

### Key Manor Application Information

- ❖ New purchasers – All applicants over the age of 18 must submit to a background check for approval at a charge of \$75.00 and approval by the board.
- ❖ No wait period is required for a new purchaser to rent unit upon receipt of \$75.00 to cover renter background check and approval by Board of renter. In event of a roommate, \$75.00 background check is also required.
- ❖ Limitation on Ownership – limit of four (4) to promote owner occupancy.
- ❖ Leases – All leases shall require to have a term of no less than one (1) year. The owner is required to submit a copy of the lease along with information regarding tenants.
- ❖ In addition, the unit owner shall be fully liable and responsible for any and all maintenance expenses incurred as a result of tenant use or occupancy of the unit. Expenses include, but not limited to, plumbing, electrical, flooding, etc.
- ❖ **Leasing Cap – No unit shall be leased where aggregate number of leases, approved and existing at time of application exceeds 45% (twenty-five units). The provisions and restrictions on this paragraph shall be exempt for unit owners who are military personnel and are deployed on active duty.**
- ❖ Any financial obligations, such as late fees interest and repairs, will be paid before any money is applied to unit owner monthly maintenance fees.
- ❖ Per Fire Department Codes smoke detector batteries need to be changed regularly. It is recommended that they are changed every time daylight savings time happens.
- ❖ It is recommended that vinegar be added to AC drains monthly to prevent build up that causes AC stoppages.
- ❖ Each unit is permitted two pets weighing less than 16 pounds.
- ❖ Unit rented by owner who is delinquent in obligation due to the association may collect the delinquent sums from the tenant pursuant to Florida Statue 718. The association must make written notice to unit owner that the demand has been made. The payments by the tenant to the association must be limited to the amount that would otherwise be paid to the unit owner.
- ❖ Any unit owner or tenant who instructs a Key Manor vendor to act will be required to pay for those vendor services.
- ❖ Any person who will be staying for 30 consecutive days must fill out an application and have a background check.

Name \_\_\_\_\_

Building \_\_\_\_\_ Unit \_\_\_\_\_

Signature \_\_\_\_\_

**APPLICATION FOR PURCHASE OR LEASE**  
**(TO BE COMPLETED BY UNIT OWNER OR RENTAL AGENT)**

In accordance with the Declaration of Condominium, the following information must be received by Key Manor Condominium Association Board of Directors *15 days prior to purchase or lease* for consideration before approval is granted for the purchase or lease of your unit. Association approval for any purchase or lease will not be withheld without just cause. Subsequent to approval of this application, the Unit Owner shall provide a copy of the lease agreement to the Condominium Association Board of Directors prior to the prospective tenant occupying the unit. An interview by the board is required prior to approval. Failure to comply with these conditions is cause to deny the lease of unit owner. This form must be completed and returned to:

Name of Condominium Association: Key Manor Condominium Association

Building \_\_\_\_ Unit # \_\_\_\_, located at \_\_\_\_\_

Processing fee of \$75.00 per person over the age of 18 or per married couple for this Association is attached. Parking Space # \_\_\_\_\_

Term of Lease: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name of Tenant: \_\_\_\_\_ Home Phone # (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_

# Of Adults to Occupy Unit \_\_\_\_ # Of Children to Occupy Unit \_\_\_\_ Birth Dates \_\_\_\_\_

Automobile License # \_\_\_\_\_ Year, Make & Color of Car \_\_\_\_\_

Name of Unit Owner(s) \_\_\_\_\_

*The proposed applicant has been made aware of the general Rules and Regulations (a summary of which are listed below): Unit Owner must initial each rule listed below to acknowledge compliance.*

