

EAST LAKE WOODLANDS – CYPRESS ESTATES CONDO UNIT 1 ASSOCIATION, INC.

Dear Prospective New Owner/Renter:

All prospective new owners and renters are required by the association documents to complete an application and interview process prior to closing, or in the case of a renter, prior to occupancy. You should plan to allow up to **two business weeks** for completion of the Application Process, once all the correct documents and payment are submitted.

The following items are required to complete the process:

- ❑ Completed Sales/Rental Application
- ❑ Copy of Sales Contract or Lease Contract
- ❑ *Application Fee/Background Check Fee (\$100)
 - ❑ Made payable to ***East Lake Woodlands Cypress Estates I***
- ❑ Completed Buyer/Tenant Check Background Form

An Instruction Sheet/Checklist is Included for Your Convenience.

When completed, the entire packet (including a copy of the sales contract or lease) must be delivered, mailed, faxed or emailed to the following address to complete processing prior to closing:

**ProActive Property Management
4151 Woodlands Parkway
Palm Harbor, FL 34685 Phone: 727-942-4755**

Email: info@proactivefl.com

Fax: (727) 773-8740

Please note that we only accept checks and money orders for the Application/Background Check fee. We must receive payment before the application can be processed.

If you have any questions, please contact **ProActive Property Management** at **727-942-4755** for assistance.

EAST LAKE WOODLANDS – CYPRESS ESTATES CONDO UNIT 1 ASSOCIATION, INC.

APPLICATION PROCESS
INSTRUCTION SHEET/CHECKLIST

1. Obtain Application Package and confirm contents:

- ☐ Informational Cover Letter
- ☐ Instruction Sheet/Checklist
- ☐ Three Page Application (**Attach Copy of Sales Contract or Lease**)
- ☐ Background Information Form
- ☐ Rules & Regulations
- ☐ Frequently Asked Questions & Answers (**Sales Only**)

2. Read and complete each form as indicated.

3. Mail, deliver, fax, or email all documents listed above, the *Sales/Lease Contract**, and a check for the *Application Fee/Background Check Fee* made payable **East Lake Woodlands Cypress Estates I** to:

ProActive Property Management
4151 Woodlands Parkway
Palm Harbor, Florida 34685

Email: *info@proactivefl.com*

4. You will be contacted by a Board Representative to set up an appointment for your interview shortly after receipt and processing of your completed application, usually within a week.
5. The Application and other forms will be processed and presented to the Board of Directors for approval at their weekly meeting. **(If Purchaser)** Once approved, the Board of Directors will execute a **Certificate of Approval**. Progressive Management, Inc. will contact the Buyer (or Agent) with notification that the process is complete. The Certificate can be mailed to you, or arrangements can be made for you to pick it up. **(If Tenant)** A copy of the approved application will be mailed to Owner and Tenant for their records.
6. **(If Purchaser)** Take original signed and notarized **Certificate of Approval** to your closing.

* Contract provided by the property owner or real estate agent

**EAST LAKE WOODLANDS CYPRESS ESTATES I
CONDOMINIUM ASSOCIATION, INC.
SALE/LEASE APPLICATION**

Prior to occupancy, a new owner or renter **MUST** complete this application and return to ProActive Property Management along with a **\$100.00** non-refundable fee and owner of unit must provide a **\$600.00** damage waiver for each rental unit. **MADE PAYABLE TO: EAST LAKE WOODLANDS CYPRESS ESTATES I.**

Units cannot be lease for one year after purchased. All applicants must be interviews prior to occupancy.

Requirements of Lessee:

- 1- Minimum lease period shall be at least three (3) or maximum of twelve (12) months
- 2- Copy of lease or sale agreement must be attached
- 3- Must be filed each time there is a new renter or new owner
- 4- Dogs can weigh no more than 40lbs
- 5- No more than two (2) dogs and two (2) cats are permitted
- 6- Background check must be completed

All Rules and regulations of the Cypress Estates I Condominium Association, Inc. shall apply to any purchaser and/or lessee. Any Changes(s) to the original approved application shall require a new completed application.

