

# *Emerald Bay Homeowners Association*

24701 US Highway 19, N. Suite 102 ~ Clearwater, FL 33763

## **REQUIREMENTS FOR RENTAL APPLICATION**

The following documents & fees must be submitted to Emerald Bay Homeowners Association for processing the rental application:

- 1) Owner of Rental & Rental Application form completed and **signed by tenant/s and owner.**
- 2) Completed and signed Tenant Check form (Tenant Information Form).
- 3) Applicant(s) must sign the rules & regulations document.
- 4) Non-refundable rental application fee of \$100.00. The check is to be made payable to Emerald Bay Homeowners Association.
- 5) Legible copy of applicant(s) drivers' license.
- 6) A signed copy of the lease agreement.
- 7) Complete form letter for pet(s).

After submittal of the entire packet listed above, applicant(s) will be contacted to set up an appointment for an interview with the Board of Directors. Please fill out all forms electronically and email them to [jmateka@ameritechmail.com](mailto:jmateka@ameritechmail.com). If you are unable to fill out electronically, please print out all forms, sign and mail to:

**Ameri-Tech Community Management, INC.**  
**Attn: Jim Mateka**  
**24701 US Highway 19 N Suite 102**  
**Clearwater FL 33763**

Once the association has received all the above documents, application fee, background results, and conducted an interview, the Board will advise you if the rental application is approved or denied.

Thank you,

The Board of Directors  
Emerald Bay Homeowners Association

# *Emerald Bay Homeowners Association*

## **Rental Application**

### **Townhome Owner of Rental Information Sheet**

**Name of Owner:** \_\_\_\_\_

**Primary Address:** \_\_\_\_\_

**Owners' Phone # Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Move in date:** \_\_\_\_\_ **Length of Lease:** \_\_\_\_\_

**Primary Email Address:** \_\_\_\_\_

YES  NO  May we contact you via email with notices and updates about Emerald Bay Community?

#### **Emergency Contact:**

**Name:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**Rental Address:** \_\_\_\_\_ **# of Bedrooms** \_\_\_\_\_

\*

**Maximum number of occupants allowed: Four persons (4) in a two (2) bedroom townhome, six persons (6) in a three (3) bedroom townhome.**

**\*A NON-REFUNDABLE DOG FEE OF \$300 (THREE HUNDRED DOLLARS) PER DOG IS TO BE MADE PAYABLE TO EMERALD BAY HOA UPON RENTAL APPROVAL AND WHEREVER APPLICABLE.**

**I acknowledge my lessee fully understands and has received a copy of the Rules and Regulations of the Homeowners Association.**

**I acknowledge (as a member of record of the Homeowners Association) will be held responsible for the actions of my tenants, including any penalty assessments for violations of the Rules and Regulations of the Association, as well as any costs for repairing damage to the common area or, other property caused by your tenants.**

**I acknowledge I have followed all rental guidelines set forth in the Emerald Bay Homeowners Associations Covenants, By-laws and Rules and Regulations.**

**Signature of Owner:** \_\_\_\_\_

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

**Date:** \_\_\_\_\_

**CLEAR**

# *Emerald Bay Homeowners Association*

## **Rental Application Townhome Tenant Information Sheet**

**Real Estate Agent Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Name of Tenant:** \_\_\_\_\_

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

**Tenants' Phone # Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Move in date:** \_\_\_\_\_ **Length of Lease:** \_\_\_\_\_

**Primary Email Address:** \_\_\_\_\_

YES  NO  May we contact you via email with notices and updates about Emerald Bay Community?