- \_\_\_\_ 1. Park only in assigned parking space.
- \_\_\_\_ 2. Guests and/or tenants are not permitted to bring in limit of two (2) pets under sixteen (16) pounds.
- \_\_\_\_ 3. Vehicles other than standard private passenger vehicles are prohibited from parking areas.
- \_\_\_\_ 4. No laundry or towels to be hung on balconies or patios.
- \_\_\_\_ 5. No chairs, lounges, etc., permitted in the grassy areas.
- \_\_\_\_ 6. **Individual units are limited to 'single family' occupancy – 1 bedroom unit, no more than 4 persons; 2 bedroom unit, no more than 6 persons.**
- \_\_\_\_ 7. No subleasing of unit.
- \_\_\_\_ 8. The use of propane and charcoal grills is strictly prohibited within 10 feet of any building.
- \_\_\_\_ 9. This is a residential community, not a hotel. Please conduct yourselves accordingly.

This application is being submitted by (circle one) Owner/Agent \_\_\_\_\_

Signature of Owner or Realtor

If Realtor, name of Company \_\_\_\_\_ Phone # \_\_\_\_\_

Building \_\_\_\_\_ Unit \_\_\_\_\_

Applicant Name \_\_\_\_\_

Date Application Received by Key Manor Condominium Association \_\_\_\_\_

Acknowledged by \_\_\_\_\_

This application has been \_\_\_\_ APPROVED \_\_\_\_ DISAPPROVED by Key Manor Condominium Association,  
acting as authorized agent for the Board of Directors of the Association.

Date \_\_\_\_\_

Distribution: Following approval, one copy for pick-up by rental agent or mailed to unit owner. If disapproved,  
owner will be notified. One copy to Key Manor Condominium Association Board of Directors.

# KEY MANOR CONDOMINIUM ASSOCIATION

## BUYER/TENANT INFORMATION FORM

I/We \_\_\_\_\_ prospective tenant for the

property located at \_\_\_\_\_

owned by \_\_\_\_\_ do hereby authorize Key Manor Management to inquire into my/our credit file, my/our criminal history and my/our rental history to obtain information. I/We understand that on my/our credit file it will appear that Tenant Verification Bureau for benefit of Key Manor has made an inquiry. I/We understand that I/We cannot claim any invasion of privacy against that Tenant Verification Bureau or Key Manor Management now or in the future.

### TENANT INFORMATION:

### SPOUSE OR ROOMMATE INFORMATION

Single  Yes  No  Gender \_\_\_\_\_  
SS# \_\_\_\_\_

Married to this person?  Yes  No  Gender \_\_\_\_\_  
SS# \_\_\_\_\_

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

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

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

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

Present Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

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

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

Landlord Phone: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_

How long there? \_\_\_\_\_

How long there? \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

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

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

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

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

How long there? \_\_\_\_\_

How long there? \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Ever been arrested?  Yes  No

Ever been arrested?  Yes  No

Ever been evicted?  Yes  No

Ever been evicted?  Yes  No

Drivers Licenses # \_\_\_\_\_

Drivers Licenses # \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Your Phone: \_\_\_\_\_

