

RESIDENCES AT SABAL POINT

401 Summit Ridge Place
Longwood, FL 32779
Phone: 407-786-2080 Fax: 407-786-2084

Re: Amendment to the Condominium Rules and Regulations

Please be informed of this new amendment:

New owners and/or new rental agreements must be approved by the Association. Each resident must fill out an application and a processing fee of **\$75.00** will be due. The approval process will include but not limited to a criminal background, credit check, check writing history and income verification.

Once approved, a copy of the lease is to be giving to the Association. This new amendment will go in effect starting December 1st, 2008. If the Association finds out a resident is living in a condominium without being approved this could result in a daily fee of \$25.00 and/or termination of lease agreement.

a company for your lifestyle

APPLICATION CRITERIA

All applicants for residency will be processed through a credit-reporting agency. All responsible parties 18 years of age or older must complete and sign an application. Unauthorized occupants are strictly forbidden. In reviewing the application, all or part of the following areas will be taken into consideration:

1. CREDIT

All credit status for the last 2 years will be checked through the appropriate **Credit Bureau**. The credit history must be free of any outstanding debt to previous landlords, and creditors.

2. RESIDENTIAL/RENTAL HISTORY

The last 2 years of resident/rental history is required. All appropriate phone numbers and addresses, where this information may be **verified**, must appear on the occupancy application. All resident history must be free of rental housing evictions, skips and all delinquencies.

3. EMPLOYMENT INCOME

Applicants' **local employment** must be verified, including salary amount. Monthly rent cannot exceed 35% of the gross monthly income. Please provide official written documentation with the original application (acceptable forms include; offer letter for new employment, recent pay stub from current employer, tax return for self-employed applicants, or bank statements that will guarantee rental obligations for the entire lease term).

4. CHECK WRITING HISTORY

Codes generated from the screening company must be acceptable.

5. CRIMINAL HISTORY

The criminal records of all household members over the age of 18 will be checked and reviewed for felony and misdemeanor offenses. The information gathered as a result of this check would affect the approval of the application.

6. NON-U.S. CITIZENS

Must be able to provide documentation from U.S. Immigration to verify legal entry and residency in the United States for the length of the lease term.

7. FEES

All application fees and security deposits are due and must be made payable with submission of the application. **Please make all checks payable to The Residences at Sabal Point.**

This community is committed to DRUG-FREE HOUSING. The lease agreement prohibits criminal activity, including drug related criminal activity on or near our premises.

PLEASE TAKE YOUR TIME AND FILL OUT THE APPLICATION THOROUGHLY TO ENSURE TIMELY PROCESSING. PROCESSING CANNOT BEGIN UNTIL A COMPLETED APPLICATION IS RECEIVED.

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's resident selection criteria. The resident selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Applicants Signature

Date: _____

Applicants Signature

Date: _____



GROUNDS FOR DENIAL

Applicants will be denied if they do not meet any of the community owner's screening criteria. Applicants may be denied for any, or a combination of any, of the following reasons:

1. Misdemeanor or felony criminal background including, but not limited to, crimes against persons or property, theft/burglary, prostitution, history of violence, illegal controlled substances, harboring a fugitive, and/or alcohol abuse.
2. Unable to provide documentation from U.S. Immigration to verify legal entry in the United States and legal residency in the United States for the length of the lease term;
3. History of allowing unauthorized occupant(s) to reside in your apartment home as evidenced by previous landlord's verification(s);
4. Lack of six (6) months of verifiable continual rental history;
5. Poor housekeeping as evidenced by previous landlord's verification(s);
6. History of drug or alcohol abuse as evidenced by previous landlord's or record of arrest and/or conviction, and no current rehabilitative service;
7. History of paying rent late or poor rental background as evidenced by previous landlord's verification(s) and/or credit report;
8. Check writing code must be acceptable;
9. Poor credit report;
10. Refusal to occupy proper unit size in accordance with property unit size standards;
11. History property damage to apartment/townhouse/house or common areas as evidenced by previous landlord's verification(s) and/or credit report;
12. History of lease violations as evidenced by previous landlord's verification(s);
13. History of violence and interference with management's duties and responsibilities as evidenced by previous landlord's verification(s), government or social agencies' verifications, police reports, and/or criminal background check;
14. Failure to move into the rent-ready unit on the agreed date; this will cause the application to be denied and the unit will be offered to the next qualified applicant on the waiting list;

Applicants will not be denied on the basis of race, color, religion, national origin, sex, handicap or familial status.

Applicants Signature

Date: _____

Applicants Signature

Date: _____



PRIVACY POLICY FOR PERSONAL INFORMATION OF RENTAL APPLICANTS AND RESIDENTS

We are dedicated to protecting the privacy of your personal information, including your Social Security Number and other identifying or sensitive personal information. Our policy and procedures are designed to help ensure that your information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide us is a high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

How personal information is collected: You will be asked to furnish some of your personal information when you apply. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used: We use this information only for our business purposes involved with the approval process. Examples of these uses include, but are not limited to, verifying statements made on your rental application (such as your rental, credit and employment history), reviewing your lease for renewal and enforcing your lease obligations (such as to obtain payment for money you may owe us in the future).

How the information is protected and who has access: We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

How the information is disposed of: After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's privacy policy for personal information of rental applicants and residents.

Applicants Signature

Date: _____

Applicants Signature

Date: _____



LPC QUICK CHECK APPLICATION

The most recent 2 years resident history required. Must provide dates of residency, landlord names and phone numbers for all addresses. The application cannot be submitted for processing until all information is provided.