**\*Maximum number of occupants allowed: Four persons (4) in a two (2) bedroom townhome, six persons (6) in a three (3) bedroom townhome.**

**Number of tenants to occupy the townhome:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

\_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

\_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

\_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

\_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

\_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

### **Emergency Contact:**

**Name:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PETS: Pets are limited to 2 small dogs, or 2 cats. Please see docs for exclusions.**

**A NON-REFUNDABLE DOG FEE OF \$300 (THREE HUNDRED DOLLARS) PER DOG IS TO BE MADE PAYABLE TO EMERALD BAY HOA UPON RENTAL APPROVAL AND WHEREVER APPLICABLE.**

**Pet #1: BREED:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **LBS.**

**Pet #2: BREED:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **LBS.**

**OTHER PETS:** \_\_\_\_\_

**\*Please attach a photo of your pets.**

**Number of vehicles to be parked at the property:** \_\_\_\_\_

**MAKE:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **LISCENSE #:** \_\_\_\_\_

**MAKE:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **LISCENSE #:** \_\_\_\_\_

**CLEAR**

# *Emerald Bay Homeowners Association*

## **Rental Application**

### **Townhome Tenant Information Sheet (cont.)**

**TENANT'S EMPLOYERS NAME & ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**BANK REFERENCE:** \_\_\_\_\_

#### **OTHER REFERENCES:**

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**\*SUBMIT FINDINGS ON BACKGROUND CHECK DONE BY OWNER OR REAL ESTATE AGENT ALONG WITH YOUR RENTAL FEE OF \$100.00.**

**\*APPLICANT(S) WILL BE CONTACTED FOR AN INTERVIEW APPOINTMENT. THIS APPLICATION MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO MOVE-IN DATE. OWNERS NOTICE TO LEASE AND NON-REFUNDABLE RENTAL FEE OF \$100.00 MUST BE IN RECEIPT OF HOMEOWNERS ASSOCIATION.**

**I, THE LESSEE HAVE READ THE ATTACHED RULES AND REGULATIONS OF EMERALD BAY AND AGREE TO ABIDE BY THEM. ANY FALSE OR MISLEADING STATEMENTS WILL VOID APPROVAL OF THE LEASE. BOTH OWNER AND LESSEE AGREES THAT UPON THE FAILURE OF ANY VIOLATION TO BE CORRECTED, OF WHICH EITHER PARTY IS NOTIFIED, THIS APPROVAL TO LEASE WILL BE CONSIDERED INVALID. BOTH THE OWNER AND LESSEE AGREE THAT, AT SUCH TIME, THE ASSOCIATION HAS THE RIGHT AND WILL REQUIRE THE EVICTION OF THE LESSEE.**

**SIGNATURE OF LESSEE:** \_\_\_\_\_

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance

**SIGNATURE OF OWNER:** \_\_\_\_\_

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance

**DATE:** \_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE OF EMERALD BAY HOMEOWNERS ASSOCIATION**

**APPLICATION STATUS TO BE MAILED TO:** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_

**REASON FOR DENIAL** \_\_\_\_\_

**APPROVAL OF THIS APPLICATION WILL BE CONTINGENT UPON ALL FINANCIAL OBLIGATIONS TO THE ASSOCIATION BEING SATISFIED BY THE OWNER.**

# *Emerald Bay Homeowners Association*

## **SHORT OVERVIEW OF RULES & REGULATIONS**

1. When moving in and out, **ABSOLUTELY NO PARKING OF MOVING VANS ON GRASS OR WALKWAY** for loading and unloading. *Underground water pipes are very shallow, and if one cracks and leaks due to your parking on the grass, you will be financially responsible for its repair.* No parking of any vehicle on the grass at any time.
2. Each unit is assigned two parking spaces – **only two vehicles per unit will be allowed. Do not block any parking areas.**
3. If your two spaces are occupied, visitors are to park in the visitor spots at the pool/clubhouse.
4. **\$300.00 non-refundable dog fee for EACH dog is required to be made payable to Emerald Bay HOA.** Not more than two dogs and/or two cats per unit. **All dogs must be 20 pounds or under – no exceptions.** No dangerous dogs and reptiles allowed.
5. **Dogs are to be on a leash at all times.** Dogs can be walked on common property, but **not on other homeowners' lawn.**
6. Owners are required to pick up after their dogs.
7. Maximum occupancy: no more than four people to live in a two bedroom unit, and no more than six people in a three bedroom unit.
8. Single family residential usage only; no business, commercial, manufacturing, storing, or vending.
9. No mobile homes, boats, trucks, trailers, or recreational vehicles. No window A/C units allowed.
10. No loud music or noise is allowed which disturbs the neighbors or creates a nuisance.
11. Lanais cannot be used as storage areas.
12. All leases must to be at least 90 days in length.
13. Trash days are Wednesday and Saturday. **Garbage cans need locking lids, and can be put out on Tuesday and Friday evenings, but cannot be at the curb for more than 24 hours at a time. (NO OVERNIGHT PLASTIC BAGS--ANIMALS AND BIRDS WILL SCATTER TRASH.)**
14. The city has assigned certain watering days – you can only water your lawn on your assigned days – **see chart on clubhouse bulletin board**
15. All pool rules and regulations must be followed, including **no glass bottles in the pool area and no items should be left in the pool area or surrounding areas.**
17. The speed limit is 15 miles per hour – many children live here, so drive carefully.
18. Applicants must interview with the board prior to approval.
19. **A \$100 non-refundable rental fee payable to Emerald Bay HOA must be submitted with application.**
20. Renters must comply with all rules and regulations. The association may evict a tenant that breaks any rule or regulation.