**If you submit the wrong SS#, a second application fee will be charged to re-pull the report.**

**(OVER)**

**TENANT/CHILD/ROOMMATE  
INFORMATION:**

Single  Yes  No  Gender \_\_\_\_\_  
SS# \_\_\_\_\_

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

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

Present Address: \_\_\_\_\_

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

Landlord Phone: \_\_\_\_\_

How long there? \_\_\_\_\_

Previous Address: \_\_\_\_\_

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

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

How long there? \_\_\_\_\_

Occupation: \_\_\_\_\_

Ever been arrested?  Yes  No

Ever been evicted?  Yes  No

Drivers Licenses # \_\_\_\_\_

Signature: \_\_\_\_\_

Your Phone: \_\_\_\_\_

**TENANT/CHILD/ROOMMATE INFORMATION:**

Married to this person?  Yes  No  Gender \_\_\_\_\_  
SS# \_\_\_\_\_

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

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

Present Address: \_\_\_\_\_

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

Landlord Phone: \_\_\_\_\_

How long there? \_\_\_\_\_

Previous Address: \_\_\_\_\_

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

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

How long there? \_\_\_\_\_

Occupation: \_\_\_\_\_

Ever been arrested?  Yes  No

Ever been evicted?  Yes  No

Drivers Licenses # \_\_\_\_\_

Signature: \_\_\_\_\_

Your Phone: \_\_\_\_\_

**If you submit the wrong SS#, a second application fee will be  
charged to re-pull the report.**

**KEY MANOR CONDOMINIUM ASSOCIATION**

**RECEIPT FOR RULES AND REGULATIONS**

I acknowledge I have received a copy of the Rules and Regulations for Key Manor Condominium Association. I do hereby agree that I will abide by these Rules and Regulations.

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

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Unit Number: \_\_\_\_\_

**KEY MANOR**  
**RULES AND REGULATIONS**  
*(ADOPTED BY BOARD OF DIRECTORS March 18, 2020)*

**PART I**  
**PARKING**

- A. All vehicles shall be parked only in the parking spaces so designated for that purpose by the Association. Such designation may be by separate letter or appropriate marking of the parking spaces or spaces by the owner's unit number. Owner agrees to notify all guests of the regulations regarding parking, and to require guest to abide by such parking regulations. The Association has assigned a space to a unit owner, only the owner and/or his guests or designees shall be permitted to utilize such assigned space. No repairing or washing automobiles, trailers, boats, campers, golf carts, motorcycles, or any other property of owner, lessee or guest will be permitted outside the confines of the unit owners unit, on Association property.
- B. The condominium owner may be given the right to use his parking space for vehicle parking only. The parking spaces will be assigned by the Board of Directors of the Association to a condominium unit, which assignment shall not be recorded among the public records. Any portion of the condominium property may be designated for parking spaces by the Board of Directors. The Board of Directors may from time to time, should they determine there may be a need, change the open parking spaces assigned to the units provided that a unit always has a parking space. This provision is made in contemplation of the fact that from time to time one or more owners may be under a physical disability which would require the assignment of a parking space more convenient to his/her condominium unit and to give the Association the power and flexibility to deal with such situation.
- C. No commercial vehicle with advertising and/or dual wheels will be permitted to park on Key Manor property, either by the unit owner or renter, unless it is for the express use of service to a unit. Under no circumstances is overnight parking of commercial vehicle permitted. Car stops are not to be removed from designated position.
- D. Inoperable vehicles may not be parked anywhere within Key Manor Condominium and are subject to towing at the vehicle owner's expense.

**PART II**  
**USE AND CARE OF THE CONDOMINIUM UNITS**

- A. Each unit owner shall maintain his/her unit in good condition and repair, including all internal surfaces within or surrounding his/her apartment; and maintain and repair the fixtures therein, and shall promptly pay for any utilities which are metered separately to his/her apartment. Common areas of the property such as hallways, storage room, laundry room, landscaped and grassed area, shall be used only for the purposes intended. No articles belonging to unit owners/lessee shall be kept in such area, temporarily or otherwise on any common elements.
- B. Each unit shall be used for the purpose of a single family residence and/or vacation home, and may not be used for business purposes.

C. Each unit owner shall maintain his/her unit in a clean sanitary manner. Patios/screened porches shall be used only for the purpose intended and shall not be used for hanging of garments, or other objects, or for cleaning of rugs or other household items. No drying of laundry will be permitted outside of the occupant's unit or in the courtyard, except in the laundry room.

D. Owners are responsible for the orderly appearance of the unit's patios/screened porches. Patios/screened porches are not to be used for storage. If a patio/screened porch are not maintained in an orderly fashion, the owner will receive notification and have 14 days for cleanup. If the patio/screened porch is not cleaned within 14 days, a fine of fifty dollars (\$50) will be assessed and a fine of fifty dollars (\$50) per month thereafter. The maximum fine is five hundred dollars (\$500). Once that limit is reached, legal proceedings will begin.

