



Adopted by the BOD 11/21/06
Revised September 2007

TUSCANY ON THE INTRACOASTAL CONDOMINIUM ASSOCIATION 2007-2008 SECURITY REGISTRATION PROCEDURES

Transponder \$50, Pedestrian Gate Card \$50; Decal \$20.00, Guest Bracelet \$20

1. **PARKING DECALS:** Only owners, tenants and their guests may park vehicles on the Tuscany property overnight. Owners and tenants must register their vehicles with Management annually to receive the appropriate parking decal. All decals will correspond with the vehicle registration, tag number and unit number and shall be permanently affixed to the driver's side of the front windshield. Decals are not transferable to any other vehicle.

2. **REGISTRATION:** Each unit can have a maximum of 2 transponders and 2 pedestrian gate cards. A third decal and transponder can only be purchased for a unit when there are 3 residents living in the unit and all 3 have a valid driver's license with the address of the unit on the license and vehicle registration. This third transponder can only be purchased by an owner. If an owner owns more than 2 vehicles, an additional decal can be purchased. To register a vehicle, the owner/tenant must present driver's license and vehicle registration. Tenants must also present a copy of their lease. Additional pedestrian gate cards cannot be purchased. If an owner purchases a transponder for a third tenant residing in the unit, that third tenant must be named on the original lease.

All residents must have a photo ID. Pictures will be taken when you pick up your decal and the ID must be carried on common property: clubhouse, fitness center, sports court, pool area and tennis court.

3. **TENANTS:** Tenants may register more than 1 vehicle provided their names are on the vehicle registration and lease. Up to 2 free decals will be given to the tenant after the \$250.00 orientation fee is paid. Tenant orientation is mandatory prior to move-in. If a tenant does not attend the orientation, he will not receive a decal. A tenant's decal will display the termination date of the lease. The owner will transfer his transponders and pedestrian gate cards to the tenant. All transponders and pedestrian gate cards will be automatically deactivated at the end of a lease. Owners must contact Management to reactivate transponders and pedestrian gate cards.

4. **RENTAL CARS:** If an owner, tenant or guest has a rental car on the property for 3 days or longer, a guest car pass must be visible placed on the dashboard of the rental car. Call ahead for your car pass so that Management can put it under the door of your condo ready for your arrival.

5. **GUEST CAR PASS:** When an owner or tenant has guests staying 3 consecutive days or longer, the owner/tenant must personally register the guests' vehicle with Management. The guest must present a driver's license and registration card to receive a "guest car pass" which must be visible placed on the dashboard of the vehicle. The guest car pass will identify the unit number, tag # and dates of stay. The guest car pass will be valid for a maximum of 14 days and must be re-registered with Management after the 14 day period by the unit owner.

6. **GUEST PASS:** Each unit is assigned and was given 2 free guest bracelets for residents who have guests wanting to use the facilities. The guest must carry the guest bracelet while at the pool, clubhouse, fitness center, sports court, billiard room or tennis court. Additional guest bracelets and replacements cost \$20.00. Bracelets are transferable and can be purchased from Management during the week.

7. **PETS:** Only owners are permitted pets. Registration of an owner's pet is mandatory. Owners must submit the Pet Registration Form, a recent health certificate and a have the pet's picture taken at the Management Office. As proof of registration, you will be given a tag that your pet must wear when on common property. A certified health certificate must be submitted to Management yearly.

8. **FAILURE TO COMPLY:** If the owner/tenant does not comply with the procedures set forth above, they will receive a phone call and/or letter requesting they contact Management or face fines of \$100.00 per day. If the owner/tenant does not respond to Management, the owners' transponders and pedestrian gate cards will be deactivated until compliance. Owners are responsible for the violations of their tenants and guests.

If any vehicle parked on the property does not have the proper decal/pass, a notice will be placed on the windshield. If the owner of the vehicle can be identified, the owner will be contacted by telephone or letter. If the vehicle remains on Tuscany property after notice was given, the vehicle is subject to towing at the vehicle owner's expense. It is not Management's responsibility to contact the police department to obtain owner identification. Vehicles identified with decals that do not correspond to the vehicle registered with Management will be towed without notice.