CONDOMINIUM BY-LAW PROHIBIT SUB-LEASING

Name of Present Owner	Unit #
Residing Address of Present Owner	Phone #

Purchaser/Lessee Information

Applicant		Co-Applciant	
Name	Phone	Name	Phone
Address		Number of Other Tenants	
		Name	Age
		Name	Age
City/State/Zip		Name	Age

Years at Previous Address		Number of Vehicles	
Own/Rent (please circle one)	Payment per Month	Make	Make
Landlord's Name		Model	Model
Phone		Year	Year
Reason for Leaving		Color	Color

Name of Bank	Number of Occupants	Pets ☐ Yes ☐ No
Location of Bank	Adults Children	Type of Pet(s) Weight (lbs)

Employer Information

Applicant	Co-Applicant
Name	Name
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Occupation	Occupation
How Long? Years Months	How Long? Years Months

In Case of Emergency:

Name	Address	Phone	Relation
------	---------	-------	----------

Purchase/Lease Data

Realtor Firm Name	Proposed Closing or Leasing Information
Realtor's Name	Lease Dates (if applicable)
Address	____/____/____ to ____/____/____
Phone:	Do you intend to live in the unit or lease? (Purchase only)
If a realtor is not involved, please list information of the person(s) handling the closing of the Leasing Agreement: (Attorney, Owner, Title Company, etc.)	
Name/Address	
Phone #	

Purchaser: Upon completion purchaser will become a member of the Association. All fees and assessments required by the Association are due and payable the first of each month.

DELINQUENT FEES ARE SUBJECT TO A LIEN ON PROPERTY.

Purchasers or Lessees signature below attest that the information provided in their application is true and correct to the best of their knowledge and coveys authorization to ProActive Property Management to verify.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Fourteen days prior to occupancy complete the following steps:

- Complete the application in its entirety.
- Return this application to the rental agent.
- Rental agent is to forward application and lease or purchase agreement to:

Cypress Estates I Condominium
c/o ProActive Property Management
4151 Woodlands Parkway
Palm Harbor, FL 34685

*Upon completion of this process and provided all parties herein are in agreement with the CYPRESS ESTATES I CONDOMINIUM ASSOCIATION, INC. Rules and Regulations, the new owner or tenant may begin the process of occupying the unit.

BY SIGNING ON THE LINE BELOW, I (WE) ATTEST THAT I (WE) HAVE READ AND UNDERSTAND THE RULES & REGULATIONS THAT GOVERN CYPRESS ESTATES I CONDOMINIUM ASSOCIATION, INC.

Signature

Date

Signature (Co-Applicant)

Date

~~~~~  
IT IS AGAINST THE LAW TO DISCRIMINATE AGAINST PROSPECTIVE TENANTS ON THE BASIS OF RACE, RELIGION, NATIONAL ORIGIN, AGE OR DISABILITY. LOCAL OR STATE LAW MAY INCLUDE ADDITIONAL CLASSES WHICH ARE PROTECTED FROM DISCRIMINATION IN HOUSING.  
~~~~~

APPROVES / DENIED _____ DATE _____

DATE _____

CUSTOMER NUMBER _____

BUYER / TENANT INFORMATION FORM

I / We _____, prospective
 buyer(s) / tenant(s) for the property located at _____,
 Managed By: ProActive Property Management _____ Owned By: _____

Hereby allow TENANT CHECK LLC and or the property owner / manager to inquire into my /our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK LLC has made an inquiry.

I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK LLC now or in the future.

