

SUNSHINE TERRACE CONDOMINIUM ASSOCIATION, INC.

Dear Prospective New Owner/Renter:

All prospective new owners and renters are required by the association documents to complete an application and interview process prior to closing, or in the case of a renter, prior to occupancy. You should plan to allow up to **two business weeks** for completion of the Application Process, once all the correct documents and payment are submitted.

The following items are required to complete the process:

- ❑ Completed Sales/Rental Application
- ❑ Copy of Sales Contract or Lease Contract
- ❑ * Application Fee (\$50) & Background Check Fee (\$50/person - \$80/couple)
 - ❑ Made payable to ***Sunshine Terrace Condominium Association, Inc.***
 - ❑ Both can be on the same check/money order
- ❑ Copy of photo ID (driver license or passport)
- ❑ Completed Buyer/Tenant Check Background Form

An Instruction Sheet/Checklist is Included for Your Convenience.

When completed, the entire packet (including a copy of the sales contract or lease) must be delivered, mailed, faxed or emailed to the following address to complete processing prior to closing:

**Ameri-Tech Community Management, Inc.
24701 US HWY 19 N, SUITE 102
Clearwater, FL 33763**

Email: mdiorio@ameritechmail.com

Fax: (727) 723-1101

*Please note that we only accept checks and money orders for the Application/ Background Check fee. We must receive payment in order to start the application process.

If you have any questions, please contact **Ameri-Tech Community Management, Inc.** at **(727) 726 - 8000** for assistance.

SUNSHINE TERRACE CONDOMINIUM ASSOCIATION, INC.

**APPLICATION PROCESS
INSTRUCTION SHEET/CHECKLIST**

1. Obtain Application Package and confirm contents:

- ☐ Informational Cover Letter
- ☐ Instruction Sheet/Checklist
- ☐ One Page Application (**Attach Copy of Sales Contract or Lease**)
- ☐ Background Information Form
- ☐ Rules & Regulations
- ☐ Frequently Asked Questions & Answers (**Sales Only**)

2. Read and complete each form as indicated.

3. Mail or deliver all original documents listed above, the *Sales/Lease Contract**, and a check** for the *Application Fee and Background Check Fee* made payable to **Sunshine Terrace Condominium Association, Inc.** to:

**Ameri-Tech Community
Management, Inc.
24701 US HWY 19 N, Suite
102
Clearwater, FL 33763**

4. You will be contacted by a Board Representative to set up an appointment for your interview shortly after receipt and processing of your completed application.
5. The Application and other forms will be processed and presented to the Board of Directors for approval.

(If Purchaser) Once approved, the Board of Directors will execute a **Certificate of Approval**. Progressive Management, Inc. will contact the Buyer (or Agent) with notification that the process is complete. The Certificate of Approval will be mailed to your title company or realtor.

(If Tenant) A copy of the approved application will be mailed to Owner and Tenant for their records.

* Contract provided by the property owner or real estate agent

** Both the Application Fee and Background Check Fee can be on one check

Sunshine Terrace Condominium Assoc., Inc
A 55+ Community

REQUEST FOR APPROVAL OF OWNERSHIP TRANSFER/LEASE APPLICATION MUST BE RETURNED TO AMERI-TECH COMMUNITY MANAGEMENT, INC. TWENTY-ONE (21) DAYS PRIOR TO OCCUPANCY at 24701 US HWY 19 N, Suite 102 , FL 33763 Phone: 727-726-8000

Items that must accompany this completed application:

A) \$50.00 Application Fee, \$50 single person/\$80 couple Background Check Fee (Fees Non-Refundable) payable to Sunshine Terrace Condominium Association. B) A copy of a sales contract or lease agreement. C) Copies of driver's licenses of buyers or tenants.

