

## **LAKE CONLEY LEASE DOCUMENTS CHECKLIST**

**UNIT OWNER/LESSOR INFORMATION COVER LETTER**

**APPLICATION FOR LEASE APPROVAL**

**BACKGROUND INFORMATION FORM**

**GATE INFORMATION LETTER**

**COMMONLY ASKED QUESTIONS**

**EMERGENCY CONTACTS FORM**

**RULES AND REGULATIONS**

**Lake Conley Mobile Home Park  
Condominium Association, Inc.  
2020 Kahala Drive, Holiday, FL 34691**

UNIT OWNER/LESSOR INFORMATION After the attached **Application for Lease Approval and Background Information Form** has been completed by **the lessees**, review them carefully to ensure all requested information has been entered. Then please return them with YOUR check in the amount of \$50.00 USD. Make your check payable to "Lake Conley Association" with the words "leasing fee" and (YOUR) LOT NUMBER on the memo line. Mail both to the above address marked to the attention of the "Real Estate Representative" or place in the office door slot.

If the person(s) leasing your unit has leased from you last year, the \$50.00 check is not required. Only first time lessees require the processing fee of \$50.00. Lessees and occupants must include a copy of their driver's license with the Application for Lease Request Approval and must pass a background/ credit check.

Background/credit check fees are \$75.00 USD per person U.S. or \$100.00 USD per couple U.S. The fee is \$75.00 USD per Canadian residents per Province. Payment for this fee is to be provided to the Real Estate Representative along with the completed forms and attachments above.

It is your responsibility as lessor to make your lessee aware of the Declaration of Condominium, the By-laws and the Rules and Regulations by which they must abide while a resident of Lake Conley Mobile Home Park. The Unit Owner is liable for any damage to the common areas of Lake Conley caused by the Lessee and for any covenant violations.

Attachments:

1) Application for Lease Approval Request: 2) Background Information Form

Cathy Wolosin 727-935-6002 Real Estate Representative

**Lake Conley Mobile Home Park Condominium Association, Inc.  
2020 Kahala Drive, Holiday, FL 34691**

PLEASE PRINT

**APPLICATION FOR LEASE APPROVAL  
IN LAKE CONLEY MOBILE HOME PARK CONDOMINIUM ASSOCIATION, INC.**

I/We wish to LEASE property currently owned by \_\_\_\_\_,  
and located in Lake Conley Mobile Home Condominium Park, commonly described as:  
Street Address: \_\_\_\_\_, Holiday, FL 34691 Lot # \_\_\_\_\_  
Lease Period From \_\_\_\_\_ To \_\_\_\_\_

Lessee Name: (Last, First, middle.)	Age	DOB	Ph. Cell <circle>Home
Lessee Name: (Last, First, middle)	Age	DOB	Ph. Cell <circle> Home
Lessee (Address, City, State, Zip)	# Years this address		
E-Mail Address: _____			

Total # of adults to occupy the Unit over 55 years of age? \_\_\_\_ : # under 55 years of age? \_\_\_\_

**NOTE: A background check and applicable fee is required for all occupants.**

**List any Additional occupants not identified above:**

Name	Address, City, State, Zip)	Age	DOB	#years this address
Name	Address, City, State, Zip	Age	DOB	# years this address

Emergency Contacts (list 2):

Name _____	Cell # _____	Home # _____
Address: _____	Relationship _____	
Name _____	Cell # _____	Home # _____
Address: _____	Relationship _____	

**\*\*ATTACH COPY OF DRIVER'S LICENSE FOR EACH LEASEE OR OCCUPANT\*\***

Pets: yes \_\_\_ No \_\_\_ Type of Pet: \_\_\_\_\_ Weight of Pet: \_\_\_\_\_ Breed of Pet: \_\_\_\_\_

By signing this document Prospective Lessee(s) acknowledge that they understand that Lake Conley Condominium Association, that in addition to other requirements, allows **no more than one dog or one cat per unit**, not to exceed 25 pounds, and further that a copy of the current Rabies Certificate must be provided to the Lake Conley office prior to moving a pet into Lake Conley MHP. Violation of this policy could require that a pet not meeting these requirements be removed immediately from LCMHP and a fine assessed. (Initial \_\_\_\_\_ Date \_\_\_\_\_).

We have received and have reviewed, or will review at or prior to moving into Lake Conley, the current **Rules and Regulations** (Initial \_\_\_\_\_ Date \_\_\_\_\_).

I/We understand that acceptance as a Lessee in Lake Conley shall constitute an assumption of the provisions of the Association Documents, including the Rules and Regulations and are in **agreement to be bound by them**, including any Amendments to these Documents that may be made from time to time. (Initial \_\_\_\_\_ Date \_\_\_\_\_).