E. Use of barbecue grills, gas, electric or charcoal, on/or in patio/balcony (screened/enclosed) is prohibited by order of the Fire Marshall. Use of grills must be away from the building at least ten (10) feet. All such items will be stored in a safe unobstructed area within a reasonable distance of the units, not to interfere with any thoroughfare (parking area, doorways, hallways, sidewalks, windows, etc.).

F. All windows must have window treatments with white backings.

ENFORCEMENT OF MAINTENANCE In the event any owner fails to maintain his unit required above, the Association shall have the right to proceed in a court of equity to seek compliance with the foregoing provisions; or the Association shall have the right to assess the unit owner and the unit for the necessary sums to put the unit in good condition. After such assessment, the Association shall have the right to have its employees or agents enter the unit and do the necessary work to enforce compliance with the above provision; however, any lender or owner in the event the Association fails to comply with the terms and conditions of the Declaration of its Articles of Incorporation and the By-Laws may apply to a court or competent jurisdiction for the appointment of a receiver for the purpose of carrying out put the terms and conditions required to be performed by the Association.

G. Any damage caused by children/owner/lessee or vendor will be the financial responsibility of the unit owner, parents and/or guardians. Children shall not be permitted to loiter or play in the parking area or any other common areas without the presence of an adult.

H. Maintenance fees are due in the first day of the month. Early payments may be made. If a payment is not received by the 15<sup>th</sup> day of the month, a notice will be sent to the unit owner informing him/her that an annual, maximum interest rate has been imposed on his/her delinquent payment in addition to a twenty-five (\$25) late fee per delinquent payment. If said delinquent payment plus interest and late fee is not received with the following month's payment, a lien procedure against the property will immediately be processed in a court of law for all monies and cost due, including any and all legal fees incurred by the Association.

I. Assessments are due and payable as determined by the Board of Directors at the time of levying the assessment.



### **PART III SALES AND LEASING**

- A. When leasing or selling a unit the owner is required to complete Leasing/Sales Application seventy-five (\$75) along with a Tenant Information Application to the President of the Board of Key Manor Association. The President will either approve of/reject application within ten (10) days.
- B. Owners will supply Lessee with a copy of the rules and regulations and have written acknowledgement of receipt thereof.
- C. Units are limited to single family occupancy only.
- D. No condominium unit is permitted to be sublet.

### **PART IV COMMON AREA/ELEMENTS**

- A. No occupant may make or permit any disturbing noises in the building or on the condominium property, whether made by himself, his family, friends, guest, or servants, nor do or permit anything to be done by such persons that would interfere with rights, comforts, or other conveniences of other occupants. No occupant may play or suffer from any musical instrument, phonograph, radio or television set in his unit or on or about the condominium property, between the hours of 11 PM and 8 AM, in any manner disturbing or annoying to the other occupants of the condominium.
- B. Satellite/Dishes fully contained only inside patio/balcony.
- C. Unit occupants are reminded that alteration and repair of the unit is a responsibility of the Association, except for the interior of the units. No exterior painting of doors or buildings, or additions such as screen doors or lighting fixtures of any other kind whatsoever, and no alteration may be made of any interior boundary wall without first obtaining written approval of the Condominium Association. No reflecting devices or materials may be used in any of the aforementioned areas.
- D. Disposition of garbage and trash shall be only by use of garbage disposal units, or by use of receptacles supplied by the Association.
- E. No signs, advertising, or notices of any kind or type whatsoever, including but not limited to "For Rent" or "For Sale" signs, shall be permitted or displayed on the exterior of any unit; nor shall the same be posted or displayed in such a manner as to be visible from the exterior of any unit.
- F. All damage to the property caused by the moving and/or carrying of an article therein shall be paid by the unit owner or person in charge of such article.
- G. Soliciting is strictly forbidden. It is requested that owners notify the Association if a solicitor appears and appropriate action will be taken.