PLEASE PRINT CLEARLY**FIRST BUYER/TENANT INFORMATION:**
 SINGLE ☐ MARRIED ☐

FULL NAME: _____

DATE OF BIRTH: _____

DRIVER LICENSE #: _____

CURRENT ADDRESS: _____

HOW LONG? _____

LANDLORD & PHONE: _____

PREVIOUS ADDRESS: _____

HOW LONG? _____

 HAVE YOU EVER BEEN ARRESTED?
 (CIRCLE ONE) YES ☐ NO ☐

 HAVE YOU EVER BEEN EVICTED?
 (CIRCLE ONE) YES ☐ NO ☐

SIGNATURE: _____

PHONE NUMBER: _____

SECOND BUYER/TENANT INFORMATION:
 SINGLE ☐ MARRIED ☐

FULL NAME: _____

DATE OF BIRTH: _____

DRIVER LICENSE#: _____

CURRENT ADDRESS: _____

HOW LONG? _____

LANDLORD & PHONE: _____

PREVIOUS ADDRESS: _____

HOW LONG? _____

 HAVE YOU EVER BEEN ARRESTED?
 (CIRCLE ONE) YES ☐ NO ☐

 HAVE YOU EVER BEEN EVICTED?
 (CIRCLE ONE) YES ☐ NO ☐

SIGNATURE: _____

PHONE NUMBER: _____

TENANT CHECK HOURS OF OPERATION:
 MONDAY- FRIDAY: 9:00a.m. - 5:30p.m.
 SATURDAY: 11:00 a.m. - 4:00p.m.
 ALL ORDERS RECEIVED AFTER 3:00p.m (2:00p.m. on Sat.)
 WILL BE PROCESSED THE NEXT BUSINESS DAY

TENANT CHECK FAX#: (727) 942-6843

IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A
 SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE
 REPORT.

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR
 REALTORS/PROPERTY MANAGERS/APARTMENT COMPLEXES/
 MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

EAST LAKE WOODLANDS CYPRESS ESTATES CONDOMINIUM UNIT ONE
ASSOCIATION, INC. - RULES AND REGULATIONS
REVISED MARCH 2024

Welcome to Cypress Estates Unit One. We want you to enjoy your stay in our community. As the duly elected Board of Directors of Cypress Estates Unit One, we are responsible for the eight buildings and grounds plus the swimming pool. Whether you are an owner, a renter or a guest, there are rules and regulations which must be followed in order to keep our Association's premises well maintained and orderly. They are as follows:

- Each unit has one assigned space; please park in your assigned space. If you have more than one vehicle, use one of the guest spaces. Any vehicle parked in someone else's space without the owner's express written permission to the management company will be towed at the owner's expense.
- Don't park over the sidewalk as people could trip over the vehicle and injure themselves; be courteous about this.
- Please drive carefully in our community. Watch out for pedestrians and children playing in the street. Obey all traffic laws.
- No boats or commercial vehicles may be parked on the Association grounds. Such vehicles will be towed at the owner's expense.
- No defacing of buildings or sidewalks with materials of any kind including paint or chalk.
- Trash dumpsters are located at each end of the community. Please only use the dumpster for trash and break down all boxes. For disposal of electronics, combustibles or hazardous waste consult www.pinellascounty.org/recycle **do not place in the dumpsters.** Contact the management company (727-773-9542) to schedule pick-up of large items such as furniture or appliances at your expense.
- Recycle centers are located at John Chestnut Park and the East Lake Library, north on East Lake Road.
- Please make sure all contractors doing work in your unit dispose of construction materials elsewhere. Construction materials are not to be placed in the dumpsters.
- It is illegal to feed the alligators, birds and wildlife. Please do not do so.
- Please do not leave food for the animals outside your doors.
- Pets cannot weigh more than forty (40) pounds in Cypress One. According to Pinellas County statutes, all pets must be on a leash and, according to state statutes, all pet waste must be picked up.
- No unit may have more than two (2) dogs and two (2) cats.
- The keeping of a dog is not a right but a privilege subject to termination at any time by the Board of Administration upon the finding that the pet is vicious, annoying the other residents, or becoming a nuisance.
- The pool is in the center of the Association property. The gate must be locked at all times. Pool keys must be transferred to the new unit owner by the sellers or the renters by the owners.