I/We further acknowledge that Leased/Owned property in a Condominium Association is regulated by the Association governing Documents and the Florida Statutes. 718.303 (3) Florida Statutes reads in part: "The Association may levy reasonable fines for the failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provision of the Declaration of the Association Bylaws or reasonable Rules of the Association" (Initial \_\_\_\_\_ Date \_\_\_\_\_)

The Association, as the Unit Owner's agent for the purposes of and with the authority to terminate any such lease agreement in the event of violation by the tenant of such covenant shall be an essential element of any such lease or tenancy agreement, whether oral or written, and whether specifically expressed in such agreement or not.(Initial \_\_\_\_\_ Date \_\_\_\_\_)

**OCCUPANCY PRIOR TO BOARD APPROVAL IS PROHIBITED**

Date: \_\_\_\_\_ Signature of Lessee: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Lessee: \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

\_\_\_ Compl; \_\_\_ Cr/ BaGr; \_\_\_ Driver's License attached: \_\_\_ L C rental fee paid by Owner

The Lake Conley Board of Directors hereby approves the above application for rental of the

Unit located at \_\_\_\_\_ Holiday, FL 34691 Lot # \_\_\_\_\_

By Lessee (s) \_\_\_\_\_

Pet approved: Yes \_\_\_ No \_\_\_ NA \_\_\_ Current Rabies Cert. attached Yes \_\_\_  
No \_\_\_

For the Board of Directors:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Lake Conley Real Estate Representative Date

CUSTOMER NUMBER 2325 - AMERI-TECH

PROPERTY / ASSOCIATION - \_\_\_\_\_

**BACKGROUND INFORMATION FORM**

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

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

Managed By: \_\_\_\_\_ Owned By: \_\_\_\_\_,

Hereby allow TENANT CHECK 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 has made an inquiry.  
I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK now or in the future.

**PLEASE PRINT CLEARLY**

**INFORMATION:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SPOUSE / ROOMMATE:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 5:00 p.m. (3:30 p.m. on Sat.) WILL BE PROCESSED THE  
NEXT BUSINESS DAY

**TENANT CHECK FAX #: (727) 942-6843**

**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**

# LAKE CONLEY GATE INFORMATION

In order for you to provide gate access to your visitors, delivery people, etc. after your real estate closing: contact Karen Guider (727-726-8000 ext. 505) to have your name and phone information entered into our Gate system. You will need to provide us with a "US" phone number (either land line or cell phone). Our gate works by calling your phone from the key pad, allowing you to speak directly with the person attempting to enter Lake Conley. Your visitor should enter your lot number at the gate keypad in order to contact you for access. (Example Lot no.9 should be entered as 009, lot no. 19 should be entered as 019 lot no. 119 should be entered as 119.) If you are expecting a friend or vendor, you need to determine whether or not it is proper to open the gate for this person when they call your telephone. After you have determined that you want to let the person in you need to PRESS 6 on your phone to open the gate.

We will also enter your name into the key pad at the gate so that people may find you by looking for your name on the key pad. This process allows your visitors to find your gate code by name. Please test the information at the key pad by entering your lot number and following the process to ensure that the information was entered correctly.

**NEVER PASS A VEHICLE THAT IS ALREADY AT THE KEYPAD.** Only one vehicle at a time can enter thru the gate. The arm at the gate is in the up position for **ONLY 5 SECONDS**. When the Gate begins to swing open you should move forward to the arm so that you can enter as soon as the arm reaches the up position. If a car in front of you moves thru the gate you may then press your clicker as the arm goes down and the arm will go right back up for you to proceed thru the gate. Please contact a board member ASAP should a vehicle attempt to "squeeze" thru the gate behind you.

When you are making arrangements for a delivery, a contractor etc. please tell them that we are a gated community and provide them with your access code.

**IF YOUR PHONE LINE IS BUSY WHEN YOUR VISITOR ARRIVES AT THE GATE THEY WILL NOT BE ABLE TO GAIN ENTRY, SO IF YOU ARE EXPECTING SOMEONE YOU SHOULD ENSURE THAT YOUR PHONE LINE IS OPEN WHEN THEY ARRIVE.**

**REMEMBER YOUR GUEST MUST ENTER YOUR CODE AT THE KEY PAD FOR YOU TO PROVIDE ENTRY FROM YOUR PHONE.**

You may purchase additional clickers for \$30.00 each (LIMIT 3 CLICKERS PER HOUSEHOLD). Make a check payable to Lake Conley, write "clicker" on the memo line of your check and put in the slot on the office door. **EMERGENCY VEHICLES HAVE ACCESS THRU OUR GATE USING A VARIETY OF ENTRY METHODS. IF AN EMERGENCY VEHICLE OPENS OUR GATE IT WILL REMAIN OPEN FOR 15 MINUTES TO PROVIDE FASTER ACCESS TO OTHERS WHO MAY BE RESPONDING.**

2/15/17

Lake Conley Mobile Home Park  
Condominium Association, Inc.  
2020 Kahala Drive, Holiday, FL 34691

## Commonly Asked Questions

### HOW IS LAKE CONLEY "RUN"?

By an elected **Board of Directors** who manage Lake Conley on a day to day basis and serve without compensation. Much of the work is done by **volunteers**. Major maintenance work of the "Common Areas" is contracted out by bid and only to insured, licensed and reputable local contractors with a lien waiver in the contract.