Property Name: Residences at Sabal Point Unit # _____ Rent Amount _____ Move in Date _____

Last Name	First Name	Middle/Maiden	Suffix
Social Security #	Date of Birth	Driver's License #	State
Spouse Last Name	First Name	Middle/Maiden	Suffix
Social Security #	Date of Birth	Driver's License #	State

Are you a US Citizen? _____ YES _____ NO

Current Address

LPC requires at least 2 years resident history. For additional addresses, see supplemental address information on page 2. List all addresses that may be reported by a credit agency.

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	E-mail		
Landlord / Mortgage Name	Phone #	Move In Date		

Total Gross Monthly Income \$

Emergency Contact (Will be the person listed on the lease as the emergency release representative)

Name	Phone
Address	City State Zip

SUPPLEMENTAL INFORMATION

Current Employer	Personnel Phone #	Hire Date
Address	City	State Zip
Position	Gross Monthly Income	Supervisor Name

Spouse Current Employer	Personnel Phone #	Hire Date
Address	City	State Zip
Position	Gross Monthly Income	Supervisor Name

Vehicle Information

License #	State	Year
Make	Model	

Pet Information

Type/Breed	
Height/Weight	lbs. inches

Roommates / Occupants Names and Birthdates (List only those that are applying with you today)

	DOB:
	DOB:
	DOB:

Renter's Insurance

Do you carry renter's insurance? Yes _____ No _____

Carrier _____ Agent _____ Phone _____

I understand that the property's insurance coverage and insurance does not and cannot protect any personal belongings against burglary, vandalism, fire, smoke, and other perils. I also understand that by not having personal liability insurance, I may be liable to third parties and to the property owner for certain perils which are covered by renter's insurance.

IF NO INSURANCE, OWNER AND ITS REPRESENTATIVES STRONGLY RECOMMEND THAT RESIDENT SECURES INSURANCE.

Have you, your spouse, roommate or occupant listed on this application ever been: Evicted or asked to move out? _____
Sued for non-payment of rent? _____ Sued for damage to rental property? _____ Convicted of a criminal offense? _____
Received deferred adjudication? _____ . If yes please explain, year location and type of each: _____

You represent that the answer is "No" to any question left blank.

LPC and Applicant acknowledge that Applicant has paid a non-refundable processing fee of \$ _____. LPC acknowledges that Applicant has also paid a holding deposit in the amount of \$ _____. If Applicant fails or refuses, for any reason, to occupy the apartment and notifies LPC within 48 hours after signing the application of their intention not to occupy the apartment, the holding deposit will be returned. If the Applicant fails to notify LPC of their cancellation within 48 hours of signing the Application, and fails to occupy the apartment, Lessor/Owner shall be entitled to damages of \$ _____ as administrative costs in addition to any and all damages provided for in the Lease Contract, including but not limited to damages for lost rent due to Applicants breach of Lease. Applicant, Owner and LPC agree these administrative costs are a reasonable forecast of the expenses incurred as a result of Applicant's failure to occupy the apartment and in no event will be considered a

penalty. All parties agree this sum is an enforceable liquidated damage amount. If the Applicant is approved, the holding deposit will be applied to the deposit upon commencement of the lease.

The facts set forth in my Application are true and complete. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigation of credit agencies or bureaus of your choice.



Resident Signature: _____ Date _____

Spouse Signature: _____ Date _____

LPC QUICK CHECK APPLICATION

Last Name	First Name	Middle/Maiden Name	Suffix
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ADDITIONAL ADDRESS INFORMATION

Previous Address 1

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	E-mail		
Landlord / Mortgage Name	Phone #	Dates: From	To	

Previous Address 2

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	E-mail		
Landlord / Mortgage Name	Phone #	Dates: From	To	

Previous Address 3

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	E-mail		
Landlord / Mortgage Name	Phone #	Dates: From	To	

Previous Address 4

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	E-mail		
Landlord / Mortgage Name	Phone #	Dates: From	To	

FOR OFFICE USE ONLY

Notes: _____

Leasing Agent _____

Submitted to Quick Check By _____

Date: _____

Time: _____

Faxed to Lincoln Check by _____
Attach confirmation from fax machine to back of application

Date: _____

Time: _____

ADDENDUM TO LEASE AGREEMENT

Addendum to the Lease Agreement dated _____ between
_____(Landlord) and _____
_____(Tenant)

(the Lease Agreement). **Landlord** and **Tenant** make the following terms and conditions part of the agreement.

The Association shall have the right to impose fines on Resident for material violations of or failure to comply with all provisions of the Governing Documents, or other applicable provisions of any law, agreement, or instrument affecting the Condominium.

To view all Governing Documents, including the Rules and Regulations, please visit **www.RASPCondo.com**.

The Association may also bring an action for damages or injunctive relief against Resident for failure to comply with such provisions. Landlord will be jointly and severally liable with Resident to the Association for any amount which is required by the Association to repair any damage to the Common Elements of the Condominium resulting from acts or omissions of Resident (as determined in the sole discretion of the Association) or to pay any claim for injury or damage to property caused by the negligence of the Resident. The Association has the right to disapprove a Resident who does not meet tenant qualification requirements as may be set forth in the Association's Regulations, as the same may be amended from time to time. Prior to occupancy by Resident, Landlord or Resident shall provide a copy of this fully executed Lease Agreement, the anticipated occupancy date, any security deposit required by the Association, and evidence that the proposed Resident meets the tenant qualification requirements then in effect. No rooms may be rented and no transients may be accommodated in a Unit. The Association may promulgate further rules and regulations regarding leasing, including a requirement to register a lease with the Association and obtain a lease registration certificate or permit.

The owner is responsible to disclose to the tenant, a copy of the Home Owner Association Documents, Rules and regulations.

Resident Signature _____, as agent for

Print Name _____ (Landlord)

Resident Signature _____ Signature _____

Print Name _____ Print Name _____