- Please read the pool rules posted at the pool and follow them.
- Pool hours are from dawn to dusk.
- The pool is heated from mid-November to April.
- No alcohol is permitted in the pool area.
- No glass containers of any kind are permitted in the pool area.
- All property outside of your condo unit, except for your assigned parking area, is common property. It belongs to the Association, which maintains, which means that you cannot build on it, plant on it or take over the area.
- No grilling or storage of propane tanks is allowed on the lanais.
- Cypress Estates Unit One is covered by the East Lake Woodlands Security force. They can be reached at 813-382-9997. In case of emergency call 911.
- Fire alarms are located at every building entrance. When activated, please evacuate your building and call 911. Fire alarms are not connected to a fire station, 911 must be called.
- Please keep the noise level down and respect other residents. Quiet time is from 10:00 P.M. until 8:00 A.M. There are residents who work shift work; please respect them.
- No bikes, toys, strollers or other objects can be stored under the stairwells.
- No plants or other items can be hung from the stairs or attached to the exterior walls of the buildings. No plants are permitted under the stairwells.
- Halls and stairways are part of the common areas. Please do not dispose of cigarettes, cigars or other waste in these areas.
- Owners are responsible for making sure that their guests and renters follow the rules and regulations.
- Units cannot be rented for one year after purchase. An application fee of \$100.00 must be provided for each sale or rental transition. A damage waiver of \$600.00 must be provided for each rental unit.

When your unit is vacant for an extended period of time, please shut off your water; the shut off valve is located against the wall behind the hot water heater. Turning off as many electrical appliances as possible is a good idea and flip circuit breakers for the unused 220 circuits like your dryer, dishwasher, stove, etc. It is advised to leave your AC on to help prevent moisture. Also, please make arrangements for someone with a key to check the inside of your unit from time to time.

Owners pay the monthly maintenance fee which includes:

- Garbage and trash pickup
- Basic cable and WiFi
- Landscape service
- Pool and grounds maintenance
- Building insurance on our structures
- Street lighting
- Roofing repair and irrigation
- Water and sewer
- Pest control

You now have read the Rules and Regulations and we expect you to abide by them and be a good neighbor. Please leave a copy for your renters and guests. Thank you, your Board of Directors

Signature

Unit Number

Interviewed By

Date

ELW CYPRESS ESTATES CONDOMINIUM UNIT 1
FREQUENTLY ASKED QUESTIONS AND ANSWERS

(In compliance with Chapter 718.111(12)(a)(14) and 718.504, F.S.)

As of: January 1, 2025

- Q. What are my voting rights in the Condominium Association?
A. **The owner(s) collectively, of each unit, shall have one (1) vote.**
- Q. What restrictions exist on my right to use my unit?
A. **Guests may temporarily stay in the unit with the unit owner.**
- Q. What restrictions exist on the leasing of my unit?
A. **Unit may not be leased without the approval of the Association by providing the Application and fee. Units may be leased for a period of no less than three (3) months and a maximum of one (1) year and may not be leased unless owned for 1 year prior.**
- Q. How much are my assessments to the Condominium Association for my unit type and when are they due?
A. **Assessments shall be divided among the unit owners in the same percentage as the percentage of ownership of the common elements. Assessments are due the first day of each month and become delinquent after the tenth.**
- Q. Do I have to be a member in any other association? If so, what is the name of the Association and what are my voting rights in this association?
A. **No**
- Q. Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?
A. **Each unit owner(s) has the perpetual right and privilege to use the common areas without paying additional rental.**
- Q. Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000.00? If so, identify each case.
A. **No.**

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND CONDOMINIUM DOCUMENTS