SALES APPLICATION: _____ RENTAL APPLICATION: _____

Current Owner: _____ Buyer/Tenant: _____

Unit Address: _____ Bldg. _____ Unit # _____

Closing Date: _____ OR Rental – From: _____ To: _____

Person(s) who will occupy the above Condo Unit are as follows: (Minimum age of children allowed 16 years old):

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

Buyer's /Tenant's current address: _____

Email: _____ I accept to receive some notifications by email? YES ☐ NO ☐

Home Phone: _____ Mobile Phone: _____

Mailing address after closing: _____

Automobile(s): Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

*Pets: * **ONLY ONE INDOOR CAT ALLOWED**

Emergency Contact Information:

Name: _____ Home Phone: _____ Cell Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Title Company: _____ Email: _____ Phone: _____

Real Estate Agent: _____ Email: _____ Phone: _____

*Purchaser(s) state(s) that he/she has received a copy of all Condominium Documents including Declaration of Condominium, Articles of Incorporation, Bylaws and Rules & Regulations, and has read, understood and agrees to abide by all the conditions and terms therein and all reasonable rules and regulations enacted hereafter officially by the Association.

**Tenant states receipt of Rules and Regulations and agrees to abide by all conditions.

Seller/Landlord Purchaser/Tenant Date

Seller/Landlord Purchaser/Tenant Date

The Board of Directors has approved the sale/lease of this unit.

By: _____ Date: _____ Issued: 08/06/2021

By: _____ Date: _____ Revised: 01/28/2022

DATE _____

CUSTOMER NUMBER _____

BUYER / TENANT INFORMATION FORM

I / We _____, prospective
 buyer(s) / tenant(s) for the property located at _____
 Managed By: Progressive Management, Inc. Owned By: _____

Hereby allow TENANT CHECK LLC and or the property owner / manager to inquire into my /our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK LLC has made an inquiry.

I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK LLC now or in the future.

PLEASE PRINT CLEARLY**FIRST BUYER/TENANT INFORMATION:**

SINGLE ____ MARRIED ____

FULL NAME: _____

DATE OF BIRTH: _____

DRIVER LICENSE #: _____

CURRENT ADDRESS: _____

HOW LONG? _____

LANDLORD & PHONE: _____

PREVIOUS ADDRESS: _____

HOW LONG? _____

HAVE YOU EVER BEEN ARRESTED?
 (CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?
 (CIRCLE ONE) YES NO

SIGNATURE: _____

PHONE NUMBER: _____

SECOND BUYER/TENANT INFORMATION:

SINGLE ____ MARRIED ____

FULL NAME: _____

DATE OF BIRTH: _____

DRIVER LICENSE#: _____

CURRENT ADDRESS: _____

HOW LONG? _____

LANDLORD & PHONE: _____

PREVIOUS ADDRESS: _____

HOW LONG? _____

HAVE YOU EVER BEEN ARRESTED?
 (CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?
 (CIRCLE ONE) YES NO

SIGNATURE: _____

PHONE NUMBER: _____

TENANT CHECK HOURS OF OPERATION:
 MONDAY- FRIDAY: 9:00a.m. - 5:30p.m.
 SATURDAY: 11:00 a.m. - 4:00p.m.
 ALL ORDERS RECEIVED AFTER 3:00p.m (2:00p.m. on Sat.)
 WILL BE PROCESSED THE NEXT BUSINESS DAY

TENANT CHECK FAX#: (727) 942-6843

IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A
 SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE
 REPORT.

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR
 REALTORS/PROPERTY MANAGERS/APARTMENT COMPLEXES/
 MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

RULES AND REGULATIONS **OF** **SUNSHINE TERRACE CONDOMINIUM ASSOCIATION, INC.**

The use of the condominium property shall be in accordance with the following provisions so long as the condominium exists:

