

# Village at Townpark Condominium Association, Inc.

## PURCHASE/ RENTAL APPLICATION

Thank you for taking an interest in having a home within the Village at Townpark. The attached pages constitute the complete Purchase/ Rental package for the Association.

If you are purchasing/ leasing or residing in a unit for more than 30 days within a calendar year: The Association requires a non-refundable \$100 fee for each person who will be named on the Deed or Lease. This fee is for the cost to complete a criminal and credit background check as required by the Association Documents. Please be aware that all forms must be submitted at least fifteen (15) days prior to the closing date of a purchase or the commencement date of a lease.

### **Exceptions to the Application Fee Rule are as follows:**

- 1.) Only one fee of \$100 is required if the purchasers/ tenants are legally married and share the same last name.
- 2.) No fee is required for children of the applicant(s) providing the children are under the age of 18

### **How to submit the Application Form and required \$100 processing fee:**

- 1.) Mail: Village at Townpark, 7610 River Oak Run, Bradenton, FL 34202. The application fee may be paid by check or money order. (Memo line to include the address, unit number, and last name of applicant(s).
- 2.) Email: [Manager@TheVillageatTownparkcondo.com](mailto:Manager@TheVillageatTownparkcondo.com) (completed application paperwork)

If the Application form is submitted by e-mail, proof of payment must be included at the time the application is submitted.

**\*\*\*\* The Application Form will not be processed until payment is received and confirmed. \*\*\*\***

Sincerely,

*Christine Wofford*

Christine Wofford, CAM

# Village at Townpark Condominium Association, Inc.

## PURCHASE/ RENTAL APPLICATION

### Important Facts to Consider

- 1.) Please print legibly on the Application form. The Form must contain all information requested. If any information is omitted, the Application form will not be processed.
- 2.) Only the Buyer/ Renter is authorized to complete the Application form.
- 3.) At no time, may a Unit be permanently occupied by more than 2 persons per bedroom.
- 4.) At no time, may a Unit be rented for a period of less than three (3) months.
- 5.) You are permitted to have a total of two (2) household cats or dogs. The Association holds the right to have any pet permanently removed with a three (3) day notice to resident should a pet be found to be nuisance or annoyance to neighbors. All dogs must be registered with the office and there is a \$50 fee for registration.
- 6.) Should a tenant(s) move into a Unit without a submitted and approved Application form, the Association has the right to evict the tenant(s) and the unit Owner will be liable for all costs pertaining to the eviction process including but not limited to attorney's fees.
- 7.) If you are purchasing a Unit, please be aware that it is YOUR responsibility to obtain an assessment book for payments to the Association, from either the Seller or The Village at Townpark Office. Lack of awareness of payment process and/or payment due date are not acceptable excuses for late assessment payments.
- 8.) Each unit is sub-metered for water and sewer expense. The Association utilizes Oates Energy Inc. (OEI) to facilitate unit billing and process payment for each unit's water and sewer expense. Though tenants may make payments direct to OEI for unit usage, owners are ultimately responsible for any outstanding balance owed to the Association. Contact OEI at 1-800-717-9811 to set up your resident account.
- 9.) Only Owners and/or their designated Property Managers may obtain a new **FOB (\$25)** or **Mailbox Lock (\$30)** for a given unit. The request requires written authorization. Contact the Office by email or phone to set up an appointment to obtain these items.

**Check or Money Order payable to:** The Village at Townpark

**Memo Line:** Address and Unit Number with description  
(Example: xxxx Manor Loop, Unit 102 – Mailbox Lock)

[Manager@TheVillageAtTownparkcondo.com](mailto:Manager@TheVillageAtTownparkcondo.com)

941-373-1993

**Village at Townpark Condominium Association, Inc.**

**PURCHASE/ RENTAL APPLICATION**

**VERIFICATION FORM**

☐ Purchase

☐ Lease

Unit #: \_\_\_\_\_ Street Address: \_\_\_\_\_

Unit Owner(s) Name(s): \_\_\_\_\_

Unit Owner(s) Phone #: \_\_\_\_\_

Unit Owner(s) Email: \_\_\_\_\_

Leasing and/or Purchase Agent's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Leasing and/or Purchase Agent's Email Address: \_\_\_\_\_

