



ISLAND POINT INC., NO.1

[Document subtitle]



MARCH 28, 2022

ISLAND POINT INC., NO. 1
Application Packet Coversheet

As you read and prepare the documentation for sale or lease approval, ensure the following procedures are completed and enclosed in the packet submitted to the Management office:

Ameri-Tech Community Management, Inc.
24701 US Highway 19 N Suite 102
Clearwater, Florida 33763

- Signed and dated Procedures for Completing Applications Sheet.
- The appropriate application for sale or lease filled out, signed and dated.
- \$150 check payable to the Association for the application fee. At times due to the prior residency of the applicant(s), an added processing fee may be required which will be determined at the time of application or submission.
- \$200 refundable deposit for Move-In/Move Out. Monies to be received prior to moving into the unit regardless of the floor
- Legible copy of driver's license or state photo ID for all adults who will reside in the unit.
- Executed lease or sales contract-as applicable.
- Lease approval- check for \$200 for security deposit against common element damage and Security deposit form signed and dated.

Note: If a partial packet is turned in, it can not be processed until all documents and required items have been submitted. Documentation must be completed, signed and submitted prior to the background check being done. After the submission of a completed application package and completion of the background check the Board has 7 days to schedule and interview the prospective owner/tenant. Items that will cause a delay include but are not limited to applications with *blanks* or missing signatures, funds not submitted, no executed sale or lease paperwork, submitting items that are not legible or photo ID is not legible. Please ensure packets are completed when given to the Management office.

- **NO PARTIAL APPLICATIONS WILL BE FORWARDED TO THE BOARD FOR THE SCHEDULING OF THE INTERVIEW AND APPROVAL**

ISLAND POINT, INC., NO 1

PROCEDURES FOR COMPLETING APPLICATION FOR LEASE OR SALE

1. The attached application must be completed in detail by the proposed purchaser(s), or the proposed lessor(s) and lessee(s).
2. If any question is not answered in full or left blank, the application will be returned, not processed, and not approved.
3. Please attach a non-refundable fee of \$150 per application for the purpose of a background investigation, said check to be payable to Island Point, Inc., No. 1. Acceptance of the processing fee does not in any way constitute approval of the transaction.
4. The application, all documents and the results of the completed background check must be submitted to the Board no less than fifteen (15) days prior to the requested move in date for a purchase or lease.
 - a.) Appropriate application properly completed;
 - b.) \$150 per application check made payable to Island Point, Inc., No. 1 for the background check;
 - c.) Legible driver's license copy, or photo ID;
 - d.) Executed sales or lease contract as applicable;
 - e.) Lease approval- check for \$200 for security deposit against common element damage
5. Section 18 of the Declaration of Condominium Ownership of Island Point, Inc., A Condominium, as amended, contains various rules and regulations concerning restrictions pertaining to Sales and Leases. The provision should be reviewed.
6. The use of the units is restricted to residential purposes only.
7. Parking is restricted to owners approved occupants. See the Rules for all vehicle restrictions.
8. The owner (seller) of the unit must provide the proposed purchaser with a copy of the Island Point, Inc. No 1 Declaration and all appurtenant documents. Purchaser or tenant is responsible for abiding by all of the rules and regulations, and by submitting the application for acceptance agrees to adhere to said rules and regulations.
9. The owner (seller) must turn over the key and FOB to the purchaser. New FOB's will be invoiced for \$25 per FOB and \$50 per key if not transferred at closing.
10. No lease shall be approved if there are outstanding assessments, fines or other charges against the unit.
11. Moving in or out of the building and delivery of furniture or other household items by commercial vans, trucks or by passenger vehicles must be completed **ONLY** during the following hours: 8:00 AM to 5:00 PM Tuesday or Thursday, or 12:00 PM-5:00 PM on Monday, Wednesday and Friday. No moving on Saturday, Sunday or Holidays. The Board will continue to reinforce that no move-ins take place other than hours specified.

