

**JEFFERSON PINES II CONDOMINIUM ASSOCIATION, INC. c/o**  
**Sunstate Association Management Group, Inc.**  
**PO BOX 18809 Sarasota, FL 34276**  
**OFFICE: 941-870-4920 allapplications@sunstatemanagement.com**

**RENTAL APPLICATION**  
**(Submit to the above address-all rentals-any duration)**

Application must be submitted at least 20 days prior to proposed occupancy date along with the following:

1. A \$100.00 non-refundable fee *per applicant\**, made payable by check to: Sunstate Association Management Group Inc.;
2. Copy of photo ID (Passport, Driver's License, CAC card) for each applicant/renter; Rental approval will be denied if not included
3. Copy of final lease between owner/lessor and lessee, signed, and dated by all parties; Rental approval will be denied without a copy of the executed/signed/dated lease by both the lessor and lessee;
4. A check payable from the lessor(unit owner) to Jefferson Pines II Condominium Association for the refundable security deposit of \$500.
  - a. The deposit will be returned to the lessor(unit owner) after the conclusion of the lease(3. Above), minus any damage to Association common elements or any other violations of Association documents, "Rules and Regulations", and Association fines incurred or any other detrimental acts of the tenants;
  - b. Rental approval will be denied without this security deposit;
5. The signed and dated "ADDENDUM TO LEASE"(below) appointing Jefferson Pines II Condominium Association, Inc. and its Board of Directors as agents for the unit owner(s) and lessee(s) so the association may act on behalf of the owner(s) to enforce the lease, evict the lessee(s) or otherwise; Rental approval will be denied for no signatures/dates.
6. All general information requested below unless not applicable to your rental must be marked "N/A". Rental approval will be denied if any blanks on this application are left unfilled.

\*Spouses may fill out one application, but two (2) persons not married must fill out separate applications and owner/applicant must submit one (1) \$100 check for each one.

**NOTE: PURSUANT TO AN AMENDMENT TO SECTION 11.3(a) OF THE DECLARATION OF CONDOMINIUM APPROVED BY THE OWNERS ON OCTOBER 12, 2005, NEW PURCHASERS OF A UNIT CANNOT RENT OR LEASE THEIR UNIT FOR A PERIOD OF 24 MONTHS FOLLOWING ACQUISITION OF THE UNIT.**

Unit # \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_  
Owner(s) Name \_\_\_\_\_ Ph. # \_\_\_\_\_  
Rental period: From \_\_\_\_\_ to \_\_\_\_\_  
Rental amount per month \$ \_\_\_\_\_

In order to facilitate consideration of my/our application for rental at JEFFERSON PINES II CONDOMINIUM ASSOCIATION, INC., I/we represent that the following information is factual and true. I/We consent to you making further inquiries concerning this application particularly the background checks and references given.

\_\_\_\_ Please check here if you have stayed at Jefferson Pines II in the twelve months prior to the date of the start of your lease. Returning guests of less than twelve months are not required to pay for the background check fee. The security deposit in the amount of \$500 to the Association is still required.

Name of Applicant \_\_\_\_\_ Age \_\_\_\_\_ DL# \_\_\_\_\_

Spouse -Applicant \_\_\_\_\_ Age \_\_\_\_\_ DL# \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Ph. # \_\_\_\_\_ Cell Ph. # \_\_\_\_\_

Email Address \_\_\_\_\_

Present Landlord/Mortgage Co. \_\_\_\_\_

Why Moving? \_\_\_\_\_ Monthly Rent/Mortgage \$ \_\_\_\_\_ Mortgage # \_\_\_\_\_

Names of Adult Family Members who will be in residence: \_\_\_\_\_

Children (names and ages) who will be in residence:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Current Employer \_\_\_\_\_ Position \_\_\_\_\_ Income \$ \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Business Ph. # \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Ph. # \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Income \$ \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Business Ph. # \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Ph. # \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Position \_\_\_\_\_ Income \$ \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Business Ph. # \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Ph. # \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Income \$ \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ Business Ph # \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Ph. # \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**IN CASE OF EMERGENCY CONTACT:**

Name \_\_\_\_\_ Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Ph. # \_\_\_\_\_ Business Ph. # \_\_\_\_\_

**AUTOMOBILE(S) TO BE PARKED IN DESIGNATED PARKING SPOT(S):**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ State \_\_\_\_\_ Tag # \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ State \_\_\_\_\_ Tag # \_\_\_\_\_