- Section 1.** Each unit owner shall promptly pay the assessment levied by the association.
- Section 2.** In no event shall occupancy (except for occasional rental or temporary occupancy of guest) exceed four (4) persons. Under no circumstances may more than one (1) family reside in a condominium unit at one time. Families or words of similar import used herein shall be deemed to include spouses, parents, parents-in-law, children and grandchildren. Without limiting the generality of this paragraph, units shall be occupied by no more than five (5) persons, including children, if the same is being used as a vacation rental unit.
- Section 3.** Parking spaces may be used only for the parking of passenger cars, station-wagons, bicycles or tricycles. All other vehicles shall be permitted to be parked only upon the written approval of the Association.
- Section 4.** No nuisances shall be allowed upon the condominium property nor any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents.
- Section 5.** No unit owner shall annoy others with unreasonable noises or odors.
- Section 6.** All parts of the condominium shall be kept in a sanitary and clean condition, and no rubbish, refuse or garbage allowed to accumulate nor any fire hazard allowed to exist.
- Section 7.** No electrical device creating unusual electrical overloading or interference with radio or TV sets of others may be used in the units or common elements without the permission of the other unit owners.
- Section 8.** All garbage must be placed in plastic bags and sealed before depositing said garbage directly into the dumpsters. Boxes or bulky containers must be broken and compacted before depositing same into dumpsters. The unit owners shall deposit all garbage in the dumpsters or other

trash collection facilities provided by the Association and shall be prohibited from placing private garbage cans on the common elements.

Section 9. No immoral, improper, offensive or unlawful use shall be made of the condominium property or any part of it; and all valid laws, zoning ordinances and regulations of all governmental bodies for maintenance, modifications or repair of the condominium property shall be the same as the responsibility for the maintenance and repair of the property concerned.

Section 10. No unit owner shall show any sign, advertisement or notice of any type on the common elements or his unit. There shall be no "for sale" or "for rent" signs in any form or size placed inside or outside of the windows of a unit or attached to the curtains or blinds or any part of the interior or exterior of the condominium unit or on the common elements. The Association can post a sign for the purpose of unit owners selling or renting their units and said sign shall be erected in an area designated by the Association. This paragraph does not impose any restrictions on the Developer while there are unsold units.

Section 11 is hereby amended and shall read as follows:

Section 11. **Not less than EIGHTY (80%) of all units shall have at least one (1) permanent occupant who is of age fifty-five (55) years or older, AND ALL PERMANENT OCCUPANTS MUST BE AT LEAST SIXTEEN (16) YEARS OF AGE. The remaining twenty (20%) percent of the units shall be occupied by any person IN ACCORDANCE WITH SECTION 807 OF THE FAIR HOUSING AMENDMENTS ACT OF 1988 and such Rules, Regulations and procedures as promulgated by the Board of Directors as described in the following paragraphs. The term "permanent occupants" shall include all persons occupying the unit except temporary guests.**

The Board of Directors shall promulgate, from time to time, such rules, regulations and procedures as are necessary to insure continuing compliance with this restriction and consistent with an intent to comply with section 807 of the Fair Housing Amendments Act of 1988.

This restriction shall not apply to any person residing in a unit on September 13, 1988.

Section 12: Each unit owner is responsible for the leasing or rental of his unit and acknowledges that no representations have been made by the

Developer or the Association or any member thereof regarding the feasibility of the purchase of his unit for an investment or lease purpose.

Section 13. Each unit may have cable TV, if available, which shall constitute a limited common element. There shall not be any exterior antenna for either radio or TV or for any broadcasting or receiving equipment. The cost of the cable TV can be charged to the Association if approved by the Association, and each unit will be responsible for reimbursement of the monthly charge for each activated unit within his apartment, but any additional charges for becoming a member of Home Box Office or other similar broadcasting system shall be billed directly to the unit owner and not collected by the Association. In addition, any and all hookup charges shall be the responsibility of the individual unit owner. If cable TV is not available the Association shall have the right to erect and maintain a master antenna system and include cost of same in the annual budget.

