



Proposed Tenant Application/Information Packet

Per the documents of Windsor Pointe Condominium Association, Inc. the following are lease requirements and the application process for prospective tenants.

Lease Requirements

Unit Owners:

- The Unit Owner must not be in violation of any provision of the governing documents of the Association at the time the lease is considered.
- The Unit Owner must not have a history of leasing his/her Unit without obtaining prior approval from the Association and/or refusing to control or accept responsibility for the occupants of his/her Unit.
- The Unit Owner must be current of his/her account including payment of all assessments or other charges.
- The Unit Owner (or agent on his/her behalf) must submit a completed lease application in a timely manner and not permit any prospective tenant to occupy the Unit until approval is issued by the Board of Directors.

Prospective Tenants:

- No co-signers to a lease agreement will be permitted.
- No more than 7 persons may live in the unit and names of all occupants must be listed on the application form.
- All prospective tenants must have a credit score of at least 650. (If below this, an explanation must be submitted for consideration)
- All prospective tenants must not have been convicted of any felony involving: violence to persons or destruction of property; sale, distribution, or use of controlled substances; or a felony demonstrating dishonesty or moral turpitude, or has been charged with any such felonies and the person was not acquitted of the charges were not dropped. Notwithstanding the foregoing, the Board of Directors may disregard convictions or charges which occurred 15 years or more prior to the date of the lease application.
- No prospective tenant may hold a status as a registered sex offender or sexual predator.
- The lease application components must be completed in full, including the authorization to release information regarding credit reporting and background check. If the lease application is incomplete or the required fees are not paid, the lease application may be rejected.
- The cost of credit report and background check must be submitted by the proposed tenant to the management company prior to the approval of the Board of Directors.

Application Process:

- The Unit Owner (or agent on his/her behalf) initially requests the Proposed Tenant Application Packet from the management company.
- All components of the packet are to be submitted to the management company at one time. These include: 1) Proposed Tenant Application Form; 2) Release for management company to secure a background check and credit report. Alternatively, these two reports may be submitted by a real estate/lease agent who may have already secured the reports; 3) copy of the lease; 4) fee for reports, if applicable.
- If management company ran the above reports, the fees for such must be paid in full.
- A copy of the Annex Rules, which are a summary of the full COA documents, are enclosed. These do not need to be returned, but acknowledgement that they have been reviewed and will be observed is below.
- The Board of Directors has up to thirty (30) consecutive days to approve/disapprove the application.

Windsor Pointe Condominium Association, Inc.



c/o Elim Services, Inc., 1941 Mayport Road, Atlantic Beach, FL 32233 (904) 241-8886

- Management company will notify Unit Owner (or agent on his/her behalf) in writing of the decision of the Board of Directors within one (1) business day after the Board's decision has been finalized.

Management company contact information:

Property manager: Rhonda Hutto, Rhonda@ElimServices.com

Property management company:

Elim Services, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233

Phone: (904) 241-8886

Fax: (903) 212-2103



Prospective Tenant Information Form

Application for unit # _____

Name: _____

Current Address: _____

Phone: _____

Email Address: _____

Employer: _____

How long employed: _____

Unit occupants:

Total number of adults: _____ Total number of children under age 18: _____

Pets:

Number of Pets: _____

Type of Pets: _____

Cars:

Total number of cars: _____

Make/Model: _____

Date lease will begin: _____

Move-in date: _____

I acknowledge that I have read, and will abide by, the COA documents and Annex rules.

Signed (Proposed Tenant) _____

Printed _____

Signed (Leasing Agent or Unit Owner) _____

Printed _____

Date: _____