



Required Documents for Applying:

1. Driver's License (Valid in Florida)
2. Social Security Card
3. Application filled out completely for each adult 18 years and older
4. Car Registration (Valid)
5. Car Insurance (Valid)
6. \$50 money order per adult 18+ for application fee
7. If you have a pet: Veterinarian documentation and photo of pet.

Don't forget to have Owner AND/OR Property Management Company sign on page 4 before turning in the application!



APPLICATION PACKAGE

IMPORTANT: Application fees are non-refundable. All applicants must have a valid Driver's License at the time of application. All applicants must provide either a Social Security card or letter from the Social Security Administration, dated less than one year from date of application, upon turning in application. One application packet is required per adult. All applicants 18 years of age and older are required to complete the application. Applicants convicted in the past 7 years are subject to non-approval.

APPLICANT APPROVAL PROCESS FOR RENTALS

The Board of Directors has established the following guidelines for prospective residents to meet the approval requirements as stated in the Association Documents.

Landlord and Tenants must do the following:

- 1) Landlord to complete and sign the Intent to Lease (Page 4)
- 2) Prospective tenant to complete all sections of the application
- 3) Management to receive:
 - A) Completed Notice of Intent to Lease and Rental Application
 - B) Copy of the Rental Agreement (Lease) upon HOA application approval
 - C) Non-refundable application fee **\$50.00 per applicant** in the form of **money order only** to be included with the application package. Make payable to The Avalon of Orange County.
 - D) Copy of applicant(s) United States issued driver license/Identification (ID) and social security card. (Example: Florida issued driver's license or Florida Identification card.)
- 4) Non-compliance will result in the eviction action initiated by the Association.
- 5) **Approval processing: Allow 24-72 hours with a maximum of 5 business days.** Note processing will not begin until **ALL** items listed above are received.

Failure to complete the application requirements as listed above will delay or suspend the approval process. Prospective tenants that take occupancy without Management approval will be subject to eviction by the Association all fees incurred will be charged to the unit owner.

Included in this packet:

1. Applicant Approval Process
2. The Avalon of Orange County Tenant Approval Criteria
3. Notice of Intent to Lease and rental Application.
4. Rental Application/Pet Information
5. Emergency Contact/Criminal Background/Authorization
6. Rules and Regulations Rider
7. First Advantage Resident Solutions Release form
8. Motor Vehicle and Parking Policies
9. Pet Policies
10. Access Card Release
11. Leasing and Selling Policies
12. Rules and Regulations/Vehicle Registration



The Avalon of Orange County Tenant Approval Criteria

We are working with our owner to maintain a quality neighborhood. Therefore, we have a very thorough screening process. Please review the following list of criteria prior to making an application for residency. All adults 18 and older must submit a fully completed, dated, and signed application with \$50.00 fee per applicant to The Avalon of Orange County HOA office. The following background check will be performed: criminal records.

Non-US or US Citizens without an SSN or ITIN: A copy of a non-expired VISA or GREENCARD must be provided, and a copy attached to the application. Visa holders must also provide a current I-94, I-94W (immigration approval to be in the US) or I-20 (International Student approval to be in the US). *The lease cannot extend past the date the applicants are approved to be in the US (the date listed on the i-94).*

Criminal Background Check: A criminal background check will be run on all applicants. An applicant may be automatically denied in the event the applicant(s) have ever been convicted of a felony or misdemeanor for a crime against a person, another person's property or against society. A criminal record must contain no convictions for crime involving violence, assault, battery, drugs, firearms, felonies within the past seven years and no sexual offences ever. If the record comes back "adjudication" withheld," nolle prose," or "adjudication deferred," further documentation may be required, and the applicant may be denied on that basis. An automatic denial will also occur should an applicant appear on the list of known terrorists and wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies include FBI or other state and local law enforcement agencies.

The applicant (s) agree that the lease shall be terminated in the event the applicant (s), after moving onto the property, is/are convicted of a felony or misdemeanor for a crime against a person, another person's property or against society, and/or appears on the list of known terrorists and wanted fugitives.