**For Office Use Only:**

- ☐ Lease / Deed
- ☐ Brivo
- ☐ Parking Permit
- ☐ One Call Now
- ☐ Oates Energy

**Receipt of Verification Form:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Village at Townpark Condominium Association, Inc.**

**PURCHASE/ RENTAL APPLICATION**

**APPLICANT AGREEMENT WITH ASSOCIATION**

***(Buyer/ Renter Signature Required)***

I hereby agree to the following:

- 1.) By signing below, I agree to be aware and to abide by all common area and unit use restrictions including those identified in all Association governing documents, policies, and Rules and Regulations. I acknowledge and am aware that these documents are subject to change and I agree to abide by all changes as implemented.
- 2.) By signing below, I certify that I have received a copy of the current Rules and Regulations revised and dated \_\_\_\_\_ as well as a copy of the Occupancy and Use Restrictions as defined in Article XVII of the Amended and Restated Declaration of Condominium recorded January 28, 2016. I further agree to take full responsibility for any guests that I may have and that they will also abide by the same rules.
- 3.) By signing below, I acknowledge that any violation of the terms, provisions, and covenants of the Condominium Documents, including the Rules and Regulations, provides for immediate action as provided in these documents.
- 4.) By signing below, I acknowledge that The Village at Townpark Condominium Association has fifteen (15) days to review this form after it is received by the Board of Directors, and that occupancy of a rental unit before processing this Application Form(s) may result in the Association evicting of tenant.

**Applicant Name (please print):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AUTHORIZATION OF RELEASE OF INFORMATION**

Buyer/ Renter represents that all of the information and statements for purchase or lease are true and complete, and hereby authorize that investigative consumer reports may be obtained. I am aware that any falsification or misrepresentation of the facts in this application will result in immediate rejection of this application.

This Form must be signed before it can be processed by the Association Management Office.

**Applicant Name (please print):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Village at Townpark Condominium Association, Inc.

## PURCHASE/ RENTAL APPLICATION

Social Security Number (required): \_\_\_\_\_

### **Notice to All Owners & Tenants of The Village at Townpark**

The Association has a Parking Policy and has entered into an agreement with CommTow to actively monitor the Community for parking violations. All resident vehicles will be required to have new properly displayed parking permits.

In order to obtain a Parking Permit, you will need to provide the following information:

- 1.) Current and valid Vehicle Registration
- 2.) Current and valid Driver's License
- 3.) Vehicle License Plate attached to the vehicle and as defined on the Vehicle Registration
- 4.) Completed & Signed Parking Policy revised and dated \_\_\_\_\_.

Please be aware that permits will only be issued to Owners and Tenants that have completed a Verification Form and have obtained an approval on their Application Form on file with the Association.

Please be aware that the Visitor parking spaces have use limitation as per the Parking Policy. Any vehicle violating parking rules will be towed.

Association Forms may be obtained in a number of ways:

- 1.) Through the website at: <http://villageattownpark.ahn09.com/>
- 2.) At the on-site Office located at the Association Clubhouse - Please call for appointment 941-373-1993.
- 3.) By Email: [Manager@TheVillageatTownparkcondo.com](mailto:Manager@TheVillageatTownparkcondo.com)

The operating hours for the Association's on-site Manager are 9:00 a.m. to 5:00 p.m. on Monday, Tuesday, Thursday, and Friday. The Office is CLOSED on Wednesday.

***ALL vehicles without a properly displayed permit and/or violating the Parking Policy will be towed immediately at the Owner's expense.***

**DO NOT** call the Management Office if your vehicle is towed as the Association & Management cannot help you to retrieve your vehicle.

