

# VINYARDS CONDOMINIUM ASSOCIATION – SALES APPLICATION PACKET

Unit \_\_\_\_\_

Dear Applicant:

Ameri-Tech Property Management is happy to work with you during your application process to the Vineyards Condominium Association, Inc. In an effort to ensure a smooth application process please take the time to read and implement the following.

Enclosed you will find an application for the Vineyards. Applications must be completed in full and required items must be submitted together at the time of application. Partially submitted applications will delay processing. A checklist has been provided below for your use to ensure that all required items are submitted successfully.

You can mail this information to the following address:

Vineyard of Tampa Condominiums  
c/o Ameri-Tech Community Mgmt.  
24701 US Hwy 19 N., Suite 102  
Clearwater, FL 33763

Questionnaires and estoppel requests are provided through the online resource [WWW.AMERITECHCOMPANIES.COM](http://WWW.AMERITECHCOMPANIES.COM). Association documents and other related items are also available through, if the current owner is unable to provide them to you.

Please allow 3 day for processing from the date of receipt of a completed application. Should you have any questions regarding the application process, please contact Ameri-Tech Community Mgmt. at 727-726-8000 x242 or via email at CKelly@AmeriTechMail.com (office hours are weekdays 9:00 a.m. to 5:00 p.m.). Thank you in advance for your attention to this matter. We look forward to working with you!

## PLEASE REMIT THE FOLLOWING:

### YINEYARDS:

- \_\_\_\_\_ Application
- \_\_\_\_\_ Valid Picture ID
- \_\_\_\_\_ Completed Lease Addendum
- \_\_\_\_\_ Signed Contract
- \_\_\_\_\_ Signed copy of the Rules and Regulations
- \_\_\_\_\_ Criminal Background Check – background check must be run within a month of application to Association
- \_\_\_\_\_ \$100.00 check or money order for Application fee: **payable to Vineyard of Tampa COA**
- \_\_\_\_\_ Orientation with BOD prior to closing or move-in

*\* A copy of the Rules and Regulations have been enclosed*

Vineyard of Tampa Condominium Assoc., Inc.  
24701 US Highway 19 N, Suite 102  
Clearwater, FL 33763

Phone: (727)726-8000 ext. 242  
Email: CKelly@AmeriTechMail.com

**Application Type:**

Unit Address: \_\_\_\_\_

Current Owner(s)/Landlord: \_\_\_\_\_

Realtor: \_\_\_\_\_ Phone: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Title Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Will the new owner live in the unit: (please select one) Full Time \_\_\_ Part Time \_\_\_ Lease \_\_\_\_\_

Rental Occupancy Dates From: \_\_\_\_\_ To: \_\_\_\_\_

**1<sup>st</sup> Applicant:**

\_\_\_\_\_ First Middle Last

Current Address: \_\_\_\_\_  
Street Address City State Zip

Social Security: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Driver's License # / U.S. Photo ID # \_\_\_\_\_ State Issued: \_\_\_\_\_  
(please circle form of ID provided)

Phone: ( ) \_\_\_\_\_ Alt. Phone: : ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord/Mortgage Holder: \_\_\_\_\_ Length of Residence: \_\_\_\_\_ to \_\_\_\_\_

Has an eviction action ever been filed against you? Yes \_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

NOTE: If you answered "Yes" to any of the above questions please explain the circumstances on the back of this sheet

**2<sup>nd</sup> Applicant:**

\_\_\_\_\_ First Middle Last

Current Address: \_\_\_\_\_  
Street Address City State Zip

Social Security: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Driver's License # / U.S. Photo ID # \_\_\_\_\_ State Issued: \_\_\_\_\_  
(please circle form of ID provided)

Phone: ( ) \_\_\_\_\_ Alt. Phone: : ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

## THE VINEYARD CONDOMINIUM ASSOCIATIONS BUILDING RULES AND REGULATIONS

**INDIVIDUAL PATIOS & BALCONIES:** Nothing is to be hung from patios or railings. Any items considered unsightly by the Management and Board of Directors must be removed. **Absolutely no grilling on patios or balconies, any grilling must be at least twenty (20) feet from building in accordance with federal, state and city fire codes.**

All patios are limited common areas; any changes from the original construction of the Vineyards must be maintained in good condition by the unit owner as the patios fall under the unit boundaries as described in exhibit B on the Condo Docs. Any unit owners failing to do so will be charged by the Association for any repairs deemed necessary to ensure all units are maintained to property standards.

