

APPENDIX 1 - PINE RUN LEASE APPLICATION (FORM B)

Appendix 1 is for use by Owners to enact either a new lease or renewal of an existing lease.

1. All Pine Run property (condominium or carport) that is offered for lease by an Owner shall be pre-approved by the Board of Directors. A completed Lease Application is to be submitted to the Association's Management Company for review. Subsequently, the Application will be reviewed by the Board followed by written notification to the Owner of lease approval or the need for other action. Occupancy and use of property is not permitted without prior lease application approval. To do so subjects the Owner to a fine. Also, if occupancy continues beyond an approved lease expiration date without Association approval, the Owner is subject to a fine.
2. Leases are for a minimum period of one (1) month and are not to exceed one (1) year of single occupancy. Only four separate rentals are permitted in a 12-month period. New Owners do not have a "waiting period" before they may offer their unit/carport for lease.
3. The Lease Application package shall include: (a) printed, accurate, and legible entries; (b) a non-refundable transaction fee of \$50.00, made payable to "Pine Run Association"; (c) this fee increases to \$100 if the Application is received by the Management Company less than 10 days prior to the proposed occupancy date; and (d) an accepted legal form of photo identification. The Owner shall inform the prospective tenant that an information session is to be scheduled with an Association representative prior to occupancy.
4. The Owner has primary responsibility for coordinating the completion and submission of the Lease Form B package, as follows:
 - (a) Obtain a copy of the Appendix 1-Pine Run Lease Application (Form B) from the Association's Web-site at www.pinerunosprey.org;
 - (b) Complete and sign/date the "Owner" portion of the Application;
 - (c) Deliver the completed Owner Form and a blank Tenant Form of the Application to the prospective tenant who completes the "Tenant" portion of the Application with an ID photo and returns the package to the Owner.

If the Application package is not received by our management company 10 days prior to occupancy, the total fee required is \$100.00. When all required materials are completed, the Owner sends the completed Lease Application package to the Association's Management Company:

Keys-Caldwell, Inc., c/o Pine Run Association
1162 Indian Hills Blvd. Venice, FL 34293
941-408-8293 Fax: 941-408-8664 kcweb@keyscaldwell.com

5. If an Owner decides to extend a current lease beyond its approved expiration date, a new Form B Lease Application shall be provided to the Association's Management Company at

least 14 days prior to the current lease expiration date. The lease extension shall be for a minimum of 30 days and a maximum of one (1) year. A transaction fee is waived for renewals with no lapse in occupancy.

6. Owners retain responsibility for screening, exercising oversight, and the conduct of their tenants.

7. No lease will be approved if a penalty fee is outstanding against the condominium unit or if the Owner is more than 90 days in arrears for payment of Association obligations, unless specifically approved by the Board of Directors.

8. Tenant does not have the right to assign, loan or sublease the unit to another person.

9. The property Owner shall not occupy the unit at the same time as the lessee.

Complete FORM B on subsequent pages.

FORM B APPLICATION FOR LEASE OF PINE RUN CONDOMINIUM OR CARPORT

OWNER

APPLICATION DATE _____ Lease of Unit # _____

Renter a prior tenant? Yes _____ No _____

Is this an uninterrupted occupancy? Yes _____ No _____

Owner permission for one pet? Yes _____ No _____

OWNER NAME(S) _____

CORPORATE NAME (if any) _____

PRIMARY HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME/CELL PHONE _____ CAR TAG #/State _____

E-MAIL ADDRESS _____

RECONFIRM E-MAIL ADDRESS _____

LEASE PERIOD DATES: FROM _____ TO _____

As Owner, I have provided the Tenant with a current copy of the Pine Run Community Rules and Information for their use, and so attest by my signature(s) below:

(1) _____

(2) _____

DATE: _____

TENANT

NAME(S) _____

PRIMARY HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CELL PHONE _____

(1) CAR TAG #/STATE _____

(2) CAR TAG #/STATE _____

E-MAIL ADDRESS _____

RECONFIRM E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME _____

PHONE _____

NUMBER OF PERSONS OCCUPYING UNIT _____

As Tenant, I have received a current copy of the Pine Run Community Rules and Information. I will comply with them and so attest by my signature(s). Also, I agree to participate in a scheduled telephone information session prior to occupancy:

(1) _____ (2) _____

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FOR USE BY ASSOCIATION

APPLICATION RECEIVED _____

ACTION _____

OWNER NOTIFIED _____

Form revised February, 2015 - All previous Forms not accepted.