Section 14. Original unit owners may keep dogs (weighing 15lbs or less), cats or birds provided that they are not kept, bred or maintained for any commercial purposes and so long as said pets do not constitute a nuisance to other unit owners. Dogs must remain on a leash when outside the condominium unit. All pets must use the designated sanitary areas. In the event the unit owner of said pet (s) receives written notice from the Association that his pet constitutes a nuisance for any reason whatsoever, the owner of said pet (s) shall immediately remove them from the condominium property. Persons occupying a unit as lessees or vacation rental tenants shall not be permitted to maintain pets in their unit or on any condominium property at any time. All pets shall be registered with the Association.

Upon the death of the pet of an original unit owner, no replacement pet shall be allowed. No unit owners or other persons other than the original purchaser of a unit shall be allowed to have a pet.

Section 15. No unit owner shall place or install any colored, reflecting or solar material on any windows without written approval of the Association. All shades, venetian blinds, inside shutters or other inside window treatments facing the exterior of the building must be of neutral or off-white color.

Section 16. No use of the condominium property shall be made which violates any of the terms and conditions contained herein or that violates any laws,

ordinances and regulations of any governmental body having jurisdiction thereof.

Section 17. A unit owner shall be liable for the expense of any maintenance, repair or replacement rendered necessary by his negligence or by that of any member of his family or his or their guests, employees, agent, lessees or vacation rental tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by the unit owner or the Association.

Section 18. No window air conditioning units, window fans, or exhaust fans shall be installed in a unit.

Section 19. No rugs or mops shall be shaken or hung from or on any of the windows, doors, deck railings or balconies. No clothes, sheets, blankets, towels, bathing suits, laundry or any other kind of articles shall be hung out of a unit or exposed on the common elements.

Section 20. Sidewalks, balconies and entrance ways shall be kept clear of all obstructions at all times.

Section 21. Each unit owner shall permit the Board of Directors of the Association, or any of them, or the agents and employees of the Association, to enter the owner's unit for the purpose of maintenance, inspection, repair and replacement of improvements made in accordance with the requirements of this Declaration.

Section 22. Reasonable, uniform rules and regulations concerning the use of the condominium property may be made and amended from time to time by the Board of Directors and/or members of the Association, in the manner provided by the Articles of Incorporation and/or these Bylaws. Copies of such rules and regulations and amendments shall be furnished to all unit owners and residents of the condominium upon request. Each unit owner shall conform to and abide by the Bylaws and uniform rules and regulations of the Association which have been or are adopted concerning the condominium property and each unit owner shall see that all persons using the owner's property, by, through or under him, does likewise.

Section 23. In any proceeding arising because of the alleged failure of a unit owner to comply with the terms of this Declaration as it may be amended from time to time, the prevailing party shall be entitled to recover the costs of the proceeding and such reasonable attorney's fees as may be awarded by the Court.

Section 24.

The failure of the Association to enforce any covenant, restriction or other provisions of this Declaration shall not constitute a waiver of the right to do so thereafter.

SUNSHINE TERRACE CONDOMINIUM ASSOCIATION, INC.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

(In compliance with Chapter 718.111(12)(a)(14) and 718.504, F.S.)

As of **January 1, 2024**

Q1. What are my voting rights in the Condominium Association?

A1. One vote per condominium unit.

Q2. What restrictions exist in the Condominium Documents on my right to use my unit?

A2. Refer to Condominium Documents and Rules and Regulations.

Q3. What restrictions exist in the Condominium Documents on the leasing of the unit?

A3. Prior written approval is required with a \$50.00 application fee. There is a 3-month minimum rental period. Refer to Condominium Documents and Rules & Regulations for further restrictions.

Q4. How much are my assessments to the Condominium Association for my unit type? When are they due?

A4. Assessments are due the first of each month. For specific amount of assessments, please check with the Management Company or the Board of Directors prior to closing.

Q5. Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A5. No.

Q6. Am I required to pay rent or land use fees for recreational or other commonly used facilities?

A6. Yes, fees for recreation or land lease is included in Sunshine Terrace Maintenance fees.

Q7. Is the association or any other membership association involved in any court case in which it may face liability in excess of \$100,000?

A7. No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.