Note: This requirement does not constitute a guarantee or representation that the resident or occupants residing in the Avalon of Orange County Condominium Association community have not been convicted of a felony or are not subject to deferred adjudication for a felony.

I acknowledge receipt of this document: _____ Date: _____
Signature



NOTICE OF INTENT TO LEASE
AVALON OF ORANGE COUNTY CONDOMINIUMS ASSOCIATION, INC.

Date: _____

Address of Unit: _____

Name of Current Unit Owner: _____

This notice of intent to lease must be returned to the Association Management Office, at 4417 S. Semoran Boulevard, Orlando, FL 32822, with a **\$50.00 application fee per applicant 18 and older. Make payable to Avalon Condominiums. PLEASE ALLOW 24-72 HOURS FOR PROCESSING.**

NOTE: Approval must be granted before the applicant will be permitted to take occupancy.

SECTION 1- TO BE COMPLETED BY LESSOR (OWNER)

In compliance with the Declaration of Covenants and restrictions of the Association named above, I (we) hereby serve notice that as the owner(s) or Agent of the above reference unit, I (we) intend to offer said unit for lease. I (we) intend to offer said unit for lease in accordance with the attached lease agreement. I (we) certify that I (we) have appraised the prospective lessee of all deed restrictions, regulations, covenants, and restrictions of governed in the Association Declaration, By-Laws and Rules and Regulations.

Unit to be leased for a period of: _____

The amount of rent per month during that period will be: _____

I (we) understand and hereby agree that I (we) am fully responsible for ensuring that my (our) Lessee(s) and their guest abide by the Association's Declaration of Covenants and Restrictions and Rules and Regulations. I (we) further agree to provide said Lessee (s) with copies of the same.

Owners(s) Signatures: _____

Owner(s) Names _____

Owners(s) Mailing Address: _____

Owners phone Number: _____

Owners Email Address: _____

_____ I the owner will be managing the property myself.

_____ I have a management company that will be handling my rental

Management Company Name: _____

Contact: _____ Telephone #: _____

Email Address: _____

Mailing Address: _____



SECTION 2 RENTAL APPLICATION

I have received a copy of all deed restrictions, regulations, covenants and restrictions as governed in the Association Declaration, By-Laws and Rules and Regulations. I understand that the violation of the terms, provisions, conditions and covenants of the Association's Documents provides cause for available immediate action as therein provided for termination of the leasehold under appropriate circumstances.

Applicant Signature: _____ **Date:** _____

First Name: _____ **Last Name:** _____

SS#: _____ **Date of Birth:** _____

Driver's License: _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Current Address: _____ **Apt. or Unit #:** _____

City: _____ **State:** _____ **Zip Code:** _____

The following persons, in addition to the applicant, will occupy the unit:

Name: _____ **Relationship:** _____ **DOB:** _____

Name: _____ **Relationship:** _____ **DOB:** _____

Name: _____ **Relationship:** _____ **DOB:** _____

Section 3- PET REGISTRATION The following pet(s) will occupy the unit:

Is the pet an Emotional Support Animal or Service Animal (circle one) YES or NO (If yes, you must fill out pages 14-15.)

Type (Dog or Cat): _____ **Breed:** _____ **Weight:** _____

Color: _____ **Name:** _____ **Age:** _____

Type (Dog or Cat): _____ **Breed:** _____ **Weight:** _____

Color: _____ **Name:** _____ **Age:** _____

IF NO PETS: _____ (initials) _____ (date) *by initialing this section, you attest you do not have any pets and in the event you decide to house a pet, you acknowledge to notify the HOA office PRIOR to housing a pet in order to avoid any violations or fines and to ensure the type and breed is acceptable per Avalon's Pet Policy.*



Section 5- EMERGENCY CONTACT INFORMATION

Person to notify in case of an emergency:

Name: _____ Telephone: _____ Relationship: _____

Section 6- CRIMINAL BACKGROUND

Have you had adjudication withheld or been convicted of a felony? Yes _____ No _____

If you answered yes to the above question, please explain circumstances regarding the situation below:

SECTION 7- AUTHORIZATON OF RELEASE OF INFORMATION

Applicant(s) represents that all the above information on the application for rental are true and complete, and hereby authorizes an investigative consumer report including criminal history. This application must be signed before it can be processed by management. Applicant(s) acknowledges that false or omitted information herein, may constitute grounds or rejections of this application, termination of right of the occupancy, and may constitute a criminal offense under the law of the State.

