

Application Procedures for Prospective Renters/Roommates Diplomat House at Town Shores Gulfport, Florida

1. Prospective buyers:
 - Contact the Diplomat Orientation Committee to obtain an Application Packet. (Email diplomatcondoassoc@gmail.com)
 - Read the Application Procedures and Fact Sheet pages.
 - Read the Diplomat Condo Documents (Blue Book)
 - Read the Diplomat Information and House Rules and Policies (Red Book)

NOTE: Typically, the owner provides the Blue Book and Red Book to the prospective renter or roommate. If the owner is unable to provide these documents, please contact the Orientation Committee contact person. **They must be read prior to the Orientation Session.**

2. Prospective renter/roommate submit:
 - Completed Application (pages 4 through 7)
 - Completed form giving permission for a criminal background search (Pages 8 and 10)
 - Copy of a **valid** driver's license, state issued ID, or passport **for each person who will reside in this Diplomat unit.**
 - Non-refundable processing fee. Make check payable to:

Town Shores of Gulfport, No. 212, Inc.

NOTE: Dates should be expressed as month, day, and year on all forms.

ALSO NOTE: By law, a legally married couple counts as one applicant and pays a \$150 fee. All others are considered individuals and are required to submit separate processing fees of \$150 each. These fees pay for a U.S. and, if needed, a Canadian criminal background search and other Orientation costs.

Typically, our application process will be completed within **15 days of receiving all required items.** However, the time period may be extended and costs to

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the prospective buyer may increase if the applicant is not a U.S. citizen or has lived abroad for an extended period of time.

3. Prospective renter/roommate return items listed in Number 2 to the:
 - Orientation Committee Contact Person who provided the Application Packet
- OR**
- Diplomat Board via U.S. mail at 3210 59th Street South, Gulfport, Florida 33707
- OR**
- Diplomat email at DiplomatCondoAssoc@gmail.com

Diplomat Fact Sheet For Prospective Renter/Roommate

1. We are part of the Town Shores Community, a registered 55 and older community.
2. All new owners, renters, and anyone who will live in a Diplomat unit for 3 weeks or longer per 12-month period must agree to a criminal background search, be approved by our Board of Directors, and meet with the Diplomat Orientation Committee prior to moving in.

NOTE: Within 15 days of receiving the completed application, forms and fees, the Diplomat Board will:

- Obtain the required criminal background search.
- Approve or disapprove the Application.
- Notify the prospective renter/roommate and, if approved, schedule the Orientation.
- At that time, the Committee contact will send the Orientation packet to the prospective renter/roommate to be filled out and sent back to the Orientation Committee

NOTE: The Orientation forms must be sent or given to the Orientation Committee contact **in advance of the Orientation date**. The paperwork may not be brought to the meeting the day of Orientation.

3. Owners may not rent their unit during the first year of ownership.
4. Owners may not rent their unit without Board permission.
5. When approved, rentals must be for a minimum of one year, and renters may not sublet.

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6. No dogs are allowed. This is true for owners, renters, guests, and visitors.
7. No smoking is allowed on our property. (While residents, guests, and visitors may smoke within the unit, smoking is not allowed in any of our common areas)
8. No one under the age of 18 may reside at the Diplomat.
9. Each unit has only one parking space. If a resident has a second vehicle, s/he must make other arrangements for parking it. A second vehicle may not be parked in spaces that are designated for guests. (A second vehicle such as a motorcycle, that fits comfortably in the assigned parking space, along with the first vehicle, is allowed)
- 10. If you will be living at the Diplomat, you are agreeing to abide by the rules and policies presented in both our Blue Book and Red Book. You are also agreeing to follow any future policies adopted by the Diplomat Board.**

Orientation Information

Prospective renters/Roommates bring the following items to the Orientation:

- Valid ID
- Diplomat Red Book
- Diplomat Blue Book

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DIPLOMAT APPLICATION FOR RENTER/ROOMMATE

Application is hereby made for approval to live at:

Association: **DIPLOMAT** Address: **5980 SHORE BLVD. S.** Unit: _____

Please use blue ink and print legibly.

Application Date: ____/____/20_____

1st Applicant's Legal Name:

DOB: ____/____/_____

Present Address:

Email Address:

Telephone Number: (_____) _____ - _____

Driver's License Number: _____

Social Security Number: _____ - _____ - _____

(If no Social Security Number) Other ID Type/Number:

_____/_____

Automobile Year/Make/Model:

Year ____/____/_____

State/Tag Number: _____/_____

Are you a U.S. citizen? ____ Yes ____ No

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(If no, what country?) _____

Have you lived abroad? ____ Yes ____ No (if yes, where?) _____

(How many years?) _____

I represent that the above information is true, and consent to further inquiry concerning this information.

