

THE FAIRFAX OF TOWN SHORES

NEW RENTER INFORMATION

5935 30TH AVENUE SOUTH
GULFPORT, FLORIDA 33707

BACKGROUND CHECKS

Enclosed is a form for a Background Check that must be completed for all proposed listed owners or renters of record. The form is to include a color copy of the applicant's driver's license. This form is to be received prior to the required interview. The cost for each background check is \$40. The other information forms can be submitted at the time of the face-to-face interview. One of the listed owner or renter must be over 55 years of age.

The interview fee is \$75, and all checks are to be made out to Town Shores Fairfax #208.

Two separate checks are to be submitted.

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 FAIRFAX (208) BUILDING

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

I, _____, give my permission to Town Shores of Gulfport to run a criminal background check for me as potential buyer or renter of a condominium unit in Gulfport, Florida.

The Town Shores Master Association will only receive a copy of the invoice and will not be privy to the results of the background check. The results will only be e-mailed to the designated HOA Board members of each building.

Signed: _____

Date: _____

**PLEASE SUBMIT WITH A COLOR COPY OF THE APPLICANTS
DRIVERS LICENSE.**

FAIRFAX #208 NEW RENTER INFORMATION FORM
PLEASE PRINT CLEARLY

DATE: _____

UNIT NUMBER: _____

CURRENT OWNER: _____

NEW RENTER: _____ DOB: _____

CURRENT ADDRESS: _____

CURRENT TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

DATE OF LEASE _____ PETS: YES _____ NO _____

TYPE OF PET AND WEIGHT: _____

EMERGENCY CONTACT INFORMATION

NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

RELATIONSHIP: _____

ADDITIONAL EMERGENCY CONTACT INFORMATION

NAME: _____ TELEPHONE : _____

ADDRESS: _____

EMAIL ADDRESS: _____

RELATIONSHIP: _____

PARKING SPACE NUMBER: _____

FAIRFAX HOUSE PET FORM

Unit _____ Pet Owner _____

Type of Pet _____ (eg. Poodle, Siamese cat)

Care for pet in case of incapacity or death of owner

List in numerical order of priority whom to call— name, address, phone, or places to temporarily house the pet, such as a kennel).

1. Name: _____ Phone: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

2. Name: _____ Phone: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

3. Name: _____ Phone: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

I agree that in the event that none of the above are able or willing to take temporary custody or care of the pet, the Board has the right and power to call the SPCA to have the pet removed from the premises. I also agree that the Board may order and have the pet removed in the event that the pet owner continues to permit the pet to be a nuisance to others.

PET OWNER'S SIGNATURE

DATE

Fairfax Building House Rules

The following are various Fairfax House Rules that have been adopted over the past years by action of the Fairfax Board of Directors. This is a partial list of rules and regulations from the Fairfax blue book. We have attempted to modernize them to fit today's living. These rules have kept our property values in line and our building a safe and comfortable place to live.

		Board Approved
A/C Drains	Once a month pour half a cup of bleach followed by half a cup of hot water down the air conditioner drain.	
Bicycle Storage	All resident's bicycles that are stored on fairfax common property must adhere to the following requirements. <ol style="list-style-type: none">1. All bikes must be in good usable condition and used by the owner on a regular basis.2. All bikes must clearly show the owner's unit number.3. Bikes that are in poor condition and not used are to be removed from fairfax common property by the owner.4. Unit owners that are not in residence for an extended period of time are to store their bike in their unit.	02/21/20
Building Alteration Interior/Exterior	Any alterations or replacement of exterior building components, such as windows or doors, must be approved by the Fairfax Board of Directors. Also, interior revisions that require a Building Permit, such as plumbing or electrical work, must also be approved by the Board.	11/2/2007
Cardboard	All cardboard should be broken down and put into the designated area located in the trash room <u>NOT</u> in the garbage containers. Pizza boxes are the only exception. They go in the garbage bins and cannot be recycled. Large boxes must be brought over to the stockade by the Lancaster.	

Cars	If an Owner is planning on leaving their car for an extended period of time, while the Owner is absent, the Owner must notify the Board Secretary of whom they are leaving their car keys with. There have been emergencies in the past where cars had to be moved.	
Elevator	<u>NO SMOKING IN THE ELEVATOR.</u> Before using the elevator to moving huge or large objects, READ the Elevator Operation Instructions posted in the elevator. A floor covering MUST BE USED. It is in the Trash Room behind the recycle cans.	
Garbage	All garbage must be securely bagged and tied before depositing in the garbage chute. Loose garbage is absolutely forbidden. Double bagging is encouraged.	
Guests	<p>Owners are responsible to inform their guests of the Fairfax and Town Shores Master Association House Rules. Owners authorizing guests to stay in their unit for a limited amount of time in their absence must notify the Board prior to occupancy. The Board requires the following information:</p> <ol style="list-style-type: none"> 1. Name, phone number, relationship and ages of guests. 2. Start and end date of unit occupancy. 3. Length of stay (not to exceed thirty (30) days. <p>THE FAIRFAX HOUSE RULE allows a unit owner to have guests stay in their unit, during owner absence, for a maximum of 30 days "per calendar year", conforming to Fairfax #208 amendment to the by-laws, page 137 under Article X, House Rules as amended April 4, 1996.</p>	<p>4/24/ 2015</p> <p>4/4/1996.</p>
Keys	A copy of Owner door keys is deposited in our "Key Bank". They are kept secure by a key/code in possession of a designated Board Member. It may be necessary to use a deposited key for emergency use or normal maintenance. If an Owner changes locks, a copy of the new keys must be provided to the "Key Bank" promptly.	
Laundry Room &	Laundry room hours are 7:00 AM to 9:00 PM. Clean up all spills and do not shake out clothes and leave lint on laundry room floor.	