Date _____

Owner/Applicant

Unit # _____

References:

Name/Contact Number _____

Name/Contact Number _____

List other persons who will occupy the unit:

Name(s) _____

Automobile Identification for additional residents (make, color, tag):

Bank reference: _____ Account #: _____

1. I hereby agree for myself and on behalf of all persons who may use the condominium unit
Which I seek to buy that:

- a.) I will abide by all the restrictions contained in the Declaration of Condominiums, the Bylaws, and all the Rules and Regulation, as they may be amended from time to time.
- b.) I understand that this application will not be approved if there are outstanding assessments, fines or other charges against the unit.

2. I have received a copy of the rules and Regulations dated 10/2021

_____ Yes _____ No

_____ Signature(s)

3. I understand that the Board of Directors of Island Point, Inc. No. 1, shall cause to be instituted an investigation of my background, which will include a criminals records check. Accordingly, I authorize the Board of Directors to make such investigation, and I agree that the information contained in this application shall be used in such investigation, and that the Board of Directors shall be held harmless from any action of claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

4. I understand that the acceptance for sale of an Island Point, Inc. No 1 unit is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of information on this form will result in the automatic rejection of this Application. OCCUPANCY PRIOR TO BOARD APPROVAL IS PROHIBITED.

The decision of the Board is final and no reason necessarily will be given for any action taken by the Board. I agree to be governed by the determination of the Board of Directors.

Owner(s) Signature: _____

Date: _____

Date: _____

Applicant(s) Signature: _____

Date: _____

Date: _____

ISLAND POINT, INC., NO 1
APPLICATION BY OWNER TO SELL
(Please complete Fully and Accurately)

To: Board of Directors

In accordance with the provisions of Article 18 of the Declaration of Condominium Ownership of Island Point, No. 1 Condominium, *Me* hereby serve notice that I/We desire to accept a bona fide offer made by to me/us by _____, to purchase Unit No _____.

I/We agree to provide to the purchaser a copy of the Island Point, Inc., No. 1, A CONDOMINIUM Declaration, By-Laws, Articles of Incorporation and Rules and Regulations, prior to the first occupancy of the unit by the purchaser.

I/we will be bound by the Declaration of Condominium Ownership, By-Laws, Articles of Incorporation and the rules and Regulations of the Condominium Association.

In order for you to facilitate consideration of my/our application for the sale of the above designated Unit, I/we have caused the proposed purchaser to complete the attached Application by Proposed Purchaser. I/We am/are aware that any falsification or misrepresentation of the facts in the attached Application will result in the automatic rejection of this Application to Sell. Also attached is a check to the ISLAND POINT, INC. NO.1, A CONDOMINIUM in the amount of \$150 to cover investigation and other costs, and two letters of reference for the proposed purchaser with the completed application.

APPLICATION BY PROPOSED PURCHASER

Date: _____ Owner's Name _____ Unit # _____

Applicant Name _____
Co-Applicant Name

Date of Birth _____
Date of Birth

Drivers License # and State _____
Drivers License # and State

Automobile Make, Color, tag _____
Automobile Make, Color, tag

US Citizen _____ US Citizen: _____

Permanent Resident Alien: _____ Permanent Resident Alien _____

Present Address: _____

How long at above Address: _____ Phone # _____

Address last two years: _____

Landlord Name/Address _____
Phone

Employer/Phone _____
Employer/Phone

FOR BOARD USE ONLY

Purchase of Unit # : _____

Application Fee received: _____ Date: _____

Board Action: _____

Signature of Board Member: _____ Date: _____

Signature of Board Member: _____ Date: _____

PLEASE SUBMIT THIS FORM AND REQUIRED ATTACHMENTS AT LEAST 15 DAYS PRIOR TO
ANTICIPATED MOVE-IN DATE.

AN APPROVAL PROCESS BY THE BOARD OF DIRECTORS IS *REQUIRED*
PRIOR TO MOVE-IN DATE.

MAKE CHECK PAYABLE To: **ISLAND POINT, INC.**

AND RETURN TO:
Ameri-Tech Community Management, Inc.
24701 US Highway 19 N
Clearwater, FL 33763

(727) 726-8000 - Phone
(727) 723-1101 - Fax