H. The community meeting room is available for residents. Hours available for use 8:00 a.m. - 10:00 p.m. Alcoholic beverages are not permitted to be sold or consumed by anyone under the age of 21. Reservations for this room must be made at least 36 hours in advance with the management company and a deposit of \$100.00 is required in advance. Residents using the room shall leave the room clean. Deposit will be refunded within seven days after the event, less any charges for cleaning or damage, if applicable. Per Fire Department regulations, no more than 43 people are permitted at one time in the room.

## **PART V PETS**

A. Each unit is permitted a maximum of two (2) pets each weighing less than sixteen (16) pounds. All pets must be kept on a leash when outside the confines of the unit and on Association property. Residents are responsible to dispose of pet droppings.

B. In the event the Board of Directors determines that any pet has become a nuisance due to barking, aggressive behavior, offensive odor, or other disturbances of the peaceful enjoyment of the Condominium Property by other residents, the Board may require that such pet be removed from the Condominium Property.

## **PART VI PROCEDURE FOR LEVYING FINES**

If the above Rules and Regulations are not obeyed; fines to be determined by the Board of Directors will be assessed.

A. Prior to initiating fines, the owner will first be issued a warning letter citing the violation.

B. A repeat offense will cause a committee of three owners, other than Board members, to convene to hear and adjudicate the violation.

C. A reasonable notice, not less than fifteen (15) days prior to hearing, will be provided in writing to the owner.

1. Notice will include a statement of the date, time, and place of the meeting

2. The notice will include a statement of the Declaration, By-laws or Rules and Regulations which allegedly violated

D. At the hearing, the party liable for the fine(s) or his/her legal representative, shall have an opportunity to respond, present evidence and to provide written and oral review, challenge and respond to allegations of the Association.

E. At the conclusion of the hearing, the fines committee shall reach a decision on the merits of the citation by majority vote and may fine the owner a maximum, fifty dollars (\$50) per violation.

\* FINING PROCEDURE MAY BE ADOPTED BY THE BOARD OF  
DIRECTORS AS PROVIDED BY THE ASSOCIATION BY-LAWS

These Rules and Regulations are subject to modification by the Board of Directors in accordance with the By-laws set forth in the Declaration of Condominium.

KEY MANOR CONDO ASSOCIATION

Please Return to Ameri-Tech Community Management, Inc.  
6415 1st Ave South, St. Petersburg, Fl 33707  
E-mail: [jkidd@ameritechmail.com](mailto:jkidd@ameritechmail.com) – (727) 726-8000 Ext 247

EMERGENCY CONTACT INFORMATION  
FOR OWNER OR TENANT

PROPERTY ADDRESS \_\_\_\_\_ UNIT \_\_\_\_\_

Please complete the form below by PRINTING the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management c/o Jenny Kidd.

Homeowners Name(s) \_\_\_\_\_

Resident Address \_\_\_\_\_ Unit \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Text Cell Phone: YES or NO

Email \_\_\_\_\_ Cell # \_\_\_\_\_

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

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

Mailing Address \_\_\_\_\_

Nearest Relative (in case of emergency)

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

Mailing Address \_\_\_\_\_

TENANT(s), if applicable \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Text Cell Phone: YES or NO

E-mail \_\_\_\_\_ Cell # \_\_\_\_\_

Number of Person(s) occupying unit

Number of Pets (and type)

Adults(s) \_\_\_\_\_ Children \_\_\_\_\_

Dogs \_\_\_\_\_ Cats \_\_\_\_\_ Other \_\_\_\_\_

Vehicle(s) Make/Yr Model

Color TAG Number

PLEASE SIGN AND DATE BELOW:

Owner Signature

Date

Co-Owner Signature (if applicable)

Date

I give permission to share my personal information (phone numbers, e-mail & address) with other KEY MANOR CONDO ASSOCIATION owners.