IT IS THE INTENT OF THESE PROCEDURES TO ENSURE SAFETY AND SECURITY IN OUR COMMUNITY.
CONDO RULES AND REGULATIONS PROTECT EVERYONE'S HEALTH, WELFARE AND INVESTMENT.

LONG TERM GUEST REGISTRATION PROCEDURES

A LONG TERM GUEST is a guest residing in a unit IN THE ABSENCE OF THE OWNER more than 14 days. On the 15th day, THIS GUEST MUST REGISTER WITH MANAGEMENT, the same as any other resident, attend the orientation meeting and pay the \$250 orientation fee.

On the 15th day, the owner must fax or email to the management office (phone calls not accepted), notice that the guest has the permission of the owner to further remain in the unit and advise of the length of stay. The owner must contact management every two weeks to advise that their guest will continue to remain in the unit and the owner must request a new vehicle guest pass.

As per our R&R, this guest should already have a vehicle guest pass after 3 days on the property. Since the vehicle guest pass expires at the end of 2 weeks, it will be the responsibility of the owner to make sure the vehicle guest pass is renewed. If the pass expires and the guest continues to reside on the premises, management reserves the right to tow the vehicle within 48 hours, as per our condo policy. Owners must remind their guests to carry the blue guest bracelets when on common areas for identification purposes.

If this guest resides in the unit for a minimum of 90 days, the long term guest will be considered a renter and the unit owner will be considered in non-compliance of our Rules and Regulations. If this is the first time, the unit owner will be sent a warning letter and a request to comply. If not the first time, the owner will be sent a hearing and fine letter. Statutory penalties for non-compliance will be issued.

OWNER ORIENTATION FEE: First time purchasers to Tuscany will pay a \$100 orientation fee and attend orientation. Purchasers with an ongoing/continuous ownership interest do not have to pay the fee. The fee will apply to purchasers who have sold their unit and purchase another unit at a later date.

Property Owner	Start Date	Unit #
Tenant	End Date	Lease Amount



Tenant Checklist

This application must be submitted to the management office at least three weeks prior to move in date.

- Application for Residency
- Copy of Executed Lease
- Car Registration Form
- Copy of Driver's License and Registration and Insurance Card
- Tenant's Orientation Appointment (Mandatory)
Time: _____ Date: _____
- \$250.00 Orientation Fee (Non-refundable)
- One Month's Rent Security Deposit for Common Areas (Refundable at termination of lease if no damages or fines)
- Copy of Rules and Regulations to Tenant
- Move In/Move Out policy to Tenant
- Photo Identification
- Decal # _____

NOTICE: Every form in this package must be completed. All information required must be provided. Failure to provide complete package may delay move-in into Tuscany on the Intracoastal Condominium. The completion of this package is the unit owner's responsibility. Please return to the management office as soon as possible. By signing below, I understand that if any fines are imposed against me by the Association, I hereby consent that my security deposit be used to pay for such fines to avoid the Association further expenses in pursuing legal action against me or my landlord. Your signature indicates that you have completed and understand the above information. This form must be completed and signed prior to move in.

Tenant Signature Date

Owner Signature Date

Tuscany on the Intracoastal Date



FOR OFFICE USE ONLY:

UNIT NO _____

MONTHLY RENT _____ MOVE-IN DATE _____

LEASE DATES FROM _____ TO _____

REALTOR NAME _____

DATE _____

APPLICATION FOR RESIDENCY

EACH APPLICANT 18 YEARS OF AGE OR OLDER MUST SUBMIT A SEPARATE APPLICATION, HOWEVER, MARRIED RESIDENTS MAY SUBMIT A JOINT APPLICATION. THIS APPLICATION WILL BE RETURNED IF ANY QUESTION IS NOT ANSWERED, LEFT BLANK OR INACCURATE.

