

DOCUMENTS TO BE COMPLETED UPON LEASING A UNIT

- 1. Guidelines for leasing a condominium unit. Note: a \$200.00 deposit is required to cover damages incurred while moving in. This will be returned if no damage is incurred.**
- 2. Completed lease application form.**
- 3. Completed Fair Housing Act Census Update, Notarized and returned for approval. Copy of Photo ID.**
- 4. Copy of signed Lease Agreement.**
- 5. House Rules (Initialed 1-12)**
- 6. Lease Approval Form.**
- 7. Information questionnaire.**

The Atlantis Sherbrooke Villas Condominium Association, Inc.

145 ATLANTIS BOULEVARD

ATLANTIS, FLORIDA 33462

GUIDELINES FOR LEASING A CONDOMINIUM UNIT

Leases of a given unit at Atlantis Sherbrooke Villas Condominium Association are limited to one (1) tenant, once every 12 months for a minimum period of three (3) months. The 12 month period begins on the date of the initial lease after May 1, 1998.

Individuals intending to lease a condominium unit at The Atlantis Sherbrooke Villas Condominium Association must fill out the form entitled "Application to Lease a Condominium Unit".

A \$200.00 deposit is required of those applicants intending to "move" furnishings into a leased unit. This deposit is to cover damage incurred during a move and will be refunded if no damage during a move is incurred. The completed form, along with the \$200.00 deposit, must be given to a member of the Board of Directors, preferably the President or the Secretary.

An interview with the leasee will be arranged.

Upon approval of the Association the lease can be finalized.

Board of Directors, ASVCA

(3/7/01)

The Atlantis Sherbrooke Villas Condominium Association, Inc.

145 ATLANTIS BOULEVARD
ATLANTIS, FLORIDA 33462

APPLICATION TO LEASE A CONDOMINIUM UNIT

To the Board of Directors of Atlantis Sherbrooke Villas Condominium Association, Inc.

We or I (whichever is applicable) hereby apply for approval to lease condominium Unit # _____, owned by: _____.

Applicant's name(s): _____
(Please type or print)

Applicant's address: _____

Applicant's business or profession: _____

Bank Reference: _____

Personal references (2)	Address, Phone Number
_____	_____
_____	_____

Personal interview of applicant(s) by two or more people, one being a Board Member, is required for approval.

The undersigned is familiar with the provisions of the Condominium Declaration, as amended, the exhibits annexed thereto and the By-Laws of Atlantis Sherbrooke Villas Condominium Association, Inc. and agrees to abide by the same.

Date: _____ Signature(s): _____
(Leasee)

Signature: _____
(Member of ASVCA Board)

Signature: _____
(5/3/98)

FAIR HOUSING ACT -- CENSUS

ATLANTIS SHERBROOKE VILLAS CONDOMINIUM ASSOCIATION, INC.

I/we am/are the occupant of Unit No. _____ in the *Atlantis Sherbrooke Villas*.

I/we understand that the Association is required by Federal Law to verify the age of the occupants of the units, if the Association is to qualify for the Housing for Older Persons Exemption to the Federal Fair Housing Amendments Act of 1988, as amended.

The following information is true and correct:

- a. As of the date shown on this document, there was at least one (1) person occupying the unit who was age 55 or over.

Yes _____ No _____

- b. Please identify the current occupant(s) who is/are over 55:

Name _____ Date of Birth: _____

Name _____ Date of Birth: _____

- c. Please identify all other occupant(s):

Name _____ Date of Birth: _____

Name _____ Date of Birth: _____

- d. I/we have provided photocopies of one of the following items (at least one must be photographic) as proof of age for each occupant for the Association's records, and the same are attached hereto:

Occupant 1-Name	Check applicable documents provided:
(1) Birth Certificate	[]
(2) Driver's License	[]
(3) Medicare Card	[]
(4) Voter's Registration	[]
(5) Other (specify):	[] _____

Exhibit "A"

Occupant 2-Name _____

- (1) Birth Certificate []
- (2) Driver's License []
- (3) Medicare Card []
- (4) Voter's Registration []
- (5) Other (specify): [] _____

e. Please have this form notarized with an oath or attestation to its accuracy.