**PETS. PETS ARE RESTRICTED TO UNIT OWNERS ONLY. IF YOU HAVE A SERVICE ANIMAL DOG, PLEASE ATTACH A SIGNED APPROVAL LETTER FROM THE UNIT OWNER(S) IF YOU DESIRE TO HAVE YOUR SERVICE ANIMAL IN THE UNIT DURING YOUR RENTAL. THE UNIT OWNER(S) WRITTEN APPROVAL LETTER IS REQUIRED IN ORDER FOR THE BOARD OF DIRECTORS TO APPROVE YOUR APPLICATION. ONE SERVICE ANIMAL DOG IS ALLOWED PER UNIT. A SERVICE ANIMAL ESA LETTER MUST BE ATTACHED.**

Service Animal Approval(Unit owner initials \_\_\_\_\_ (pet approval letter to lessee must be attached)

Approval ESA Letter Attached:  YES (Service Animal w/o ESA letter, approval will be denied)

Description of Pet: (The dog MUST be walked off-property, excrement on property will not be tolerated)

Type \_\_\_\_\_ Breed \_\_\_\_\_ Height at Shoulder \_\_\_\_\_ Weight \_\_\_\_\_

**CHARACTER REFERENCES:**

Name \_\_\_\_\_  
Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Ph. # \_\_\_\_\_ Business Ph. # \_\_\_\_\_

Name \_\_\_\_\_  
Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Ph. # \_\_\_\_\_ Business Ph. # \_\_\_\_\_

Have you ever had an eviction notice filed or left owing money to an owner or landlord?

Applicant:  YES  NO

Spouse:  YES  NO

Have you applied for residency in the past 2 year but did not move in?

Applicant:  YES  NO

Spouse:  YES  NO

Have you ever had adjudication withheld or been convicted of a crime?

Applicant:  YES  NO

Spouse:  YES  NO

**IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS PLEASE EXPLAIN THE CIRCUMSTANCES ON THE BACK OF THIS FORM.**

I/We understand that I/we shall apply for approval of the proposed lease and consent to an interview at **least 15 days prior** to the commencement of the proposed term. I/We understand that each lease and addendum shall contain an agreement of the lessee(s) to comply with the Condominium Documents. I/We understand that the lease will contain a provision appointing Jefferson Pines II Condominium Association, Inc. as agent for the Owner so the Association may act on behalf of the Owner to enforce the lease, evict the lessee(s) or otherwise.

I/We will not sublet the Unit or assign the lease without the prior written consent of the Owner(s) and the Board of Directors of Jefferson Pines II Condominium Association, Inc.

I/We acknowledge that I/we have received a copy of, read and understand the Condominium Document and Rules and Regulations of Jefferson Pines II Condominium Association, Inc. and I/we will abide by same, as well as new Rules and Regulations that may be adopted in the future.

After reading the above documents, I/we understand that among other things, the Use Restrictions of Jefferson Pines II Condominium Association, Inc.

**AUTHORIZATION OF RELEASE OF INFORMATION:** Applicant(s) represent(s) that all of the above information and statements on all pages of this application for rental are true, accurate and complete, and hereby authorize(s) an investigative consumer report including, but not limited to, residential history (rental and/or mortgage), employment history, credit history, court records, criminal background checks and credit records. All parties must sign this application before it can be processed. Applicant(s) acknowledge(s) that failure to provide correct and true information constitutes a criminal offense in the state of Florida.

**The application fee and background checks are non-refundable.**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**LIST OF NAMES AND DATES OF OVERNIGHT GUESTS DURING RENTAL PERIOD.**

(If no overnight Guests planned, all blanks must be marked "N/A" or application will be denied)

NAME: \_\_\_\_\_ DATES OF VISIT: \_\_\_\_\_  
VEHICLE REGISTRATION: STATE: \_\_\_\_ PLATE #: \_\_\_\_\_

NAME: \_\_\_\_\_ DATES OF VISIT: \_\_\_\_\_  
VEHICLE REGISTRATION: STATE: \_\_\_\_ PLATE #: \_\_\_\_\_

NAME: \_\_\_\_\_ DATES OF VISIT: \_\_\_\_\_  
VEHICLE REGISTRATION: STATE: \_\_\_\_ PLATE #: \_\_\_\_\_

NAME: \_\_\_\_\_ DATES OF VISIT: \_\_\_\_\_  
VEHICLE REGISTRATION: STATE: \_\_\_\_ PLATE #: \_\_\_\_\_

NAME: \_\_\_\_\_ DATES OF VISIT: \_\_\_\_\_  
VEHICLE REGISTRATION: STATE: \_\_\_\_ PLATE #: \_\_\_\_\_

**FOR OFFICIAL USE ONLY – N/A Not Required**

BOARD APPROVAL:                     APPROVED  DISAPPROVED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SALES AND LEASES COMMITTEE CHAIRPERSON:  APPROVED  DISAPPROVED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ASSOCIATION SECURITY DEPOSIT AMOUNT RCVD: \_\_\_\_\_

