

## Application Procedures for Prospective Buyers Diplomat House at Town Shores Gulfport, Florida

1. Prospective buyers:
  - Contact the Diplomat Orientation Committee to obtain an Application Packet. (Email [diplomatcondoassoc@gmail.com](mailto: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 buyer. If the owner is unable to provide these documents, the Orientation Committee contact person can help you obtain these books, but there is a charge. **They must be read prior to the Orientation Session.**

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

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3. Prospective buyers 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 59<sup>th</sup> Street South, Gulfport, Florida 33707
- OR**
- Diplomat email at DiplomatCondoAssoc@gmail.com

### **Diplomat Fact Sheet For Prospective Buyers**

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 the sale, rental or use of that unit and before 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 buyers and, if approved, schedule the Orientation.
- At that time, the Committee contact will send the Orientation packet to the prospective buyer(s) 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.
6. No dogs are allowed. This is true for owners, renters, guests, and visitors.

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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 decide to buy a unit 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 buyers need to bring the following items to the Orientation:

- Valid ID
- Diplomat Red Book
- Diplomat Blue Book

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## DIPLOMAT APPLICATION FOR BUYERS

Application is hereby made for approval to purchase:

Association: **DIPLOMAT** Address: **5980 SHORE BLVD. S.** Unit: \_\_\_\_\_

**Please use blue ink and print legibly.**

Application Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

1<sup>st</sup> 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:

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2<sup>nd</sup> Applicant's Legal Name:

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DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address:

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Email Address:

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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: \_\_\_\_\_

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Estimated Move-In Date \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

Is the 2<sup>nd</sup> 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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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.**

1<sup>st</sup> Applicant's Signature:

\_\_\_\_\_

2<sup>nd</sup> Applicant's Signature:

\_\_\_\_\_

Please be advised that approval for sale 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 closing date or approval date.

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**PERMISSION FOR BACKGROUND SEARCH FOR PROSPECTIVE BUYERS:**

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.)

1<sup>st</sup> Applicant's Signature:

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2<sup>nd</sup> Applicant's Signature:

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**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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**For Diplomat Use Only**

Application received \_\_\_\_/\_\_\_\_/\_\_\_\_

1<sup>st</sup> Applicant \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

2<sup>nd</sup> Applicant \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Orientation scheduled:

Day \_\_\_\_\_ Time \_\_\_\_\_:\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Town Shores Master Association, Inc.**

**3210 59<sup>th</sup> 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**

**1<sup>st</sup> 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**

**2<sup>nd</sup> 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)