Signature (Occupant 1) _____

Printed Name _____

Date: _____

STATE OF _____)
) ss.
 COUNTY OF _____)

The foregoing instrument was acknowledged, before me, this _____ day of _____, 2018, by _____ (Occupant 1), who subscribed and swore to the foregoing instrument, and who is personally known to me, or produced as identification, and did take an oath.

Notary Public

Printed Name of Notary

My Commission Expires: _____

Exhibit "A"

Signature (Occupant 2) _____

Printed Name _____

Date: _____

STATE OF _____) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by _____ (Occupant 2), who subscribed and swore to the foregoing instrument, and who is personally known to me, or produced _____ identification, and did take an oath.

Notary Public

Printed Name of Notary

My Commission Expires:

ACTIVE: 2866599_1

*The Atlantis Sherbrooke Villas Condominium Association, Inc.
145 Atlantis Blvd.
Atlantis, FL 33462*

HOUSE RULES FOR ASVCA
(Revised 10/2015)

1. **OCCUPANCY.** We request that you inform the board, in writing, if your condominium is to be occupied by anyone during your absence. Please furnish the names of the persons and the dates of their arrival and departure.
 - a. Owners must supply their guests or any renters with these rules and are responsible for their actions.
 - b. Please advise the Atlantis Police Department of the dates when your condo will be empty.

2. **LEASING/RENTING OF A UNIT.** No unit owner may lease or rent a unit without approval of the Association through its Board.
 - a. The owner of a unit to be leased must fill out 'The notice of intention to lease a condominium unit' form and the lessee must fill out an 'Application of Lease a condominium unit' form. The lessee must complete the 'Fair Housing Census-Update Form' along with a picture ID.
 - b. Lease or rentals are limited to one tenant, once every 12 months for a minimum period of three (3) months. The 12 month period begins on the date of the initial lease after May 1, 1998.
 - c. Children under the age of 18 are not permitted under the Fair Housing Act.

3. **CHILDREN.** Visiting children, under the age of 13, related to unit owners, are permitted for a period of time not to exceed two (2) weeks.
 - a. Children are not permitted to play, run or make unnecessary noise in the halls, stairways, elevator or parking areas.

4. **PARKING.** Each unit is allotted one (1) covered parking space for the sole use of the occupants of that unit. Second cars should be parked at the **EAST END (NEAR THE HOSPITAL)** of the parking area in order to leave the West End spaces for guest parking. This restriction is especially important during the holiday periods when there are many guests visiting in the building.

5. **BARBECUE.** Our barbecue, located on the east side of the pool house, is gas fired and as such must be operated by adults and with care. No other barbecues are allowed in the building or on the property.
 - a. **CLEANING.** When finished with grill, please clean it with the wire brush provided.
 - b. **SPOT LIGHT.** Is located to the left of the Ladies Room door on the outside wall of the pool house.

6. **RECREATION (REC.) BUILDING.** Rooms may be reserved for meetings and other social events for residents and their guests.
 - a. Those using the facility must leave it in a clean and orderly condition.

- b. WASHING MACHINE. Turn off the water on your washing machine when you are finished washing your clothes.
- c. KEYS. A key to each unit should be held by the Board of Directors to admit the exterminator and for use in case of an emergency. If an emergency entrance to your unit is necessary and no key is available, the entry may have to be forced at the owner's expense.
- d. SCREEN/STORM DOORS. These may be installed on your front door providing they are white.
- e. CAR AND GOLF WASHING. This can be done in the area provided on the East Side of the Recreation building. A hose is provided in this area.
- f. BICYCLES. Bikes should be stored in the racks located in Golf Cart Building.
- g. STORAGE UNIT. Goods placed in the storage areas are placed there at the owner's risk. Items must be placed in your storage areas, not just left in the room. Items left outside individual lockers in the storage rooms will be removed. Dehumidifiers are provided for these rooms, but there is no guarantee that they will not fail and cause moisture and mildew damage.
- h. RENOVATIONS AND REPAIRS. Renovations and repairs (other than emergency repairs) inside a unit must be made Monday through Saturday, between the hours of 8:00 A.M. and 6:00 P.M. No renovations or repairs (except for emergencies) may be done on Sundays or Holidays or before or after the above hours.
- i. DOORS & WINDOWS. It is recommended that you close all doors and windows tightly when you leave your unit to prevent damage to your unit and those below you in the event of a sudden storm.
- j. REPLACING FLOORING. If you are replacing carpeting with tile/ceramic/marble, etc. flooring you must install a soundproofing material under such material. Owner with marble/tile floors should limit the use of high heeled shoes or dragging of furniture on these surfaces. Noise reverberates and can be very disturbing to those below such surfaces.
- k. GOLF SHOES. Spiked golf shoes are not allowed on the walkway or on the chatahoochee (area by the mailbox and elevator) area.
- l. SIGNS/NOTICES. No sign, advertisement or notices shall be inscribed, painted, affixed or placed on any part of the outside of the building or common elements without the prior consent of the board.