APPENDIX 2 - PINE RUN SALE APPLICATION (FORM A)

Appendix 2 is for use by Owners or their agent when selling a condominium property. Carports are appurtenances to the parent condominium unit.

Pine Run property that is to be sold by an Owner shall be pre-approved by the Board of Directors following receipt of this Form A, Sale Application, by the Association's Management Company and review by the Board. Board action shall be conveyed to the Owner in writing.

1. The Owner/seller – upon receipt of a sale contract offered by the buyer – shall complete the Pine Run Form A, Sale Application. The Owner/seller shall schedule the settlement date at least 30 days in the future to allow for Association processing of the sale transaction.

2. The Sale Application Form is also available on the Association's Web-site at www.pinerunosprey.org. The completed Form A shall be delivered to the Association's Management Company, as follows below. Owners should retain a copy of the completed Application.

Keys-Caldwell, Inc. c/o Pine Run Association
1162 Indian Hills Blvd. Venice, FL 34293 941-408-8293
Fax: 941-408-8664 kcweb@keys-caldwell.com

3. The Sale Application package shall include the following components:

- (a) printed, accurate, and legible entries;
- (b) a non-refundable transaction fee of \$50.00 made payable to "Pine Run Association" OR a non-refundable transaction fee of \$100 if the Application is received by the Association less than 10 days prior to the settlement date; and
- (c) an accepted form of photo identification.

4. The Owner has primary responsibility for coordinating the completion and submission of the Sale Form A package, as follows:

- (a) obtain a copy of the Appendix 2 – Pine Run Sale Application (Form A) from the Association's web-site at www.pinerunosprey.org;
- (b) complete and sign/date the "Owner" section of the Application;
- (c) deliver the completed Owner section and a blank Buyer section of the Application to the prospective Buyer who completes the "Buyer" section and along with an ID photo returns the package to the Owner.

It is the Owner's responsibility to inform the Buyer that return of the application package is time-sensitive for reviews and approvals within a specific period. Additionally, the Owner informs the Buyer that an informational session will be required with an Association representative.

When all required materials are completed (see 3. (a), (b), and (c) above), the Owner sends the completed Sale Application package to the Association's Management Company.

5. If the Management Company incurs costs for the preparation of any legal documents, additional fees may be required.
6. Buyer is limited to two domesticated pets and two vehicles.
7. A resale capital contribution of 3 months maintenance fee shall be a part of the closing fee. (See Condominium Declaration, Article 7.10).

Complete FORM A on subsequent pages.

FORM A - APPLICATION FOR SALE OF PINE RUN CONDOMINIUM

OWNER/SELLER

APPLICATION DATE _____ Sale of Unit # _____

Proposed Date of Settlement _____

OWNER NAME(S) _____

CORPORATE NAME (if any)

PRIMARY HOME
ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME/CELL PHONE _____ CAR TAG#/State _____

E-MAIL ADDRESS _____

RECONFIRM E-MAIL ADDRESS _____

As Owner, I have provided the Buyer with all required legal and regulatory documents and so attest by my signature(s) below. Also, I have notified the Buyer of required participation in an information session prior to settlement.

(1) _____

(2) _____

Date: _____

BUYER

BUYER NAME(S) _____

PRIMARY HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME/CELL PHONE _____ CAR TAG#/State _____

E-MAIL ADDRESS _____

RECONFIRM E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME _____

PHONE _____

MORTGAGE HOLDER (REQUIRED FOR PRIVATE LENDER and SUBJECT TO BOARD APPROVAL.)

NAME _____

PHONE _____

As Buyer, I agree to participate in an information session prior to settlement:

(1) _____

(2) _____

Date: _____



FOR USE BY ASSOCIATION

APPLICATION REC'D _____ ACTION _____ OWNER NOTIFIED _____

Form revised February, /2014. All previous Forms not accepted.