PERSONAL INFORMATION

APPLICANT'S NAME _____
First Middle Last

HOME PHONE _____ CELL PHONE _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____

MARITAL STATUS _____ DRIVER'S LICENSE NO. _____ STATE _____

SPOUSE'S NAME _____
First Middle Last

DATE OF BIRTH _____ SOCIAL SECURITY # _____

SPOUSE'S DRIVER'S LICENSE NO. _____ STATE _____

OTHER OCCUPANTS: _____

Name	Date of Birth	Relationship	SS#
_____	_____	_____	_____
_____	_____	_____	_____

EMAIL

EMAIL ADDRESS _____

WOULD YOU LIKE TO RECEIVE CORRESPONDENCE FROM THE COMMUNITY VIA YOUR EMAIL ADDRESS? YES NO

EMERGENCY CONTACT

EMERGENCY CONTACT NAME _____ RELATIONSHIP _____

ADDRESS _____ TELEPHONE _____

RESIDENT HISTORY

PRESENT ADDRESS _____
Street Apt. # City State Zip Code Telephone

DATES (MO/YR): FROM _____ TO _____ MONTHLY PAYMENT _____

PRESENT LANDLORD/MANAGER _____ TELEPHONE _____

RENT OR OWN _____ IF HOME, MORTGAGE CO & LOAN # _____ REASON FOR MOVING _____

PREVIOUS ADDRESS _____
Street Apt. # City State Zip Code Telephone

DATES (MO/YR): FROM _____ TO _____ MONTHLY PAYMENT _____

RENT OR OWN _____ IF HOME, MORTGAGE CO & LOAN # _____ REASON FOR MOVING _____

HAVE YOU AND/OR INTENDED OCCUPANTS EVER BEEN SUED FOR NONPAYMENT OF RENT? YES NO

BEEN SUED FOR DAMAGE TO RENTAL PROPERTY? YES NO BROKEN A RENTAL AGREEMENT OR CONTRACT? YES NO

BEEN EVICTED FROM ANY LEASED PREMISES YES NO IF YES, EXPLAIN _____

EMPLOYMENT

PRESENT EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ BUSINESS PHONE NO _____

SUPERVISOR _____ EMPLOYED SINCE _____

PREVIOUS EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ BUSINESS PHONE NO _____

SUPERVISOR _____ DATES OF EMPLOYMENT _____

SPOUSE'S EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ BUSINESS PHONE NO _____

SUPERVISOR _____ DATES OF EMPLOYMENT _____

WHY YOU RENTED HERE

WERE YOU REFERRED? YES NO

REASON FOR LEASING HERE _____

NAME OF LOCATOR OR RENTAL AGENCY _____

NAME OF INDIVIDUAL LOCATOR OR AGENT _____

NAME OF FRIEND OR OTHER PERSON _____

NAME OF CURRENT RESIDENT AND APARTMENT # _____

VEHICLE

YEAR & MAKE _____ COLOR _____ TAG NO & STATE _____ REGISTERED TO _____

YEAR & MAKE _____ COLOR _____ TAG NO & STATE _____ REGISTERED TO _____

ADDITIONAL VEHICLES _____

GIVE DESCRIPTION AND TAG NUMBERS OF ANY VEHICLES _____

I hereby deposit the following with management as a good faith deposit in connection with this application for residency:

SECURITY

	Required Amount	Amount Paid	Date Paid	Check/ Money Order #'s
Non-Refundable Application Fee	\$ _____	\$ _____	_____	_____
Security Deposit (One Month's Rent)	\$ _____	\$ _____	_____	_____
Total	\$ _____	\$ _____	_____	_____

If my application is accepted, I understand the security deposit will become my refundable security deposit upon meeting the terms of the lease and the community rules and regulations. If for any reason management decides to decline my application, then management will refund the security deposit to me in full. Applicant has submitted the sum of \$ _____ which is a non-refundable payment for processing this application. Such sum is not a rental payment or security deposit. This amount will be retained by management to cover the cost of processing application as furnished by the applicant.