DATE RCVD: \_\_\_\_\_

RCVD BY: \_\_\_\_\_

DEPOSIT TO ASSOCIATION ESCROW ACCOUNT DATE: \_\_\_\_\_

# ADDENDUM TO LEASE

(Unsigned addendum by all parties result in application denial)

UNIT #/ADDRESS: \_\_\_\_\_

LEASE DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

LESSEE(S) AND LESSOR(S) MUTUALLY AGREE THAT LESSEE(S) WILL COMPLY FULLY WITH ALL CONDOMINIUM DOCUMENTS AND RULES AND REGULATIONS AS PRESENTLY WRITTEN AND ALL FUTURE CHANGES THAT MAY OCCUR. VIOLATIONS OF THE DOCUMENTS AND THE RULES AND REGULATIONS CONSITUTE A BREACH OF LEASE. IT IS THE OBLIGATION OF THE LESSOR(UNIT OWNER) TO PROVIDE LESSEE WITH ALL APPROPRIATE DOCUMENTS INFORMING LESSOR OF POTENTIAL VIOLATIONS.

LESSEE(S) AND LESSOR(S) MUTUALLY AGREE THAT LESSEE(S) AND UNIT OWNER(S) HEREBY APPOINT JEFFERSON PINES II CONDOMINIUM ASSOCIATION, INC. AND THEIR BOARD OF DIRECTORS AS AGENTS FOR THE UNIT OWNER AND ACKNOWLEDGE THAT JEFFERSON PINES II CONDOMINIUM ASSOCIATION, INC. AND THEIR BOARD OF DIRECTORS MAY ACT ON BEHALF OF THE OWNER(S) TO ENFORCE THIS LEASE, EVICT THE LESSEE(S) OR OTHERWISE.

LESSEE \_\_\_\_\_

DATE \_\_\_\_\_

LESSEE \_\_\_\_\_

DATE \_\_\_\_\_

LESSOR \_\_\_\_\_  
UNIT OWNER

DATE \_\_\_\_\_

LESSOR \_\_\_\_\_  
UNIT OWNER

DATE \_\_\_\_\_

## **AUTHORIZATION TO OBTAIN CREDIT REPORT AND CONDUCT BACKGROUND CHECK(S)**

*"I/we hereby authorize Lighthouse Property Management, Inc., as agent of the Board of Directors of Jefferson Pines II Condominium Association, Inc., to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluation of my/our application. I/we understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment information, vehicle records, licensing records, and/or any other necessary information. I/we hereby expressly release Jefferson Pines II Condominium Association, Inc. and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my/our application information may be provided to various local, state, and/or federal government agencies including without limitation, law enforcement agencies."*

### **Please print:**

#### **Applicant:**

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

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

Drivers License # & State of issue: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Co-Applicant:**

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

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

Drivers License # & State of issue: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# THIS PAGE FOR OWNERS ONLY.

PLEASE BE ADVISED THAT THE DECLARATION OF CONDOMINIUM, ARTICLE 11, SECTION 11.3 GENERAL PROVISIONS REGARDING LEASING AS AMENDED AND RECORDED NOVEMBER 15, 2005 CONTAINS RESTRICTIONS ON THE NUMBER OF TIMES AND FREQUENCY A UNIT MAY BE LEASED AS STATED BELOW.

*To discourage investment owners and protect the residential character of the Condominium, a unit owner shall not lease or rent a condominium unit for a period of twenty-four (24) months after the title to the unit has been conveyed or transferred, provided that any existing lease of the previous owner may continue through the original term thereof and any extension or renewal. This Article 11.3(a) shall not apply to a mortgagee who acquires title to a unit by foreclosure or deed in lieu of foreclosure or to an owner who transfers title for purely estate planning reasons in the sole determination of the Board. Thereafter, a unit owner shall not lease the unit more than four (4) times in any twelve (12) month period.*

ALL REQUIRED PAPERWORK AND CRIMINAL BACKGROUND CHECKS MUST BE IN THE HANDS OF THE BOARD OF DIRECTORS AT LEAST TWENTY (20) DAYS PRIOR TO THE COMMENCEMENT OF THE PROPOSED LEASE.

