

# **BORDEAUX VILLAGE ASSOCIATION NO.2 INC.**

## **SALE AND RENTAL INSTRUCTIONS**

To: Unit Owners and Realtors

We welcome your Real Estate Transactions under the following guidelines:

- 1) No 'For Sale' or 'For Rent' signs or other displays or advertising shall be posted on any part of the Common Elements, Limited Common Elements, or Condo Units.
- 2) Anyone wishing to purchase or rent any unit must first complete and submit an Application to the management company at least 15 days prior to desired closing or occupancy. The following information is needed to complete a transaction:
  - a) Fully Completed Application
  - b) Check for \$125.00 per applicant (or married couple), and additional 50.00 per occupant
  - c) Copy of Driver's Licenses
  - d) Copy of the Purchase or Lease Agreement
  - e) Personal Interview/Orientation will be scheduled prior to closing or occupancy.All requested information is to be mailed together to the management company. **Incomplete information will delay the process.**
- 3) Condominium documents including current Rules & Regulations must be supplied to a buyer from the current unit owner. If needed, a full set may be purchased from the management company for \$50.
- 4) Motor Vehicles: The Declaration of Condominium restricts certain trucks, all boats, trailers, campers, golf carts, motorcycles, or vehicles larger than a passenger automobile. No commercial or other signage is allowed on vehicles. Please read the Declaration of Condominium and its amendments relating to vehicle parking.
- 5) Rental Policy: Minimum rental term is one year.
- 6) Pet Policy: Common domestic pets are allowed with Board approval ONLY. Please read our Declaration of Condominium on pet nuisance rules.
- 7) Unit Owners are responsible for all actions of their tenants and guests. All Tenants must read and agree to abide by all Association Rules & Regulations and other condominium documents.

The above information is a summary in nature. For more details, please refer to the Condominium Documents.

If you should have any questions regarding a sale or rental, please contact:

**Ameri-Tech Community Management Co.**

**6415 1<sup>st</sup> Avenue South  
St. Petersburg, FL 33707  
(727) 726-8000**

# BORDEAUX VILLAGE ASSOCIATION NO.2 INC.

## APPLICATION FOR PURCHASE OR LEASE

Applications must be received by the Association at least 15 days in advance of closing date or occupancy.

Bldg. # \_\_\_\_\_ Unit # \_\_\_\_\_ Current Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Closing / Occupancy \_\_\_\_\_ Purchase \_\_\_\_\_ Lease \_\_\_\_\_ Lease Length \_\_\_\_\_  
Title Company: \_\_\_\_\_ Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Real Estate Agent: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### PART 1 - PERSONAL DATA

1) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
Current Phone #'s: \_\_\_\_\_ E-mail: \_\_\_\_\_  
2) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
3) Names, ages, SS# of additional occupants: \_\_\_\_\_  
4) Any above persons considered a sex offender by any authority? No \_\_\_ Yes \_\_\_, County/State: \_\_\_\_\_  
5) Any above persons ever been convicted of a felony? No \_\_\_ Yes \_\_\_, County/State \_\_\_\_\_  
6) Ever been Evicted? No \_\_\_ Yes \_\_\_, Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
7) List all Cars: 1) Driver's Lic. #: \_\_\_\_\_ 2) Driver's Lic. #: \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_  
8) Pets on Premises: \_\_\_\_\_  
(breed, weight, color) \_\_\_\_\_

### PART 2 - RESIDENCE & EMPLOYMENT HISTORY

1) Present Address: \_\_\_\_\_ Owned or Rented: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Dates of Residency \_\_\_\_\_  
2) Previous Address: \_\_\_\_\_ Owned or rented \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Dates of Residency \_\_\_\_\_  
3) Employed by or Retired from: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**PART 3 - MISC.**

1) Emergency Contact for a Medical or Building Emergency:

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

2) Buyer Information: Unit to be used as: Seasonal [ ] Year Round [ ]

Permanent Address after closing: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Phone Consent: Our community publishes an annual Resident Directory. Please indicate if you would like to have your phone number included in the directory. Your consent will remain in effect until revoked in writing.

\_\_\_\_\_ Yes, I give my consent to publish my phone number in the directory. Phone # \_\_\_\_\_

Purchaser(s) / Tenant(s) states that a copy of the Condominium Documents, including Declaration of Condominium, Articles of Incorporation, By-Laws, and Rules and Regulations have been received, read, and understood. Purchaser(s) / Tenant(s) hereby agrees to abide by all the conditions and terms therein and all rules and regulations officially enacted hereafter by the Association. Approval of this request is subject to all financial obligations to the Association, including but not limited to, maintenance fees, late charges, special assessments, legal fees, and application fees having been paid in full at or prior to closing.

Purchaser(s) / Tenant(s) represent that all of the information provided is true and correct and hereby allows the Association to conduct a background check including but not limited to their credit, criminal, and rental history in order to obtain and verify information in connection with this application.

**\* A PERSONAL INTERVIEW MUST BE CONDUCTED PRIOR TO CLOSING OR OCCUPANCY\***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Have you...*

\_\_\_\_\_ ATTACHED A COPY OF THE PURCHASE OR LEASE AGREEMENT

\_\_\_\_\_ ATTACHED A COPY OF IDENTIFICATION (Driver's License, State ID, Birth Cert., etc)

\_\_\_\_\_ ENCLOSE THE FEE OF **\$125.00** PER MARRIED COUPLE and additional **\$50** per occupant.

**PAYABLE TO: BORDEAUX VILLAGE ASSOCIATION NO.2 INC.**

**MAIL ALL TO: Ameri-Tech Community Management Inc.**

**6415 1<sup>st</sup> Avenue South, St. Petersburg, FL. 33707**

**ATTN : Bordeaux Village Assoc., No. 2 Inc.**

**(727) 726-8000**

-----Management Co./ Association Use-----

Date Received: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Chk # \_\_\_\_\_ Date to Board: \_\_\_\_\_

Copy of Sales/Rental Agreement Attached: \_\_\_\_\_ ID Attached: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Board of Directors has [ ] Approved [ ] Denied this request for Purchase or Lease.

Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_