**MAINTENANCE OF UNITS WINDOWS & DOORS:** Owners are required to maintain the interior of the units. Owners not keeping their units in good condition and/or causing damage to the building and other units, will be charged for such repairs. (This also pertains to pest control within the units.) All windows should be in workable condition and good appearance, if not they should be replaced by the unit owner. White vinyl double insulated windows are now the approved windows when replacing windows. **No unsightly window coverings or badly damaged blinds are allowed. All window coverings must be white or backed with white.**

**DOORS: MUST BE KEPT CLEANED.** UNSIGHTLY DOORS ARE NOT ACCEPTABLE. If doors are not maintained, the owners will be charged for Vineyard's housekeeping for any cleaning required.

**NOISE:** We ask your consideration of your neighbors when having guests or playing your stereo/TV. Please keep the noise level down so as not to disturb them, particularly during evening hours after 11:00 pm.

**PEACEFUL AND RESPECTFUL CONDUCT:** All owners/tenants should conduct themselves in a peaceful and respectful manner towards other owners/tenants and Directors, Management and workers on the property. **Disorderly and abusive conduct will not be tolerated. NO HARRASSMENT OF OTHERS WILL BE TOLERATED!** Any owners/tenants feeling harassed or threatened should call the police.

**PETS:** **No dogs** or exotic pets are allowed, particularly no visiting pets. Only two (2) cats per unit are allowed. Cats must be contained within your unit and not left on patios/balconies unattended. Under no circumstances is anyone to feed pets outside of their unit; in conjunction with the Hillsborough Animal Control authorities, to have stray animals picked up by Animal Control. Should these pets, the owner will have the responsibility of retrieving them at Animal Control.

**SALES:** Anyone wishing to sell their unit must submit an application filled out by the perspective buyer, along with the signed declaration page that they have read and been given a copy of both Condominium Documents, the Association Rules and Regulations, and acknowledgement of monthly fees and any assessments being paid and a copy of signed contract to the Board of Directors for their approval.

**RENTALS:** All leases are to include a signed copy of the Association Policies, an application on all prospective residents, and the condominium lease addendum, along with the current credit and criminal background reports or a \$100.00 check for management to obtain reports. Any person convicted of a felony or having an eviction on their record will not be accepted. Any current renter is prohibited from sub-leasing or acquiring a new roommate without the same approval from the Board and unit owner. All forms are to be supplied by the Board or Management. The association does not accept subsidized rentals. **Owners are responsible for the behavior of their tenants.**

**PERMANENT RESIDENTS:** The Board of Directors must approve everyone permanently residing in the Vineyard Condominiums. For purpose of definition, anyone staying for a period more than three (3) weeks or receiving mail will be considered permanent, and must be approved by the Board, and be on record on the unit's Contract/Information form. Occupancy criteria in adherence with familial status legislation are no more than two (2) people in a one-bedroom unit or four (4) people in a two-bedroom unit. Contact/Information Forms must always be kept up to date. Management must be notified of any changes in residents/vehicles/contact phone numbers. The Association must retain a key for each unit for emergencies or work to be done in units.

Unit owners/tenants will be given a 24-hour notice if access is needed to their unit.

**COMMON AREAS:** Are to be used for ingress and egress only. No playing in landscaped areas, hallways, walkways, parking areas or driveways. Any personal property left in the common areas (furnishings, bikes, toys, etc.) will be disposed of. Do not toss cigarette butts on grounds or carpeted areas. Owner will be charged for replacement of carpet damaged by burns to carpet from cigarettes.