I understand that blank spaces or lack of complete names and addresses could result in additional costs and/or a delay in the approval of this Application.

SIGNATURE:

2nd Applicant's Legal Name:

DOB: ____/____/____

Present Address:

Email Address:

Telephone Number: (____) ____ - ____

Driver's License Number: _____

Social Security Number: ____ - ____ - ____

(If no Social Security Number) Other ID Type/Number:

_____/_____

Automobile Year/Make/Model:

Year ____/____/_____

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State/Tag Number: _____/_____

Are you a U.S. citizen? _____ Yes _____ No

(If no, what country?) _____

Have you lived abroad? _____ Yes _____ No (if yes, where?) _____

(How many years?) _____

I represent that the above information is true, and consent to further inquiry concerning this information.

I understand that blank spaces or lack of complete names and addresses could result in additional costs and/or a delay in the approval of this Application.

SIGNATURE: _____

Estimated Move-In Date _____/_____/20_____

Is the 2nd applicant a legal spouse? _____ Yes _____ No

Has each applicant read the Diplomat Blue Book? _____ Yes _____ No

Has each applicant read the Diplomat Red Book? _____ Yes _____ No

Will anyone else be living in this condo? _____ Yes _____ No

Who? _____

(If yes, please print or obtain an additional copy of this Application. Each person who will reside in this unit must complete the required Application steps, approval process, and Orientation. Remember to send an additional processing fee as explained on Page 1.)



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IF LEASING:

Realtor's Name/Brokerage:

_____ / _____

Phone (_____) _____ - _____ Fax (_____) _____ - _____

E-Mail Address _____

Should this Application be accepted, I/we hereby agree to abide by the Red Book House Rules & Policies and the Blue Book, Regulations of the Condominium, and any amendments thereto.

1st Applicant's Signature:

2nd Applicant's Signature:

Please be advised that approval is contingent upon all financial matters with the Condominium Association referenced above including, but not limited to, maintenance fees, assessments, and late fees being paid in full through the approval date.

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**PERMISSION FOR BACKGROUND SEARCH FOR PROSPECTIVE
RENTER/ROOMMATE:**

I/We hereby allow the property owner/manager to inquire into my/our background to obtain information. I/We cannot claim any invasion of privacy against them now or in the future.

(See page 10 for the name of the company that we use. Be sure to complete their form.)

1st Applicant's Signature:

2nd Applicant's Signature:

NOTE: If the information on this Application is incorrect or incomplete such that it causes us to repeat the background search, any additional charges will be passed back to the applicant and must be paid before an Orientation can be scheduled.

Double-check your application before submitting it:

- Did you use blue ink?
- Did you list your legal name?
- Is your Social Security number correct?
- Is everything legible?
- Have you answered honestly and completely?

FYI: Once the criminal background search has been completed, your Social Security number will be redacted.

Return pages 4 through 8 and page 10, along with all documents and fees, as explained on the "Application Procedures for Prospective Buyers, Page 1, Number 2.

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Application received _____/_____/_____

1st Applicant _____ Approved _____ Denied _____
Date ____/____/_____

2nd Applicant _____ Approved _____ Denied _____
Date ____/____/_____

Orientation scheduled:
Day _____ Time _____:_____ Date ____/____/_____

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Town Shores Master Association, Inc.

3210 59th Street South

Gulfport, FL 33707

Telephone: (727) 345-9491

TO: TENANT SCREENING NOW
FROM: TOWN SHORES DIPLOMAT BUILDING
RE: APPROVAL FOR A CRIMINAL BACKGROUND SEARCH

1st Applicant: I, _____, give my permission to Tenant Screening Now, a company used by Town Shores of Gulfport, to run a criminal background search on me as a potential buyer of a condominium unit in the Diplomat Building.

Signed: _____ Date: ____/____/20____

For Diplomat Use Only

____ NATIONAL ____ INTERNATIONAL _____ (COUNTRY)

RE: APPROVAL FOR A CRIMINAL BACKGROUND SEARCH

2nd Applicant: I, _____, give my permission to Tenant Screening Now, a company used by Town Shores of Gulfport, to run a criminal background search on me as a potential buyer of a condominium unit in the Diplomat Building.

Signed: _____ Date: ____/____/20____

For Diplomat Use Only

____ NATIONAL ____ INTERNATIONAL _____ (COUNTRY)