CRIMINAL HISTORY

1. Have you or your intended occupant(s) ever been convicted of and/or pled "guilty" or "no contest" to any felony regardless of whether such action resulted in jail or prison time served and/or deferred adjudication? Yes No
2. Have you and/or your intended occupant(s) ever been convicted of and/or pled "guilty" or "no contest" to any misdemeanor involving theft, burglary, pornography, physical assault, indecent exposure, sexual molestation and/or unlawful conduct involving a minor, regardless of whether such activity resulted in jail or prison time service and/or deferred adjudication? Yes No
3. Are you currently on probation, parole, or suspended sentence for any conviction? Yes No

SIGNATURE

By signing this application, I, the undersigned applicant(s), warrant and represent the information on this application for residency is true and correct and that Management/Owner is authorized to verify this information. However, I acknowledge and understand that Management/Owner undertakes no obligation to verify the accuracy of any information provided by me in this application. All persons/firms named may freely give any requested information concerning me, and I hereby knowingly and voluntarily waive all right of action for any consequence resulting from such information. In addition, I hereby authorize Management/Owner to release any and all information in this application on my behalf and for my benefit. Any false information, statement, or response on this application will constitute grounds for immediate rejection of this application and, if applicable, may lawfully serve as basis for lease termination and/or eviction.

Applicant's Printed Name _____ Date _____ Spouse's Printed Name _____ Date _____

Applicant's Signature _____ Date _____ Spouse's Signature _____ Date _____

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS COMPLETED IN FULL

TITLE VIII of the CIVIL RIGHTS ACT of 1968 and subsequent amendments make discrimination based on race, color, religion, sex, familial status, handicap or national origin illegal in connection with the rental of most housing. The Federal agency which administers compliance with this law concerning this company is the Department of Housing and Urban Development, EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning this company is the Equal Credit Opportunity, Federal Trade Commission, Washington, D.C. 20580.

APPLICATION VERIFICATION

FOR UNIT# _____

TUSCANY ON THE INTRACOASTAL A CONDOMINIUM
ASSOCIATION, INC.

CAR/MOTORCYCLE REGISTRATION FORM

Unit Owner Name: _____

Unit #: _____

Vehicle 1 Make: _____ Model: _____

Year: _____ Color: _____

Tag # _____ State: _____

Space Assignment: _____

Vehicle 2 Make: _____ Model: _____

Year: _____ Color: _____

Tag # _____ State: _____

Space Assignment: _____

Vehicle 3 Make: _____ Model: _____

Year: _____ Color: _____

Tag # _____ State: _____

Space Assignment: _____

Note: Vehicles must be parked in assigned space(s) only. All unauthorized vehicles are subject to tow restrictions.



TUSCANY ON THE INTRACOASTAL
CONDOMINIUM ASSOCIATION, INC.
MOVE-IN / MOVE-OUT POLICY

All move-ins and move-outs must be scheduled with the Management Office. Please call the Management office at 561-369-3433 to schedule. A \$250.00 refundable moving deposit is also required before you begin your move.

Moves may be accommodated Monday – Saturday from 8:00 a.m. to 4:30 p.m. Move-in and Move-outs are prohibited on Sundays and Holidays. Please be sure that vehicles or trucks accommodating your move do not obstruct any parking areas.

Any assembly work must be performed inside the apartment or off the premises. The foyers, hallways and balconies are not available as a work area for delivery persons.

Boxes can be disposed of if broken down and taken to the ground level trash room. No disposal of any packing materials is permitted on your floor or down the trash chute.

Management reserves the right to ask moving or delivery personnel to leave the property and/ or deny future access to ensure orderly move-ins and move-outs. Please contact the Management Office if you require additional assistance.

Resident Signature

Date

I have read and understand the above regulations regarding the Move-In and Move-Out procedures at Tuscany on the Intracoastal Condominium Association, Inc.



TENANT PET RULE

I hereby acknowledge that as a Tenant, I am aware that I am not allowed to have any pets during the duration of my lease at Tuscany on the Intracoastal. Failure to comply with this rule will result with an eviction from the premises.

Tenant

Date

I have read and understand the above rule regarding Pets at Tuscany on the Intracoastal Condominium Association, Inc.