**OUTSIDE LIGHTING:** PLEASE NOTIFY MANAGEMENT IF THE LIGHT BULB AT YOUR ENTRY OR IN YOUR COURTYARD IS BURNED OUT, SO IT CAN BE PROMPTLY REPLACED.

**DRIVEWAY AND PARKING:** All covered parking spaces are assigned, and no unauthorized persons may at any time or for any length of time, park in someone else's space. Each unit has a numbered parking space they and they alone are to use this space.

1. All vehicles are prohibited from parking in or around driveways. Violators will be towed.
2. Fig Street resident's guests only are allowed to park behind their building. "B" Street guests are to park only in front of buildings on "B" Street. Trask Street guests are to park only on Trask St. in front of the building.
3. The driveway is one way only; do not enter from Trask Street.
4. **ALL VEHICLES PARKED ON THE PROPERTY MUST BE STREET WORTHY AND OPERABLE AS WELL AS HAVING A CURRENT LICENSE PLATE. Any vehicles not operable or not having a current license plate will be deemed abandoned and the police department will be notified for removal of vehicle.**
5. **NO COMMERCIAL OR OVERSIZED VEHICLES ARE ALLOWED TO BE PARKED ON PROPERTY.**
6. The management/association is to be notified of any change of vehicle or license plate.
7. Bicycles are not to be chained to carports, trees, etc. or left by units.
8. **DO NOT DRIVE UP ONTO GRASS ALONG 'B' STREET.** This burns the grass from the heat of the engine.

**POOL RULES:**

**CONDUCT:** No pushing, shoving or any other conduct, including profanity, screaming or loud music which would disturb others at the pool or residents living by the pool. Please be considerate.

Pool Hours: 9:00 AM to 9:00 PM.

**No suntan oil in Pool.**

**Food and beverages:** Food is not to be consumed within three (3) feet of pool with any leftovers, trash, etc. disposed of in trash container. NO GLASS!!! THIS MEANS YOU!!!

**Guests:** Guests must be accompanied by a resident, limited to 4 guests per household.

**Children:** All infants must have on swim-pants, protective pants for swimming. Children under 14 must be accompanied by an adult/resident.

**Safety:** Anyone living at the Vineyard, particularly in units on the pool must ensure the safety of children and are responsible for preventing them from wandering into the pool area unsupervised.

**Bathing Suits:** Proper bathing attire is to be worn; no cut offs or "T" backs.

**Pool Gates:** PLEASE KEEP POOL GATES LOCKED AT ALL TIMES – THESE LOCKS HAVE BEEN INSTALLED FOR SECURITY AND LIABILITY ISSUES.

**PLEASE DO NOT LEAVE GATES UNLOCKED.**

**Furniture:** Pool furniture is not to be abused. Anyone caught doing so will be charged to replace damaged furniture. Any furniture moved should be put back.

**CLUB ROOM:** The Club Room is a common area to be enjoyed, but also to be maintained and kept clean. Do not abuse furnishings or remove any furnishings from the Club Room. People caught stealing will be prosecuted. The room house

must be reserved 14 days in advance. A deposit of \$100.00 is required to ensure clean up and that the Club Room is left as you found it. Please contact the property manager to reserve.

**LAUNDRY ROOMS:** Please keep laundry rooms clean. This includes cleaning lint filter after each use and NOT depositing personal garbage in trash cans. **For your personal safety, please close and leave doors locked.**

**ADDITIONALS/REPAIRS-CONTRACTORS:** The Board must approve all exterior repairs or additions before work commences. Anyone proceeding with work without approval will have legal action taken against them. All work, interior or exterior, is to be performed on weekdays between the hours of 8:00 AM to 5:00 PM, and Saturdays 10:00 AM to 5:00 PM. **ALL DEBRIS MUST BE HAULED OFF THE PREMISES-NOT PLACED IN THE COMMUNITY DUMPSTERS.** Anyone caught doing so will be charged a haul-away fee, a minimum of \$100. Cardboard boxes are to be flattened before being placed in dumpsters.