### DOES LAKE CONLEY HAVE A PAID MANAGER?

Yes. A two year agreement with Ameri-Tech Community Management INC. presently exist with renewal options. Their duties are primarily Administrative, Information Technology, Clerical and Advisory.

### IS LAKE CONLEY OBLIGATED TO ANY LONG TERM CONTRACTS?

No. The only contract we have for more than one year is stated above.

### HOW IS MY MAINTENANCE FEE DETERMINED?

It is based on the budgeted expenses PLUS additions to the Reserve Accounts for the upcoming year. That figure is multiplied by your unit's percentage as shown in the Prospectus and divided by 12 months. There are 74 different rates in effect.

### WHEN IS YOUR MONTHLY MAINTENANCE FEE DUE?

No statement is rendered for maintenance fees. Your monthly maintenance fee is **due on the 1<sup>st</sup>** of each month. However, you may prepay any number of months if you wish. If your payment is not received at the bank by the 15th of the month, the Condominium Documents provide for the addition of interest and penalties for late payments. **Electronic Fund Transfer is encouraged for payment of this fee.** This can easily be set up with your bank or credit union.

### HOW MUCH IN TOTAL RESERVES DOES LAKE CONLEY HAVE?

On December 31, 20\_\_ the total of all Reserves was \$\_\_\_\_\_.  
Our Budget for 20\_\_ will add \$ \_\_\_\_\_ to that total.

### IS THERE A SEPARATE FEE FOR THE USE OF THE POOL, SHUFFLEBOARD COURTS, CLUBHOUSE OR ANY RECREATIONAL AREAS?

No. Your monthly maintenance fee covers the use of **all** common areas.

#### WHAT ARE THE DETAILS ON THE RV LOT?

There are 60 spaces available for rent. There is a waiting list. One of the Directors has supervision of the lot. Annual payments only. Sub-leasing is not allowed. Refunds are given if RV lot is given up during the Calendar Year.

#### WHAT VOTING RIGHTS DO I/WE HAVE?

Each Unit is entitled to **ONE** vote. The "Designated Voter" form you filled out determines who that voter will be in multiple owner Units. It must be on file with the Association.

#### ARE THERE ANY RESTRICTIONS ON THE USE OF MY UNIT OR THE COMMON AREAS?

Yes. The Condominium Documents including the Park's Rules and Regulations provide certain restrictions and requirements.

#### PROSPECTIVE PURCHASER

A prospective purchaser **IS REQUIRED** to be approved by the Lake Conley MHPC Association. You are strongly encouraged to also refer to all references, exhibits hereto, the sales contract, and familiarize themselves with the Condominium Documents.

#### CAN I RENT OR LEASE MY UNIT?

Yes. Homes can be rented or leased only **once** a year (July 1 through June 30) and for **not** less than two months per year. A Unit **cannot** be use as a rental for 12 consecutive months following the date of transfer of title to a new owner. There is a \$50.00 USD processing fee paid to the Association for leasing your unit. The tenant or lessee must be 55 years old or older and is subject to compliance with Lake Conley Condominium Documents including the Rules and Regulations.

#### CAN I HAVE A PET IN LAKE CONLEY

Yes, effective January 15 2015\* pet owners are permitted **one** dog or **one** cat in their Unit not to exceed 25 pounds. The pet is also subject to additional Lake Conley Rules and Regulations and Pasco County Codes and Ordinances.

#### DOES LAKE CONLEY HAVE BOAT ACCESS TO THE LAKE

Yes, Lake Conley has their own Boat Ramp and fishing pier for resident use only

LAKE CONLEY MOBILE HOME PARK CONDOMINIUM ASSOCIATION, INC.

Please Return to Ameri-Tech Community Management, Inc.  
24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763  
E-mail: [kguider@ameritechmail.com](mailto:kguider@ameritechmail.com) – 727-726-8000 Ext 505

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 to the Lake Conley Office, or mail, scan or email to Ameri-Tech Community Management c/o Dawn Bringe.

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 LAKE CONLEY MOBILE HOME PARK CONDOMINIUM ASSOCIATION, INC. owners.