



Admirals Walk

5751 Soldier Circle · Sarasota, FL 34233
(941) 921-4119 Fax (941) 921-4001
admiralswalk2@comcast.net
www.awcondos.com

Tenant & Owner Registration Checklist

The following is a list of items required to be submitted to the Association as a **complete** package five (5) days prior to commencement of the lease term and/or a tenant moving into a unit. Incomplete packages will be returned.

1. **Original Rental Form**

- One for **each** tenant 18 years of age and older
- **Page 6** of the Rental Form must be completed and signed by the Unit Owner or Property Manager for the Unit

2. **Processing Fee**

- A non-refundable processing fee of \$100.00 for each tenant payable in cash or check to Admirals Walk
(Husband & wife are considered “one applicant” for fee purposes.)

3. **Fully Executed Lease Agreement**

- Section 11.2 of the Declaration requires a minimum lease term of seven (7) months

NOTE:

- Tenants are required to bring a valid driver’s license and car registration to the office in order to obtain a parking decal as well as complete dog DNA registration, if applicable, **prior** to moving in. Access cards will not be activated until this is completed.
- The Unit Owner is responsible for approving or disapproving prospective tenants. In accordance with Section 11.2 of the Declaration, the Association does not have this authority.



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RENTAL FORM

Per Section 11.2 of the Declaration: The Association must receive notice of the leasing not less than five (5) days prior to the commencement of the lease term (together with a copy of the applicable lease)

Building #: _____ Unit #: _____ Lease: Start Date: _____ End Date: _____

Tenant Information: (Each adult, 18 years or older, must complete a Rental Form)

Name: _____
Last Name First Name MI

Birth Date: _____ Home Phone #: _____ Cell Phone #: _____

Email Address: _____

Current Address: _____

City: _____ State: _____ Zip: _____ Length of Time: _____

Landlord Name: _____ Landlord Phone #: _____

Present Employer: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Supervisor Name: _____

Occupation/Title: _____ Length of Employment: _____

Other Occupants: (List ALL occupants, including children)

Last Name, First Name, MI	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vehicle: (One (1) vehicle per resident; Must be registered with the Association)

Year/Make/Model: _____

Color: _____ Tag #: _____ State: _____

Pets: (Maximum of two (2) pets no larger than 65 pounds each)

NOTE: Prior to moving in, dogs are required to register a DNA sample. A \$50.00 fee is required for each dog to process the DNA sample which is performed at the office. Your dog(s) may not have anything to eat or drink for one (1) hour prior to registering DNA sample. In addition, if you have 2 dogs, they must be separated for one (1) hour prior to bringing one (1) dog at a time to the office to register DNA sample.

County Ordinance Chapter 14 states "...you must obtain a license certificate and tag for your dog and/or cat."

Breed	Type (Dog, Cat, etc.)	Color	Weight
_____	_____	_____	_____
_____	_____	_____	_____

Background Information:

Have you every been evicted from a tenancy or foreclosed on a property? Yes No

If yes, please provide details including address, city and state: _____

Have you ever been charged and/or convicted of a crime? Yes No

If yes, please provide type of offense, city and state: _____

Emergency Contacts:

Name	Phone #	Relationship
_____	_____	_____
_____	_____	_____

ADMIRALS WALK – PARKING POLICY

Name: _____

Bldg #: _____ Unit #: _____

Please read and initial each item below:

_____ All resident vehicles must clearly display a valid parking decal or resident temporary parking pass. Resident decals must be adhered on the outside at the top of the passenger side front window and passenger side rear window. A resident temporary parking pass must be placed on the passenger side dashboard.

_____ If a resident obtains a new vehicle, the new registration must be brought to the office to obtain a new decal. Decals are not transferable.

_____ If a resident obtains a new license tag for a previously registered vehicle, the new registration must be brought to the office.

_____ Residents who have a rental or loaner vehicle must obtain a resident temporary parking pass from the office, which must be placed on the passenger side dashboard of the vehicle and may park anywhere on the property except in a garage driveway or "Visitor" space. If a resident temporary parking pass is not obtained due to the office being closed, resident must park in a "Visitor" space until a resident temporary parking pass can be obtained the next business day. An exception is made for vehicles of residents with a resident temporary parking pass or without such a pass during non-business hours and a valid disabled parking placard; such vehicles may be parked in a handicapped parking space.

_____ Visitor (Guest) Parking:

- All guests must park in a designated visitor space at all times.
- All guests staying less than 72 hours are not required to have a visitor temporary parking pass. Guests may not park in a visitor space more than 72 consecutive hours or a total of eight (8) days in a "rolling" thirty (30) day period. The thirty (30) day period begins the first day that a guest parks in a visitor space.
- A guest, who is here for more than 72 hours, must obtain a visitor temporary parking pass from the office, which must be placed on the passenger side dashboard of the vehicle. Such guests are exempt from the maximum of eight (8) days within a thirty (30) day "rolling" period provision. An exception is made for vehicles for guests with a visitor temporary parking pass and a valid disabled parking placard; such vehicles may be parked in a handicapped parking space.