I have read and understand the above rules, have received a copy of them, and agree to abide by them.

I acknowledge that this is only a partial list, and I understand the board of directors can terminate my lease if I fail to abide by any of the Association restrictions.

\_\_\_\_\_  
Tenant Name                      Signature                      Date                      Unit #

\_\_\_\_\_  
Tenant Name                      Signature                      Date                      Unit #

**CLEAR**

# *Emerald Bay Homeowners Association*

## **ENFORCEMENT OF DOG RULES TO BE COMPLETED BY ALL NEW RESIDENTS**

**OWNERS NAME:** \_\_\_\_\_

**TOWNHOME ADDRESS:** \_\_\_\_\_

**REAL ESTATE AGENT:** \_\_\_\_\_

**NAME OF TENANT:** \_\_\_\_\_

**ONLY DOMESTIC DOGS ARE ALLOWED, PIT BULLS AND OTHER DANGEROUS DOGS ARE NOT PERMITTED. LIMIT OF TWO (2) DOGS / CATS PER TOWNHOME. NO DOGS OVER TWENTY (20) POUNDS ARE PERMITTED UNLESS YOU HAVE RECEIVED AN EXCEPTION TO THE RULE FROM THE BOARD PRIOR TO JANUARY, 2005.**

**YOU MUST SUBMIT THE FOLLOWING INFORMATION:**

**A PHOTOGRAPH OF EACH DOG, ALONG WITH THE BREED, HEIGHT, & WEIGHT.**

**DOG #1.) BREED:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **lbs.**

**DOG #2.) BREED:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **lbs.**

**ALL RESIDENTS MUST ADHERE TO THE RULES IN ACCORDANCE WITH THE EMERALD BAY BY-LAWS AND DECLARATION OF COVENANTS.**

- 1.) DOGS MUST BE ON A LEASH AT ALL TIMES.**
- 2.) DOGS ARE TO BE WALKED ONLY ON COMMON PROPERTY.**
- 3.) DOGS MUST NOT BE WALKED ON OTHER HOMEOWNERS' LAWNS.**
- 4.) YOU ARE RESPONSIBLE FOR PICKING UP AFTER YOUR DOGS.**

**CLEAR**

DATE \_\_\_\_\_

CUSTOMER NUMBER \_\_\_\_\_

### PURCHASER INFORMATION FORM

I / We \_\_\_\_\_, prospective  
PURCHASER / buyer(s) for the property located at \_\_\_\_\_,

Managed By: \_\_\_\_\_ 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**

**PURCHASER INFORMATION:**

**SPOUSE / ROOMMATE:**

SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

HOW LONG? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

LANDLORD & PHONE: \_\_\_\_\_

LANDLORD & PHONE: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

HOW LONG? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

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

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

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

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

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

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

PHONE NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**TENANT CHECK HOURS OF OPERATION:**

**MONDAY - FRIDAY : 9:00 a.m. - 5:30 p.m.**

**SATURDAY : 11:00 a.m. - 4:00p.m.**

ALL ORDERS RECEIVED AFTER 3:00 p.m. (2:00 p.m. on Sat.) WILL BE PROCESSED THE NEXT BUSINESS DAY

**email@tenantcheckllc.com**

**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