

COASTAL CREEK CONDOMINIUM ASSOCIATION, INC.
TENANT APPLICATION PACKAGE

Tenants are not permitted to have pets

All owners must register tenants with Coastal Creek Condominium Association no less than ten (10) working days prior to tenant move in.

Please complete ALL applicable sections of the Tenant Application Packet and return to community manager.

The packet must be submitted and approved in writing by the Association ten (10) days prior to the new tenant move in. Completed packet should be accompanied by a copy of the executed lease or purchase agreement and a \$100.00 processing fee. A disregard for the requirements above may result in enforcement to include, but not limited to a fine of \$100.00 per day and accrue \$25.00 per day thereafter to a maximum of \$1,000.00 per fine, which may result to legal fees.

Leasing of the unit by the Owner shall be permitted under the following terms and conditions:

- A. Only entire units may be leased.
 - a) No rooms may be rented.
 - b) No transients may be lodged in a unit.
 - c) Occupancy by Tenants is restricted to two (2) persons times the number of bedrooms in the unit.
 - d) The minimum lease term for the leasing of a Unit is seven (7) months.
- B. The Unit Owner and the Tenant will be jointly and severally liable for any damages caused by the Tenant and the Tenant's Guests.
- C. The Association will require evidence that the proposed Tenant meets Tenant qualification requirements as may be set forth in the Association's Regulations
 - a) If the unit Owner does not provide such evidence, the Association may disapprove the Tenant, and the lease shall not be entered intoThe Association shall not unreasonably withhold Approval of a Tenant.
- D. All leases must be on forms approved by the Association and shall provide that the Association shall have the right to impose fines on the Tenant and the Owner for material violations of or failure to comply with the Governing Documents or any laws or regulations affecting the Condominium. The Association may maintain an approved lease form to provide to owners. Any cost incurred for reviewing any leases other than the Association approved lease form shall be paid by the Unit Owner prior to the Associations approval of the lease. Prior to occupancy by the Tenant, the Owner must notify the Association of the name and expected occupancy date of the Tenant and provide the required security deposit.

Should an extreme emergency occur, the Tenant shall contact management by calling: (904)241-8886.

Requests for repairs to any leased unit shall be made to the unit owner or agent.

Please reference Section 11 of the Rules and Regulations for additional information

COASTAL CREEK CONDOMINIUM ASSOCIATION, INC.
TENANT APPLICATION

Unit Owner Name: _____ Unit #: _____

Rental Agent Name: _____ Phone _____

APPLICANT NAME: _____

Present Address: _____ City: _____
State: _____ ZIP: _____ Phone: _____ Move in Date: __/__/__ Move Out Date: __/__/__
Landlord: _____ Phone: _____ Why Moved? _____

Previous Address: _____ City _____
State: _____ ZIP: _____ Phone: _____ Move in Date: __/__/__ Move Out Date: __/__/__
Landlord: _____ Phone: _____ Why Moved? _____

Present Employer: _____
Occupation: _____ Supervisor: _____ Phone: _____
How long employed: _____

Previous Employer: _____
Occupation: _____ Supervisor: _____ Phone: _____
How long employed: _____

Email Address :

Have you ever been evicted? Yes _____ No _____

Have you ever broken a rental or lease agreement? Yes _____ No _____

Have you ever declared bankruptcy? Yes _____ No _____

Have you ever been sued for nonpayment of rent? Yes _____ No _____

Have you ever been arrested? Yes _____ No _____

Do you have any pets, or do you plan to acquire any? Yes _____ No _____

If yes to any of the above please explain below.

Date of Desired lease period _____/_____/____ to _____/_____/_____

The undersigned represents the above statements are true and complete. This application shall become an addendum to the Tenant Application Packet.