**If your vehicle is towed, you must contact:**

**CommTow**  
**1301 29<sup>th</sup> Ave W**  
**Bradenton, FL 34205**  
**1-800-547-5550**

**Village at Townpark Condominium Association, Inc.**

**PURCHASE/ RENTAL APPLICATION**

The following items are

**PROHIBITED**

from being disposed of at this facility:

- **Household Appliances**
- **Mattresses**
- **Furniture of any kind**
- **TV's & Large Electronics**
- **Tires**
- **Construction Material and Debris**
- **Paint**
- **Hazardous Waste and Chemicals**

**!!!! VIOLATORS ARE SUBJECT TO AN IMMEDIATE FINE !!!!**



**Village at Townpark Condominium Association, Inc.**

**PURCHASE/ RENTAL APPLICATION**

**OFFICE HOURS**

<b>Monday</b>	<b>8:30 – 5pm (Walk-ins Welcome)</b>
<b>Tuesday</b>	<b>8:30 – 5pm</b>
<b>Wednesday</b>	<b>8:30 – 5pm</b>
<b>Thursday</b>	<b>8:30 – 5pm</b>
<b>Friday</b>	<b>8:30 – 5pm (Walk-ins Welcome)</b>
<b>Saturday</b>	<b>CLOSED</b>
<b>Sunday</b>	<b>CLOSED</b>

We will make every effort to accommodate resident needs during normal business hours. Walk-ins are welcome on Mondays and Fridays. Appointments are required on Tuesdays, Wednesdays and Thursdays.

Please email or call the office to make appointments.

[Manager@TheVillageatTownparkcondo.com](mailto:Manager@TheVillageatTownparkcondo.com) or 941-373-1993

**name** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
first middle last date of birth

**SSN** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **driver's license number / state** \_\_\_\_\_ / \_\_\_\_\_

**phone** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **email** \_\_\_\_\_

**current address** \_\_\_\_\_ ☐ rent ☐ own  
street & apt.#  
city state zip

**landlord if renting** \_\_\_\_\_  
name phone rented from date to date

**children under 18** \_\_\_\_\_  
name age name age

**pets** ☐ yes ☐ no \_\_\_\_\_  
type/breed weight in lbs

**are vaccinations current** ☐ yes ☐ no

**vehicle(s)** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
make & model / year tag no. / state make & model / year tag no. / state

**emergency contact** \_\_\_\_\_  
first name last name relationship phone

**have you ever had an eviction served on you** ☐ yes ☐ no **convicted of a felony, federal, or violent crime** ☐ yes ☐ no

**employed currently** ☐ yes ☐ no \_\_\_\_\_  
company supervisor/manager name

**work phone** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **\$** \_\_\_\_\_ ☐ weekly ☐ annually  
income date of hire

Applicant represents that all of the statements and representations are true and complete, and hereby authorize CAPS [Carlton Asset Protection & Security] to verify the above information, references, income, financial statements, and credit history. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records will be made. Applicant agrees that false, misleading, or misrepresented information may be the result of the application being rejected, and void all lease/rental agreements and will be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the landlord and/or management company. Applicant has the right to make a written request within a reasonable time period to receive additional, detailed information about the nature and scope of the background screening report.

**NON REFUNDABLE APPLICATION FEE:** Applicant(s) has paid the sum of \$\_\_\_\_\_.00 to the property manager as a NON REFUNDABLE APPLICATION FEE for costs, expenses, and fees in processing the application.

**HOLD DEPOSIT AGREEMENT:** Applicant has deposited a HOLD DEPOSIT of \$\_\_\_\_\_.00 in consideration for taking the dwelling off the market while the application is being processed. If the applicant is approved by the property manager and the lease is entered into and possession of the residence is occupied by the applicant(s), the hold deposit shall be applied toward the security/damage deposit. If applicant(s) is approved the hold deposit becomes non refundable if tenant fails to enter into a lease and or take possession of the residence. The hold deposit shall be refunded only if the applicant(s) is not approved. Keys will be furnished only after the lease and other rental documents have been properly executed by all parties and only after applicable rental and security deposits have been paid. This application is preliminary only, and in no way implies that a particular rental property shall be available and in no way obligates landlord or management to execute a lease or deliver possession of the premises.

