupy a unit in the Nottingham House at the aforementioned address. I acknowledge by this authorization that I release you from any obligation or liability in the disclosure of the contents of such files and the professional observations or opinions contained therein. A photocopy of this signed release is acceptable.

Name (Print)

Date

Signature

Date

Witness Signature

Witness Name (Print)

**TOWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM
NOTTINGHAM HOUSE
3210 59th St South
Gulfport, Fl 33707**

REFERENCE INVESTIGATION FORM

1. Have you ever owned or rented a unit in Town Shores of Gulfport? YES _____ NO _____

If yes, name of building _____

Owned _____ Rented _____

Most recent date owned and/or rented: From _____ To _____

2. Have you rented outside of Town Shores during the past 5 years? YES _____ NO _____

Landlord and/or Realty Name: _____

Landlord and Realty Telephone #: _____

Address of Residence _____

City _____ State _____ Zip _____

Signature

Date

Name Printed

Date of Birth

**TOWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM
NOTTINGHAM HOUSE
3210 59th St South
Gulfport, FL 33707**

NOTTINGHAM SALES INTERVIEW 55 AND OVER STATEMENT

We/I, _____ understand that Town Shores of Gulfport #216, Inc. known as the Nottingham House is a 55 and over Association. We/I understand that at least one (1) person whose age is 55 and over must reside in this unit. Any violation of this rule will cause our Association to lose its current 55 and over status and will force the Association to begin eviction proceedings.

We/I also understand and have read all the Declaration/Articles of Incorporation/By-Laws/House Rules of the Association and the Master Association and agree to abide by all of them.

We/I understand that the Nottingham House has a 12-month ownership amendment requirement prior to renting out a unit and we/I hereby agree to abide by this amendment.

By signing below, we/I will abide by this, and other rules as set forth in our documents.

Signature

Date

State of Florida
County of Pinellas

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____, who is personally know to me or who has produced _____ as identification.

Notary Public

Seal:

My Commission Expires: _____

**TOWN SHORES OF GULFPORT #216, INC.
NOTTINGHAM HOUSE**

GUEST PARKING REMINDER

TO ALL NOTTINGHAM OWNERS AND PERMANENT RESIDENTS

The Guest parking area is provided for the use of Nottingham Guests and Service personnel. If an owner or permanent resident requires an additional parking space, please contact the Board to inquire about the availability of additional rental space.

Guests must park their vehicles only in those spaces marked for guests. These spaces are not intended for Owners or permanent residents.

Guests who require overnight parking must obtain a Nottingham overnight parking permit signed by the Floor Captain or Board Member.

The parking permit must be placed in plain view on the dashboard of each guest's vehicle. The parking period not to exceed thirty (30) days.

**TOWN SHORES OF GULFPORT #216, INC.
NOTTINGHAM HOUSE**

GUEST PARKING PERMIT

GUEST OF

RESIDENT NAME: _____ UNIT # _____

VEHICLE INFORMATION

LICENSE PLATE #: _____ STATE/PROV: _____

VALIDATION PERIOD

FROM DATE: _____ TO DATE: _____

APPROVED BY (Floor captain or board member)

NAME: _____ DATE: _____

The parking permit must be placed in plain view on the dashboard of each Guest's vehicle. The parking period not to exceed thirty (30) days.