_____/_____/____
Applicant Date

_____/_____/____
Landlord Date

COASTAL CREEK CONDOMINIUM ASSOCIATION, INC.
SECURITY ACCESS FORM

Resident: _____ Home Phone: _____
Address: _____ Cell Phone: _____
Rental Management Company: _____

LIST ALL PERSONS TO OCCUPY THE PREMISES*:

Name _____ Employment: _____
Contact Telephone #: _____ Age: _____
Email Address: _____

Name _____ Employment: _____
Contact Telephone #: _____ Age: _____
Email Address: _____

Name _____ Employment: _____
Contact Telephone #: _____ Age: _____
Email Address: _____

Name _____ Employment: _____
Contact Telephone #: _____ Age: _____
Email Address: _____

*If needed, add a separate page to list more residents.

Have you ever been evicted? Yes _____ No _____

Have you ever broken a rental or lease agreement? Yes _____ No _____

Have you ever declared bankruptcy? Yes _____ No _____

Have you ever been sued for nonpayment of rent? Yes _____ No _____

Have you ever been arrested? Yes _____ No _____

Do you have any pets, or do you plan to acquire any? Yes _____ No _____

If yes to any of the above please explain below.

The undersigned represents the above statements are true and complete. This application shall become an addendum to the Tenant Application Packet.

_____/____/_____
Applicant Unit # Date

_____/____/_____
Landlord Date

COASTAL CREEK CONDOMINIUM ASSOCIATION, INC.
VEHICLE REGISTRATION FORM

If your vehicle is not registered, it may be subject to being towed.

Name & State Registered	Make / Model	Color	Year	Tag #	Decal #

PERSONAL REFERENCES

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

EMERGENCY CONTACTS

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

The undersigned represents the above statements are true and complete. This application shall become an addendum to the Tenant Application Packet.

Applicant _____ Unit # _____ Date / /

_____/_____/_____
Landlord Date

OWNER AGREEMENT
TO ABIDE BY THE GOVERNING DOCUMENTS

I have received a copy and familiarized myself with the Coastal Creek Condominium Association, Inc. Rules and Regulations and initialed each page to confirm my understanding.

I understand that all tenants are subject to my rental agreement, as well as guests of those subject to the agreement must comply with these governing rules and regulations. I understand that failure to do so may result in sanctions up to and including eviction.

Apart from emergency situations, I understand that all requests for repair or service to my unit shall be made by the Unit Owner/Lessor or designee. In the event of an emergency, I shall contact the community manager at the emergency number posted below and/or at the clubhouse.

Printed Name of Owner: _____ Phone: _____ Date: _____

Owner's Signature: _____ Unit #: _____ Date: _____

Must be witnessed by another Unit Owner, Rental Agent, or Community Manager:

Printed Name of Witness: _____ Date: _____

Witness's Signature: _____ Date: _____

Coastal Creek Condominium Association, Inc.

Elim Services
1941 Mayport Road
Atlantic Beach, Florida 32233
TEL: (904)241.8886
Email: Info@elimservices.com
Website: www.elimservices.com

OWNER REGISTRATION CHECKLIST

Please include this check list with completed package:

Please email, mail, or fax completed Tenant Application Packet for approval prior to occupancy.

Processing fee must be paid prior to Association approval.

_____ EXECUTED LEASE

_____ TENANT APPLICATION

_____ SECURITY ACCESS FORM

_____ VEHICLE REGISTRATION FORM

_____ LEAD-BASED PAINT DISCLOSURE FOR RESIDENTIAL RENTALS ADDENDUM

_____ COPY OF VALID FORM OF PHOTO IDENTIFICATION

(Such as driver's license, ID Card, etc. – Is required for all persons 18 years or older living in unit.)

_____ OWNER AGREEMENT TO ABIDE BY GOVERNING DOCUMENTS

(must be incorporated in the lease and each page must be initial by tenant and owner/lessor)

_____ WRITTEN VERIFICATION OF CONTACT WITH PERSONAL REFERENCES

_____ NEW ENTRY CARD(S) & PEDESTRIAN KEY(S) FEE: \$15.00 EACH (3 MAX. PER UNIT)

_____ # of Entry Card(s) Needed AND _____ # of Pedestrian Key(s) Needed

_____ \$100.00 PROCESSING FEE

By signing this Owner Registration Checklist, I _____, the owner, under penalty of perjury and subject to fines imposed by the community, affirm that a background check has been done on each person living in the unit over the age of 18 and credit report on the person(s) on the lease and has been completed and reviewed, by me and reasonable responsibility of the tenant has been evidenced in these reports.