_____ Vehicles without properly displayed decals, improperly placed decals, improperly placed temporary parking passes, or violating the time limit to park in a visitor space may be towed immediately without further notice.

_____ Garage driveway parking is limited to the respective Owner or approved tenant.

_____ Parking in a handicapped space requires a valid disabled parking placard to be displayed.

_____ Commercial vehicles are not allowed to be parked on the Condominium Property, other than temporary parking for carrying out business.

_____ Any vehicle that is unauthorized, unregistered, unlicensed, or inoperable, taking up more than one parking space, or parked on a sidewalk, on landscaping, in a no parking zone, a fire zone, in a handicapped space without the proper credentials, or in a visitor space longer than the allotted time may be towed immediately without further notice.

_____ All vehicles must park in a marked parking space. Resident vehicles with decals may not park in a visitor space.

_____ Motorcycles, scooters, etc. on the Condominium Property after 10:30 p.m. will be towed immediately without further notice.

_____ Residents and off-site Owners are responsible for informing guests of the Admirals Walk parking policy.

_____ Vehicles will be towed at their owner's expense. The Association is not responsible for damages or loss to towed vehicles and/or their contents.

Signature: _____

Date: _____

Admirals Walk is governed by Use Restrictions and Rules and Regulations concerning the use of Units and the Condominium Property

Initial:

- _____ I certify that I have received a copy of the “Rules and Regulations” of Admirals Walk Condominium Association. I have read and understand the Rules & Regulations and certify that I will abide by same.
- _____ I understand I am responsible to ensure my guests abide by the Rules and Regulations of Admirals Walk Condominium Association.
- _____ I acknowledge that violations of the Rules and Regulations of Admirals Walk Condominium Association are subject to fines as determined by the Board of Directors.

Tenant agrees to the following: (As outlined in the Rules and Regulations)

Initial:

- _____ Bring a current driver’s license and car registration to the office as well as complete dog DNA registration, if applicable, prior to moving in. Access cards will not be activated until this is completed.
- _____ Register all guests staying longer than 72 hours by completing a Guest Registration form and submitting to the office prior to guests arrival.
- _____ Trash and personal property shall not be kept or stored outside the unit with the exception of one (1) doormat outside the Unit entry door and one (1) wreath hung on the Unit entry door.
- _____ Young children must be accompanied by an adult in the common areas, pool/spa, gym and clubhouse at all times.
- _____ Young children are not permitted in the billiard room at any time.
- _____ Tailgating into the Condominium Property, which includes giving access to persons that are not my invited guests, is not allowed.

By signing below, Applicant represents that the foregoing information is factual and acknowledges that the processing fee is non-refundable.

Signature: _____

Printed Name: _____

Date: _____

UNIT OWNER PORTION: (To be completed by Owner or Property Manager)

Building #: _____ Unit #: _____ Lease: Start Date: _____ End Date: _____

Name of Owner(s): _____

Phone #: _____ Email: _____

Name of Property Manager & Company: _____

Phone #: _____ Email: _____

Name of Tenant(s): _____

Items to be supplied to tenant(s)

The Unit Owner(s) and/or Property Manager agree to supply the following to their tenant(s);

Initial:

- _____ Copy of the Rules & Regulations (available on our website, awcondos.com)
- _____ Keys to the Unit and Mailbox and mailbox number
- _____ Access card(s) – One (1) per adult tenant on the lease
- _____ Garage access code, if applicable

_____ Owner and/or Property Manager acknowledge Section 11.2 of the Declaration, which states in part:

“Leasing shall not be subject to the prior written approval of the Association, and each lease shall be in writing and shall specifically provide that the Association shall have the right (a) to terminate the lease upon default by the tenant in observing any of the provisions of this Declaration, the Articles of Incorporation or By-laws of the Association, or other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association, and (b) to collect all rental payments due to the Owner and apply same against unpaid Assessments if, and to the extent that, the Unit Owner is in default in the payment of Assessments. Leasing shall not be subject to the prior approval of the Association, provided however, that (i) the Association must receive notice of the leasing not less than five (5) days prior to the commencement of the lease term (together with a copy of the applicable lease; and (ii) no lease shall be valid if the lessor is delinquent in the payment of Assessments to the Association (or becomes delinquent during the lease term) or has an outstanding fine (or incurs a fine which is not paid within five days following the adoption of same). No lease of a Unit shall be for a period of less than seven (7) months...”

Non-compliance of Section 11.2 is subject to a \$100.00 fine being levied.

Send or deliver the following as a **complete** package: (Incomplete packages will be returned)

- 1) A non-refundable processing fee of \$100.00 for each adult tenant or husband & wife;
- 2) Original Rental Form(s). (Each adult, 18 years or older, must complete a separate rental form); and
- 3) A copy of the fully executed lease agreement

to Admirals Walk, 5751 Soldier Circle, Sarasota, FL 34233

Printed name(s) of Owner(s) or Property Manager

Signature of Owner or Property Manager

Date

Signature of Owner or Property Manager

Date