AN INTERVIEW IS REQUIRED. (No interview will result in NO RENTER APPROVAL)

TENANTS MOVING IN WITHOUT APPROVAL WILL BE EVICTED IMMEDIATELY.

ALL FEES AND MONIES OWED FOR THE UNIT MUST BE CURRENT PRIOR TO APPROVAL OF A LEASE.

NOTE: Florida Condominium Law, Florida Statute 718.116(4) states that "If the association is authorized by the Declaration or Bylaws to approve or disapprove a proposed lease of a unit, the grounds for disapproval may include, but are not limited to, a unit owner being delinquent in the payment of an assessment at the time the approval is sought."

Signature of Owner \_\_\_\_\_ Date signed \_\_\_\_\_

Print Owner Name(s) \_\_\_\_\_

Owner's Unit Number: \_\_\_\_\_



**Jefferson Pines II Condominium Association**  
**Rules and Regulations – Rental Application Lessee/Lessor Acknowledgment**

1. All local and civil laws (i.e. noise, traffic, drugs, etc), apply to Jefferson Pines II Rules and Regulations.
2. No loud and objectionable noises or obnoxious odors to emanate from the unit. (10.2(c), pg 20)
3. Do not hang laundry, garments or other unsightly objects that are visible outside the unit (10.2(c), pg 20)
4. Do not allow anything unsightly or hazardous to remain in the common areas.
5. Do not allow any rubbish, refuse, garbage, or trash to accumulate anywhere other than the receptacle provided
6. Do not use the common elements against the rights of other unit owners for the same shared common element space(s).
7. Do not keep any pets in a Unit other than one small dog or cat (up to 25 lbs.), fish, or caged birds. All pets, including cats, must be kept on a leash and at least 100 feet away from any unit when outside. Any loose animal will be picked up by Sarasota County Animal Control Services
8. Pets must be walked off of Jefferson Pines II property and excrement must be picked up and disposed of promptly by the owner. Cat litter must be put in a sealed bag and placed in the appropriate trash bin. (Both City and County of Sarasota regulation)
9. No overnight parking of commercial vehicles, trucks, boats, campers, trailers, mobile homes or automobiles used as a living accommodation.
10. Each unit has one clearly numbered parking space. One vehicle per adult occupant is permitted with a maximum of two vehicles per unit. The 2<sup>nd</sup> vehicle of resident, visitor, lessee or guest must be parked in the marked "guest" spaces. Any unauthorized vehicles in a parking space will be towed in accordance with signs posted on the property.
11. Vehicles may only be washed at the proper location at the pool area. They may not be washed on the lawns. The hose should be neatly put away after use.
12. Oil changes and other repairs may not be done in parking spaces or in any other location on the condominium property
13. No parking or storing personal property including, but not limited to, strollers, baby carriages, playpens, bicycles, tricycles, wagons, or other vehicles, benches, chairs outside the unit without approval of the Board.
14. Do not barbecue food or cook food in any other manner on any lanai.
15. No nuisances of any kind shall be allowed upon the condominium property, nor any use or practice that is an annoyance to others.
16. Complaints and violations should be reported to the property manager, Brian Rivenbark of Sunstate Property Management or a Jefferson Pines II Board member. The Board will review each complaint, take it up with the violator and take appropriate action with the lessee or lessor.

**Pool Rule-Pool hours 9AM to Dusk**

Please leave the pool as clean as when you arrived and replace any furniture to its original position.

- All pool guests must be accompanied by a unit resident/lessee
- No offensive conduct, annoying radios, horseplay or any other dangerous activity
- No food and drink on the pool deck or in the pool
- No diapers, pampers, etc., allowed in the pool, children unable to swim must be parent-attended
- Children under 18 years of age must be supervised by parent or guardian at all times.
- No animals in pool or pool area(service animal exception)
- No diving, jumping, smoking
- No glass, annoying radios, horseplay/running, open wounds, infections, or persons with communicable diseases

Acknowledged Lessor: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged Lessee: \_\_\_\_\_ Date: \_\_\_\_\_