Printed Name of Owner: _____ Phone: _____

Owner's Signature: _____ Unit #: _____ Date: _____

Should you have any questions, please contact the community manager:

Elim Services

TEL: (904)241.8886

Email: Info@elimservices.com

Website: www.elimservices.com

WELCOME NEW RESIDENTS OF COASTAL CREEK!

Here are some helpful items to make your transition into our community smoother:

Ways to Access the Community:

- **Entry Card(s)** - to open the Front Gate and Clubhouse. Also called an “Amenity Pass”.
- **Gate Call Box** - Once the unit code is entered, an automated call will be sent to the cellphone on file. To open the gate, the call must be answered and once the person is identified at the gate, press and hold the 9 button to allow the person at the gate to enter. The call will hang up in 1-2 seconds and the gate will open for your guests.
- **Pedestrian Gate** – located next to the outbound gate. You will need a physical key to access this gate.

Elim Services is our Property Manager:

- Elim Services can provide you with Entry Card(s) and Pedestrian Gate Key(s). Your realtor or landlord should inform you of your mailbox number and provide keys to your mailbox. If not, please contact your realtor or landlord, whichever is applicable.
- Your realtor or landlord, whichever is applicable, should also provide you with an information packet regarding utilities. If not, here are the companies used for reference:
 - Electric – JEA www.jea.com
 - Water & Sewage – Oates Energy www.oatesenergy.com
 - Phone & Internet Providers – AT&T and Xfinity
- Our Property Manager: Michelle Brown, 904.241.8886, michelle@elimservices.com
- Owners – please register on our website www.coastalcreekcondos.com to locate community documents and information.

Board Meeting:

- A Board of Directors Meeting is held monthly and is open to ALL unit owners. Please watch for dates posted on the Coastal Creek Condos website at www.coastalcreekcondos.com, in the Mail Room/Gate House, and outside the Clubhouse. They are typically held on the 4th Monday of the month at 5pm but can change due to scheduling conflicts. There will always be at least a 48-hour posting of when the meeting will be held.

Dumpster:

- The dumpster is located outside the entry gate.
- Please break down all boxes prior to dumping. This will allow more space for others also.
- Please do not dispose of any hazardous materials, paint, solvents, oils, furniture, or plant trimmings.

Clubhouse:

- The clubhouse is available to all residents, in good standing. There are two entry points that require your Entry Card(s) to unlock the door. Hold your Entry Card to the card reader and you will hear a click when the door is temporarily unlocked.
- Residents MUST accompany their guests into the clubhouse and remain with them while using the facilities. You are responsible for your guests.
- Pets and smoking are not permitted in the clubhouse.
- As a safety measure, there are security cameras in the clubhouse.
- The alarm system is deactivated from 6:00AM until 11:00PM. Any attempt to go into the clubhouse before 6:00AM or stay in after 11:00PM, will set the alarm off and may cause a disruption to neighbors.
- To make personal reservations of the clubhouse for a private event, you must submit the Reservation Request Form with a \$100.00 Cleaning Deposit to reserve the room. The Cleaning Deposit may be refundable if the Clubhouse is thoroughly cleaned after the reserved event. Reserved Events must be approved and are limited up to 4 hours per event. No event may be held later than 11:00PM. Please note, the swimming pool, gym, and marina are NOT included in the clubhouse reservation. To make a reservation, please contact our property management company to submit a reservation at least ten (10) days in advance of your event.
 - Elim Services – Michelle Brown
 - TEL: (904)241.8886
 - Email: Info@elimservices.com
 - Website: www.elimservices.com
- Please be respectful of neighbors and the facilities.

Swimming Pool:

- Pool hours are Sunrise to Sunset.
- Food or Glass are not permitted on the pool deck. Please keep these items on the Grill Deck located on the river side of the pool.
- Residents MUST accompany their guests into the pool and remain with them while using the facilities. You are responsible for your guests.
- As a safety measure, there are security cameras around the pool.
- Pets and smoking are not permitted in the Pool area.
- Please be respectful of neighbors and the facilities.