- b. Children, under the age of 18 must be supervised by an adult when using the Rec. Building facilities.

7. TRASH DISPOSAL. All debris that cannot be accommodated by the sink disposal should be placed in leak proof garbage bags, securely tied and put down the trash chute. Other trash should be contained in plastic trash bags. Articles too large to go down the trash chute should be placed in the trash room on the ground floor. Recyclables (bottles, jars, cans, plastics, Styrofoam trays, newspapers, cardboard boxes, magazines) should be placed in the black recycling bins located in the storage rooms on each floor. Food containers items should be thoroughly rinsed before being placed in the bins.

8. PATIO AND BALCONY. Clothes lines and drying racks are not permitted on the condominium property. Also, no garments on hangers, drying or airing are allowed on the porches. Bathing suits, towels and other articles are not to be placed on the railings. Care should be taken when watering plants or washing the floor, to prevent water from dripping over the edge.

9. DISTRUBANCE. When entertaining on your patio or balcony, please be considerate of your neighbors. The contour of our 2 section building causes even normal conversation to be heard by others in the building.

- a. After 10:00 pm, it would be proper for you to move your party indoors. Volume levels on televisions, radios, and other sound making devices should be kept at a reasonable level at all times.
- b. Dishwashers, washing machines, and dryers should not be operated before 8:00 AM or after 10:00 PM.

10. SWIMMING POOL. General rules are posted at the pool and include NO DIVING.

- a. Children under the age of 3 years are not permitted in the swimming pool. Florida law state that children in diapers are not allowed in 'shared' pools.
- b. Children under the age of 14 must be accompanied by an adult when inside the fenced pool area.
- c. No glass items are allowed inside the fenced pool area.
- d. The pool is considered closed at 10:00 PM.

11. PETS. Pets, unless previously authorized, are not allowed. No pets are allowed in the fenced pool area.

12. GENERAL REGULATIONS.

- a. WATER. Turn off your main water valve when vacating your unit for more than a day.

KNOWLEDGE OF HOUSE RULES

I have read the 'House Rules' for Atlantis Sherbrooke Villas Condominium Association, Inc. and will abide by them during my residency.

PLEASE INITIAL ITEMS 1 - 12

Signature: _____

Date: _____

Print Name: _____

Unit: _____

Signature: _____

Date: _____

Print Name: _____

Unit: _____

Signature of Director: _____

Signature of Interviewer: _____

The Atlantis Sherbrooke Villas Condominium Association, Inc.

145 ATLANTIS BOULEVARD
ATLANTIS, FLORIDA 33462

LEASE APPROVAL

145 Atlantis Blvd., # _____
Atlantis, FL 33462

Dear _____,

This is to inform you that the Association Board of Directors formally
approved the rental of your unit, # _____, to _____
for the period of _____ to _____

ASVCA Board Member

Dated: _____

Dated: _____

5/3/98

Atlantis Sherbrooke Villas Condominium, Assoc. Inc.
145 Atlantis Blvd.
Atlantis, Florida 33462

Please complete this information sheet as we use this information to send correspondence via email to the community with important updates and happenings.

This questionnaire is for our records only and will be used for in-house mailing and a means of contacting the owners.

Please remit this information with your contract information or place in the ASVCA Mailbox (in Atrium area, white box).

INFORMATION QUESTIONNAIRE

PLEASE PRINT

Name of
Owners/Lessee: _____

Mailing Address: _____

Telephone Numbers:

Home: _____
(Number) (Name)

Work: _____
(Number) (Name)

Cell: _____
(His) (Hers)

Email: _____
(His) (Hers)

Emergency Contact: _____

Emergency Contact Number _____

If more than one contact person use the back side of page.