

**REQUEST FOR APPROVAL OF OWNERSHIP TRANSFER AND/OR LEASE**  
**SUNSET HARBOUR CONDOMINIUM ASSOCIATION, INC.**  
**(A 55 AND OVER COMMUNITY)**  
**COPY OF SALES OR LEASE CONTRACT MUST BE ATTACHED**

**\*A WARRANTY DEED MUST BE SUBMITTED TO THE MANAGEMENT COMPANY UPON CLOSING\***

Non-Refundable Application Fee - \$100.00

\_\_\_\_\_ Rental Application \_\_\_\_\_ Sales Application Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
Seller/Landlord Purchaser/Tenant

Condominium Address: \_\_\_\_\_

Closing date: \_\_\_\_\_ (Sales) Occupancy date: Rental from \_\_\_\_\_ to \_\_\_\_\_

Purchaser(s) represent that the following information is true and correct and consent to your further inquiry and investigation concerning this information which comes from that inquiry which is necessary for approval of this request.

Is unit to be leased? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the unit is to be leased, purchaser agrees to **supply the Board of Directors with application for lease and copy of lease 30 days prior to rental occupancy.** If unit will not be leased, will owner live in unit part time \_\_\_\_\_ full time \_\_\_\_\_?

Address after closing: \_\_\_\_\_

Persons who will occupy the above property are as follows:

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Present address: \_\_\_\_\_ Phone no.: \_\_\_\_\_

Employed by: \_\_\_\_\_

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

References (name/address/phone): \_\_\_\_\_

Bank reference: \_\_\_\_\_

Vehicles make/model: \_\_\_\_\_ Tag no.: \_\_\_\_\_

Vehicles make/model: \_\_\_\_\_ Tag no.: \_\_\_\_\_

Real Estate Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Title Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\* Purchasers acknowledges receipt of all condominium documents including the Declaration of Condominium, Articles of Incorporation, By-Laws, and Rules and Regulations and has read, understood, and agrees to abide by all the conditions and terms therein and all reasonable rules and regulations enacted hereafter officially by the Association.** To authorize the Association to investigate the credit of applicant by and through personal interviews with third parties, such as family members, business associates, financial resources, friends, neighbors or others with whom the applicant is acquainted. This investigation may include obtaining information as to applicant's credit capacity, general credit reputation, character and mode of living, which ever may be applicable. This approval is subject to all financial obligations to the Association, including, but not limited to, maintenance fees, late charges, special assessments, legal fees, and application fees having been paid in full or will be paid by closing agent at the time of closing this sale. Tenant or renter, acknowledges receipt of Rules and Regulations and agrees to abide by all conditions. Resident acknowledges that Sunset Harbour qualifies as a 55 and over community.

\_\_\_\_\_  
Buyer/Tenant

\_\_\_\_\_  
Buyer/Tenant

\*\*\*\*\*

APPROVAL OF PURCHASER/TENANT

The Board of Administrators has approved the purchase/lease of unit \_\_\_\_\_

By \_\_\_\_\_ and do hereby confirm the same by this document.

By \_\_\_\_\_ Authorized Signature

Return to: Monarch Association Management, Inc.  
500 Alternate 19 South  
Palm Harbor, Florida 34683  
727-204-4766 • admin@monarcham.com

## Tenant / Buyer Application Form

Landlord/Owner Name \_\_\_\_\_ Date \_\_\_\_\_

Rental Property Address \_\_\_\_\_

(\*Use Black Ink and Print Clearly\*)

(\*Rental Amount: \$ \_\_\_\_\_ \*)

**Standard Services**

- National Credit Single     
  National Credit Married     
  Tenant Pay Form Attached

**Additional Services (per applicant)**

- State of FL. Criminal     
  State of \_\_\_\_\_ Criminal     
  National Criminal

I/We hereby allow TENANT CHECK and TENANT SCREENING NOW and/or the property owner/manager to inquire into my/our credit file, criminal, rental and employment history. I/We understand that on my/our credit file it will appear that TENANT CHECK and TENANT SCREENING NOW has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future. If an incorrect SSN is submitted applicant will be subject to a second application fee.

*Applicant*

Single   
  Married   
  Married to Co-Applicant

SS# \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

Ph # \_\_\_\_\_

Landlord Name \_\_\_\_\_

Landlord # \_\_\_\_\_ Rent \$ \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Supervisor \_\_\_\_\_

How long \_\_\_\_\_ Work # \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_ (before tax)

Monthly Debt (loans/car payments) \_\_\_\_\_

Collections on your credit report?     Yes     No

Late payments on your credit report?     Yes     No

Evictions?     Yes     No    (Year \_\_\_\_\_)

Ever been arrested    Yes    No

DL # \_\_\_\_\_ (State \_\_\_\_\_)

Signature \_\_\_\_\_

*Co-Applicant*

Spouse   
  Roommate or   
  Co-Signer

SS# \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

Ph # \_\_\_\_\_

Landlord Name \_\_\_\_\_

Landlord # \_\_\_\_\_ Rent \$ \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Supervisor \_\_\_\_\_

How long \_\_\_\_\_ Work # \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_ (before tax)

Monthly Debt (loans/car payments) \_\_\_\_\_

Collections on your credit report?     Yes     No

Late payments on your credit report?     Yes     No

Evictions?     Yes     No    (Year \_\_\_\_\_)

Ever been arrested    Yes    No

DL # \_\_\_\_\_ (State \_\_\_\_\_)

Signature \_\_\_\_\_

**S. H. CONDOMINIUM ASSOCIATION  
(AKA SUNSET HARBOUR)**

**AGE CERTIFICATION FORM**

**Name:** \_\_\_\_\_  
(Print Clearly)

**Address:** \_\_\_\_\_  
(Sunset Harbour Unit Address)

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_  
(If available)

**Telephone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I certify that one person living in the above household is 55 years of age or older. I have attached the requested documentation proving such age.

\_\_\_\_\_  
SIGNATURE OF UNIT OWNER

\_\_\_\_\_  
SIGNATURE OF OWNER