Parking:

- Each unit has an assigned and numbered parking space.
- You must fill out and submit a Parking Pass Application to the property manager.
- You will attach your Parking Pass inside your windshield per the instructions provided with the parking passes.
- Each unit will also receive one Guest Parking Pass.
- Guests should only park in unnumbered spaces with their Guest Parking Pass displayed.

Pet Policy:

- Renters are not permitted to have pets.
- Dogs must always be kept on a leash while outside the unit, except in the dog park.
- You must clean up after your pets and may use the Waste Stations when needed.



LEAD-BASED PAINT DISCLOSURE FOR RESIDENTIAL RENTALS ADDENDUM



DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS

This Addendum is made by the undersigned Lessee and Lessor and is incorporated into and made a part of the Lease between Lessee and Lessor (the "Lease"). This Addendum is referenced in the Lease and pertains to the following Property: _____

LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of know lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead -poisoning prevention.

Lessor's Disclosure (initial)

_____ (a) Presence of lead-based paint or lead-based paint hazards (check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

☐ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the Housing.

_____ (b) Records and reports available to the lessor (check one below):

☐ Lessor has provided the lessee with all available records and reports pertaining to lead- based paint and/or lead-based paint hazards in the housing (list documents below).

☐ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Licensee's Acknowledgment (initial)

_____ (e) Licensee has informed the lessor of the lessor's obligations under 42 U.S.C. 4582(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____ LESSOR	_____ DATE	_____ LESSEE	_____ DATE
_____ LESSOR	_____ DATE	_____ LESSEE	_____ DATE
_____ LICENSEE	_____ DATE	_____ LICENSEE	_____ DATE

Any person or persons who knowingly violate the provisions of the Residential Lead-Based Paint Hazard Reduction Act of 1992 may be subject to civil and criminal penalties and potential triple damages in a private civil lawsuit.

Lease Addendum: Coastal Creek Utility (water & sewer) Billing / Oates Energy
INFORMATION MUST BE COMPLETED IN FULL TO PROCESS

Coastal Creek Condominium Address Number _____

Tenant's Name: _____ (Print Clearly)

Lease start Date: _____ Lease End Date: _____

Landlord's Name: _____ Phone: _____

Address: _____ (Alt. Address)

City: _____ ST: _____ Zip: _____

Property Management Information (if applicable):

Contact Person: _____

Company Name: _____ Phone: _____

Water & Sewer is billed to the unit occupant by Oates Energy based on consumption; payment of the bill is the responsibility of the "Tenant" unless other arrangements have been made with the "Landlord".

Upon the execution of the lease, the "Landlord" or other designated party will contact Oates Energy and provide the "Tenant" contact and billing information, with the effective date of service being the execution date of the lease.

Oates Energy
14286 Beach Blvd, Suite 12
Jacksonville, FL 32250

(P) 800-717-9811
(F) 904-223-9497
customerservice@oatesenergy.com
www.oatesenergy.com

All bills will remain in the "Landlords" name and will be sent Care Of (C/O) the "Tenant"
Example of how bill will be addressed.

John Smith (Landlord)
C/O John Doe (Tenant)
3434 Blanding Blvd. #
Jacksonville, FL 32210

The "Landlord" or other designated party is responsible for updating Oates Energy and Coastal Creek each time a tenant change is made, "Landlord" will be responsible for all charges due in-between tenants and for any unpaid portions after a tenant moves out. **Please note, a new account will not be set-up if there is an outstanding balance.** Only the "Landlord" or Coastal Creek can make changes to an account, Tenants and other unit occupants will not be allowed to make changes. ***** If balance becomes 60+ days delinquent the balance will be put in the owner's name until the balance is paid in full*****

Signature and Acknowledgements:

As of ____/____/20__ the person responsible for this bill will be (circle one) Tenant | Landlord.

Landlord: _____ Date: _____

Tenant: _____ Date: _____