**I have read and agree to the above terms**

signature of applicant \_\_\_\_\_ date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**office use only**

security deposit \$ \_\_\_\_\_  
pet deposit \$ \_\_\_\_\_  
credit fee \$ \_\_\_\_\_  
**amount paid with application \$** \_\_\_\_\_  
balance of deposit due \$ \_\_\_\_\_  
first month rent \$ \_\_\_\_\_  
**total due before move-in \$** \_\_\_\_\_  
received by \_\_\_\_\_  
approved by \_\_\_\_\_  
community \_\_\_\_\_  
apt# \_\_\_\_\_  
rent \$ \_\_\_\_\_  
apt type \_\_\_\_\_  
terms of lease \_\_\_\_\_  
move-in date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
background check \_\_\_\_\_  
photo ID \_\_\_\_\_



**Village at Townpark Condominium Association, Inc.**

**PURCHASE/ RENTAL APPLICATION**

**The Village at Townpark Condominium Inc.**

7610 River Oak Run, Bradenton FL 34202

941-373-1993

**DOG REGISTRATION FORM**

Name of Owner\*\* \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Pet: \_\_\_\_\_ Date: \_\_\_\_\_

Breed/Type: \_\_\_\_\_ Weight\*: \_\_\_\_\_

Manatee County License # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Rabies Tag # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Has this dog been considered "aggressive" by a Manatee County Office? Yes/No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I have read the accompanying Rules & Regulations regarding pets, specifically dogs, at Villages at Townpark. I understand I am fully responsible for my pet and that if it becomes a nuisance, the Association can ask that it be removed within three (3) days of the request. I understand that this is fully enforceable under the governing documents and the applicable State and Local Laws.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Village at Townpark  
7610 River Oak Run Bradenton FL 34202  
Phone: 941-373-1993

Villageattownpark.ahn09.com

# Village at Townpark Condominium Association, Inc.

## PARKING POLICY

*Please read each item below and initial*

\_\_\_\_\_ All owners, authorized tenants, or persons residing in a unit for more than 30 days in a calendar year (those who have submitted a Verification Form and obtained approval on their Application Form) are required to have a VTP parking permit attached to their vehicle(s). Those with permits may park in either Resident or Visitor spaces. Visitors as well as those vehicles without parking permits must park in a Visitor space for no more than eight (8) days within a rolling thirty-day period. NOTE: Parking Permits are not transferable.

\_\_\_\_\_ License plates and permits will be scanned and monitored daily for compliance. Vehicles with invalid or expired registrations are subject to towing per Manatee County ordinance.

\_\_\_\_\_ All Vehicles, including newly purchased vehicles, parked in a Resident parking space must clearly display a valid parking permit. Resident permits must be installed on the exterior of the rear window of your vehicle. **VEHICLES WITHOUT PROPERLY DISPLAYED PERMITS IN RESIDENT SPACES WILL BE TOWED WITHOUT NOTICE**

\_\_\_\_\_ Pending management review, temporary parking passes may be issued for no longer than a two-week period and no more than once within a three-month period.

\_\_\_\_\_ Any vehicle that is inoperable, on jacks, blocks or otherwise not roadworthy will be towed immediately without notice regardless of parking permit.

\_\_\_\_\_ Double parked, blocking a fire lane, parked on sidewalks or landscaping, taking up more than one parking space, or parked in an identified handicap accessible area without the proper permit will be towed immediately without notice regardless of parking permit.

\_\_\_\_\_ Vehicles blocking access to the dumpsters and recycle areas will be towed without notice.

\_\_\_\_\_ Gasoline powered vehicles including motorcycles and scooters must be parked in a valid parking space.

\_\_\_\_\_ Vehicles observed to have flat tires or leaking fluids may be issued a 24-hour warning notice to remedy prior to towing. Vehicles must be repaired within the allotted timeframe. Failure to do so will result in the vehicle being towed.

\_\_\_\_\_ Residents are responsible for informing guests of the parking policies.

\_\_\_\_\_ Vehicles will be towed at the owner's expense. The Association and/or any affiliated management company are not responsible for costs, damages or losses.

\_\_\_\_\_ Boats, trailers, RV's campers or storage pods are not permitted to be parked on the Association property.

\_\_\_\_\_ Commercial vehicles will be towed. A commercial vehicle is defined as a truck, pick-up, van or other vehicle with lettering or signs on the vehicle, or a vehicle that contains visible tools, tool boxes, ladders, racks or other equipment used for commercial trade.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Association Representative

\_\_\_\_\_  
Date