**DO NOT DUMP FURNITURE/DOORS/WINDOWS/APPLIANCES IN OR AROUND DUMPSTER!!! AGAIN, ANYONE CAUGHT DOING SO WILL BE CHARGED A HAUL-AWAY FEE.**

**SATELLITE DISH/CABLE:** Satellite dish must be approved for installation. The company doing the installation must present steps on installation. NO DISH OR CABLES CAN BE MOUNTED ON THE SIDES OF BUILDINGS OR ON THE GROUNDS.

**Failure by Management to enforce any policy does not nullify their right to do so at a future date.**

**FAILURE OF UNIT OWNERS TO COMPLY WITH ALL RULES AND REGULATIONS MAY RESULT IN LEGAL ACTION.**

**Board of Directors**

**All concerns, problems or requests must be forwarded to the Board in writing via email, fax or U.S. mail to the contact information below. Please be aware that neither the Board members nor management conducts business from our homes.**

**PROPERTY MANAGER CONTACT INFO:**

Vineyard of Tampa Condominiums  
c/o Ameri-Tech Community Mgmt.  
24701 US Hwy 19 N., Suite 102  
Clearwater, FL 33763  
Phone: 727-726-8000 ext. 242 / Fax: 727-723-1101  
Chris Kelly, LCAM  
ckelly@ameritechmail.com

I hereby agree for myself and on behalf of I persons who may use the condominium unit which I seek to purchase/lease that:

- a. I have received and read on this date \_\_\_\_\_, a copy of the Vineyard Condominium Association Rules and Regulations. I agree to the terms and to comply. \_\_\_\_\_YES \_\_\_\_\_ NO (initialed)
- b. I will abide by the Rules and Regulations of the Association which now are or may in the future be imposed by the Association.
- c. Any violation of the Declaration or Rules and Regulations provides cause for actions therein provided under appropriate circumstances as determined by the Board of Directors of the Association (including termination of leasehold).
- d. I am aware that the decision of the Board will be final, and no reason will necessarily be given for any action taken by the Board. I will be governed by the determination of the Board.
- e. The acceptance for lease/purchase of a unit is conditioned upon the truth and accuracy to this application and the approval of the Board of Directors of the Association (the "Board"). Any misrepresentation in this application will constitute grounds for the rejection of this application or termination of the lease.
- f. This approval is subject to all financial obligations to the Association including, but not limited to, maintenance fees, late charges, special assessments, legal fees and application fees having been paid in full at the time of occupancy.

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Owner Name (Print)	Signature	Date
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Owner Name (Print)	Signature	Date
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Applicant Name (Print)	Signature	Date
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Applicant Name (Print)	Signature	Date
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Present Landlord/Mortgage Holder: \_\_\_\_\_ Length of Residence: \_\_\_\_\_

Has an eviction action ever been filed against you? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

NOTE: If you answered "Yes" to any of the above questions please explain the circumstances on the back of this sheet.

**Additional occupants that will reside in this unit:** (Any occupant 18 or older must complete application and provide a criminal background check)

1) \_\_\_\_\_ Birth Date: \_\_\_\_\_

2) \_\_\_\_\_ Birth Date: \_\_\_\_\_

**Vehicle Registration:**

1) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State Issued: \_\_\_\_\_

2) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State Issued: \_\_\_\_\_

**Pet Registration:** (No dogs allowed. Please see Rules and Regulations for additional pet restrictions)

**Pet 1:**

Pet's name: \_\_\_\_\_

Type of Pet: \_\_\_\_\_

Breed: \_\_\_\_\_

Color: \_\_\_\_\_ Weight: \_\_\_\_\_

Identification Tags: Yes: \_\_\_\_\_

No: \_\_\_\_\_ Tag #: \_\_\_\_\_

**Pet 2:**

Pet's name: \_\_\_\_\_

Type of Pet: \_\_\_\_\_

Breed: \_\_\_\_\_

Color: \_\_\_\_\_ Weight: \_\_\_\_\_

Identification Tags: Yes: \_\_\_\_\_

No: \_\_\_\_\_ Tag #: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_