

INSTRUCTIONS TO COMPLETE THE APPLICATION TO LEASE OR PURCHASE

1. If applicants aren't legally married, an application on each person must be completed.
2. Please print legibly or type information. Complete addresses & phone numbers are required.
3. If any questions are unanswered or left blank, this application will be returned unprocessed.
4. Missing information or lack of requested documents will cause delays in processing & approval of your application.
5. Only the applicant/owners are authorized to sign this form.

Purchaser is responsible to obtain an assessment coupon book for payment of assessments to the association, by the seller or Management Company.

Central Cortez Plaza Condominium Association, Inc.

4301 32nd Street West, Suite A-20
Bradenton, Florida 34205

(Revised 9/05)

APPLICATION FOR APPROVAL TO PURCHASE OR LEASE A UNIT

APPLICANT PORTION:

The undersigned applicant(s) state that they (check one):

_____ Propose to **PURCHASE** unit #_____.

_____ Propose to **LEASE** unit #_____.

To facilitate consideration of this application, Applicant represents that the following information is factual. Applicant is aware that any falsification or misrepresentation of the facts in this application will result in automatic rejection. Applicant consents to the making of further inquiry concerning this application, particularly of the references provided.

Applicant specifically consents to a credit check and verification and hereby authorizes disclosure of information by Equifax or such other credit rating agency or service that may be chosen by the Association. Employment records, any criminal records, and rental history also may be checked by the Association and verified, and I hereby authorize disclosure of such information to the Association by a reporting agency.

Occupancy of the unit is limited to a single family (the owners, their parents or their children).

Full name of Applicant _____

Soc. Sec. No. _____ Birth Date _____

Occupation/Employer _____ Phone _____

Full Name of Spouse _____

Soc. Sec. No. _____ Birth Date _____

Occupation/Employer _____ Phone _____

Full name and relationship to applicant of others who will occupy the unit with Applicant, including children: (Maximum five related or 2 unrelated)

NAME

RELATIONSHIP

Pet must be approved by the Board of Directors:

Kind of pet _____ Weight _____

Present address of Applicant:

Owners/Managers Name: _____

Street _____ City _____

State _____ Zip _____ How Long _____

Present phone: Home (____) _____ Office (____) _____

Email: _____

Previous address: Owners/Managers Name _____

Street _____ City _____ St _____ Zip _____

Phone _____ Date you occupied premise _____ to _____

Vehicles to be kept at Condominium:

Make _____ Type _____ Year _____ Tag No _____ State _____

Make _____ Type _____ Year _____ Tag No _____ State _____

Drv Lic. # _____ Drv Lic. # _____

Personal reference (local if possible):

Name _____

Address _____ City, State, Zip _____

Phone No: (Home) _____ (Office) _____

Person to be notified in case of emergency:

Name _____

Address _____

City, State, Zip _____

Phone No (including area code) (Home) _____

(Office) _____

Has the Applicant previously been a resident or owner at Central Cortez?

Yes _____ No _____ if yes, identify unit occupied and dates of

Occupancy: _____

Planned occupancy date:

If Lease: From (Date) _____ to _____

If Purchase: (Closing Date) _____

Real Estate Agent (I/A): _____ Phone: _____

Email: _____

***NOTE:**

CENTRAL CORTEZ PLAZA IS GOVERNED BY USE RESTRICTIONS, RULES AND REGULATIONS CONCERNING THE USE OF UNITS AND THE CONDOMINIUM PROPERTY.

BY SIGNING THIS APPLICATION I AGREE TO BE AWARE AND ABIDE BY ALL APPLICABLE USE RESTRICTIONS, RULES AND REGULATIONS GOVERNING THE USE OF UNITS AND THE CONDOMINIUM PROPERTY.

BY SIGNING THIS APPLICATION I CERTIFY THAT I HAVE RECEIVED A COPY OF THE "USE RESTRICTIONS" AND "RULES AND REGULATIONS" AND I FURTHER AGREE, TO TAKE FULL RESPONSIBILITY FOR ANY GUESTS THAT I HAVE, AND THAT THEY WILL ALSO ABIDE BY ALL RULES AND REGULATIONS.

BY SIGNING THIS APPLICATION 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 THOSE DOCUMENTS.

BY SIGNING THIS APPLICATION I ACKNOWLEDGE THAT CENTRAL CORTEZ PLAZA CONDOMINIUM ASSOCIATION, INC., HAS 15 DAYS TO CONSIDER THIS APPLICATION AFTER IT IS RECEIVED BY THE BOARD OF DIRECTORS, AND THAT OCCUPANCY OF THE UNIT BEFORE APPROVAL OF THIS APPLICATION WILL RESULT IN DISAPPROVAL OF THE APPLICATION. AN INTERVIEW BY THE BOARD IS REQUIRED PRIOR TO APPROVAL.

Dated: _____ **Applicant:** _____

Dated: _____ **Applicant:** _____

UNIT OWNER PORTION:

If this is an Application for a proposed Sale, or a proposed Lease, the current unit owner must complete this portion of the Application and comply with the following steps before the Association will consider the Application.

Send completed application to Central Cortez Plaza, C/O C&S Condominium Management Services, Inc., 4301 32nd Street West, Suite A-20, Bradenton, Florida, 34205 along with:

- 1) Make sure a check for the application fee in the amount of \$60.00 is turned in by the Buyer/Lessee.

*****If applicants are not married or have different last names, an additional application fee is required to process two separate credit and background reports.**

- 2) If the Application is for approval to lease a unit, attach a copy of the proposed lease signed by the proposed lessee (tenant). For a sale include a copy of the sale contract.
- 3) If the Application is to retain a unit acquired by gift, devise, or inheritance, attach a certified copy of the deed or other instrument by which title was received.

No approval of this Application shall be valid or binding unless: all owners of the unit or their authorized agent sign Application; All assessments, late fees, etc., are paid in full through the date of sale or lease.

Unit Owner Signature _____ **Date** _____

Unit Owner Signature _____ **Date** _____

FOR OFFICE USE ONLY

RECEIPT:

Received by: _____ Date _____

Interviewed by: _____ Date _____

BOARD ACTION: APPROVED _____ DISAPPROVED _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____