Washing Machines

Do not use the washing machines for large rugs or oversize items. When washing use only two washers and two dryers a visit.

Patios

Only patio furniture and potted plants can be placed on the patios. All items must be easily removed when the unit is not occupied or during storm conditions.

11/2/2007

Pets

1. The Fairfax Board of Directors approved 10/24/2014 designating the grass area at the end of the 59th street carports as a building dog walk area. **THIS AREA IS FOR FAIRFAX RESIDENTS ONLY**

2. **PICK UP AFTER YOUR DOG.**
3. DOGS must be leashed and walked in designated areas
4. The grass area in the rear of the building, between the building and the seawall, is a common area and is not a designated dog walk area.
5. **UNIT OWNERS MAY HOUSE ONE PET, 20 POUNDS OR LESS IN THEIR UNIT AFTER REGISTERING THE PET BY SUBMITTING THE PET FORM WITH THE FAIRFAX BOARD.**

11/2/2007

**Service
Animals**

1. A request to acquire a service animal, over our 20-pound limit, is prepared by the owner and addressed to the Fairfax Association via US Mail.
2. Documentation verifying that the owner is disabled under the Fair Housing Act, describing the needed accommodation and showing the relationship between the disability and the requested animal accommodation; Please provide contact information.
3. Documentation of the above should come from a licensed medical professional, mental health provider, therapist or other person who can verify the disability and explain how an assistance animal is needed to overcome or deal with the disability. Contact information, please provide.
4. If the application indicates that the assistance animal is a service animal, we will

require that the owner provide coverage of liability insurance documentation, and as to what the task the animal is trained to perform for her/him.

5. All required information will be submitted to the Fairfax Board of Directors for review. Failure to provide all of the required information and documentation may result in denial of the application.

**Rentals
(Seasonal
& Yearly)**

1. Before a Fairfax residential unit can be considered for seasonal or yearly rental, the said unit must be continuously owned by the title-holder for a mini-mum of two (2) years.
2. The rental of the unit cannot exceed the Fairfax building rental cap currently in effect as of 03/13/2020.
3. A rental cap of 13% (5 units) of the 39 Fairfax residential units is hereby established.
4. No unit can be rented that would exceed the 5 unit limit until such time as a current rental unit becomes vacant. Seasonal rentals shall be rented for a minimum of six (6) months plus one (1) day. The Fairfax Board will approve units for rental based on a first come, first served basis. Requests to rent a unit that would exceed the Rental Cap in effect will be put on a waiting list for future Board consideration.
5. Seasonal and yearly potential renters are required to have a background check and inperson interview by two Board members along with the interview fee.

03/13/2020

Storage areas

Absolutely no items can be stored on the floor in the storage areas. All items must be stored in the storage bins that are provided for each owner. **NOTE:** the association will remove all items left on the floor if the owner cannot be identified.

Vacant Units

The declaration of condominium by-laws, articles of incorporation for Town Shores of Gulfport No. 208 states in Section 5 "The powers of the Board of Directors shall specifically include, but not limited to the following items:

03/4/2010

Section H. To make reasonable rules and

regulations for the occupancy of the condominium parcels." And in **Section 20d** "Allow the Board of Directors or the agents and employees of the Association to enter any unit for the purpose of maintenance, inspection, repair, replacement of the Improvements within the units or the common elements, or in the case of emergency threatening units of the common elements, or to determine compliance with these restrictions, reservations, covenants, conditions and easements and By-Laws of the Association.

CHECKING VACANT UNITS

It shall be the responsibility of a Fairfax Building Unit Owner to make the necessary arrangements to have their unit checked at least once each week when they are away from their unit for more than a one week period. Items to be checked are listed, but not limited to the following: 11/2/2007

1. Check under sinks, by refrigerator, in A/C closet, in bathrooms, and in all rooms for any signs of a water leak.
2. Check all ceilings for any signs of leaks from above.
3. In summer, make sure A/C is set and working to the temperature needed to retard humidity.
4. Once a month, pour one cup bleach followed by one cup of water down the A/C drain.
5. Notice overall condition of unit including windows, doors, and any unusual smell.
6. Report any items needing attention to the unit Owner if possible, if not, report condition to one of the Fairfax Board of Directors.
7. Person or persons checking the unit for the Unit Owner shall not be held liable for any problems arising from their effort to check the unit.
8. Unit Owners are responsible for the condition of their unit and therefore any damage caused by a vacant unit may make that unit owner negligent in maintaining their unit and therefore responsible for damages to other units.

9. The unit owner should provide a sign-in sheet which will provide a record of when the unit was checked.
10. If the person checking a unit is not a Fairfax Building resident, **the Fairfax Board of Directors is to be notified of this person's name and contact information.**