Non- Refundable Application Fee: Applicant(s) agree to pay a \$50.00 non-refundable application processing fee per applicant.

Signature Applicant: _____ Date: _____

Section 8- RULES AND REGULATIONS RIDER

By my signature below, I attest that I received and read the Rules and Regulations of the Avalon Condominiums Association, Inc. I have understood them, and I will fully comply with these rules. I understand that my non-compliance with any of the rules and regulations may subject my landlord to fines imposed by the association. Those fines and my failure to comply with any of the rules and regulations may result in additional costs to me and/or possible eviction.

In a well-run community, it is necessary to have Rules and Regulations to protect the quality of life of the residents. Without clear guidelines for the behavior of its residents, a community is likely to deteriorate in safety, appearance, and property value.

The Rules & Regulations have been designated to ensure that your community will continue to be a safe, beautiful, and enjoyable place to live as well as a solid investment for each property owner.

Signature Applicant: _____ Date: _____

Section 9- ASSOCIATION USE ONLY

Application fee received (amount): _____ Date: _____ Via: _____

Approved: _____ Denied: _____

Applicant Notified: _____ By: _____

Signature of Board Member or Managing Agent: _____



FIRST ADVANTAGE

RELEASE FORM

I hereby authorize your company or any agent of your company, to contact any law enforcement agencies or persons to supply any information concerning my criminal history. I also hereby release any of the above from liability and responsibility arising from their doing so. Applicant acknowledges that false information herein may constitute grounds for ejection of this application, termination of right of occupancy and/or forfeiture of deposit and may constitute a criminal offense under the laws of this state. I believe to the best of my acknowledgment that all information I have provided is accurate and that I fully understand the terms of this release.

Photocopies of this authorization form may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

Applicant Name: _____

Street Address: _____

City/State/ Zip: _____

Social Security #: _____ - _____ - _____ **Date of Birth:** ____/____/____

Driver's License: _____ **Sex:** _____

Applicant's Signature: _____ **Date:** ____/____/____

***Email Address:** _____

FIRST ADVANTAGE

P.O Box 7247-7782, Philadelphia, PA 19170-7782

Phone: 972-952-1480

www.resident.fadv.com



MOTOR VEHICLES AND PARKING – NO BACK-IN IN PARKING IS EVER ALLOWED

1. All vehicles are required to have an Avalon temporary parking pass or permanent parking decal affixed to the front inside windshield (driver side). Renter may obtain their decals from the office during business hours with the presentation of registration, insurance, and identification. No decal will be issued to a renter without a current lease.
2. Parking permits are limited to two (2) per unit. Note: only ONE vehicle registered to a non-resident will be issued a decal with required documentation.
3. Upon renewal of the lease, renters need to bring in the lease along with expired parking permits to be issued an updated decal. Owners requiring additional parking permits or replacement decals will be issued one upon receipt of the old decal and /or new registration.
4. All vehicles on Avalon property must be in good working order (i.e., no flat tires, junk vehicles, cracked windshield or missing windows). Any vehicles found with covers will be checked for current tag (license plate) and parking decals.
5. Any vehicle not found roadworthy for more than 24 hours or without decal, current registration, or incorrect license plate (not registered to the specific vehicle) are subject to towing at the owner's expense in accordance with the applicable law.
6. No mechanical work shall be performed in the condominium grounds on any vehicle or engine except for emergencies (i.e., flat tires, dead battery, and checking fluid levels).
7. Washing or waxing of motor vehicles shall be limited to the designated car wash area only.
8. Guests staying over 24 hours are required to obtain a temporary Guest Parking pass from the HOA office for their vehicle. All guests must provide their United States issued driver's license, vehicle registration, and insurance (insurance must match the name listed on the registration) to be issued a temporary guest parking pass. Unauthorized vehicles on property may be towed in accordance with applicable law. **Any guest staying for more than two (2) weeks must register with the HOA office.**
9. No vehicle belonging to a unit owner, renter or to a member of the family or guest, tenant or employee of a unit owner shall be parked in such manner as to impede or prevent access to another parking space.
10. All vehicles shall be parked within the painted lines and pulled up close to the bumper without covering the sidewalk where applicable. As a security measure, all automobile doors should be locked.
11. Unauthorized vehicles should be reported to management. When filing a report please note the make, model, color, and tag # of the vehicle.
12. **All vehicles are subject to towing 24/7 for any reason without warning.** Please be aware that the following are reasons why your vehicle may be towed: expired tags, no valid parking permit, flat tires, double parking, inoperable vehicles, parking in a no parking zone, etc. Residents, please understand that if you do not have the proper documentation for your vehicle and there is no tag on the vehicle it will be automatically towed. If you purchase a new car from a private owner and you do not have tags, please advise the office so that we may contact the towing company and pick up a parking permit. Not communicating with the office will constitute an automatic towing.
13. Trailers cannot be kept on property. No storage of stoves, barbeques, refrigerators, flammable items (gas cans) or fluid containers, boats or bicycles on trailers are not allowed.
14. No commercial vehicles are allowed on property. Commercial vehicles described as being registered to a business name and/or insured under a business name. Any motor vehicle which bears or contains commercial information or commercial advertising on the exterior surface or which information, or advertising can be seen and read from the interior, provided, that this provision shall not be constructed to prohibit the following types of commercial information or advertising:
 - a. Commercial information, which identifies the make and model of the vehicle or the name and location of the vehicle dealer.
 - b. No auto dealers can park their auction vehicles on property (NO dealer or transporter tags).
 - c. No "For Sale" signs are allowed on any vehicles.
15. Motorcycles must have block kickstands and motorcycles are not required to have a parking decal; however, all motorcycles and scooters must abide by the same rules and regulations of motor vehicles and are also subject to towing at owner's expense for violation of any of the above rules and regulations.
16. Hired contractors/handyman must check in with the office prior to parking and beginning work to avoid the possibility for being towed. Upon check in further instructions will be provided. All trailer tongues must be placed directly on the asphalt to avoid damage to grass, sidewalks, irrigation, and backflows.

I acknowledge receipt of this document:

Signature

Date:



PET POLICY

Term “pets” shall be limited to dogs, cats, guinea pigs, hamsters, birds, and tropical fish. All other animals are expressly forbidden, unless otherwise allowed in writing in advance by the Association. The total of all pets belonging to a unit owner shall not exceed two (2), tropical fish excluded. In addition, breed restrictions shall apply to attack dogs.

Notwithstanding the foregoing no Pit Bull, German shepherd, Rottweiler Doberman Pincher, Chow Chow, Akita, American Staffordshire Terriers, Pit Bulls-American Bully, Dalmatians, or any other breed, whether pure bred or the predominate breed of a mixed breed dog, generally regarded by the insurance industry as presenting a coverage risk for liability insurance and no venomous snakes or potbelly pigs shall be allowed on any portion of the Condominium Property, including any Units.

Pets may be kept in a unit. No pets shall be allowed to become a nuisance or a source of annoyance anywhere within the community, nor to deposit its bodily waste on or in any public portion of the Condominium Property.

Owners shall not allow their pets to urinate or defecate in undesignated areas due to damage to the landscape and general health concerns. Owners must pick up, clean up and properly dispose of all solid bodily waste from their pets. Pet stations are provided for this purpose throughout the property.

Pets shall not be allowed on the balcony of a Unit unless the unit owner is present. Dogs must always be on leashes and accompanied by its owner when outside the unit, no exceptions. Owners shall take proper care of their pets and may not leave pets unattended on balconies, patios, or stairways.

Pet walks are the outer perimeters of the property adjacent to the parking lots. (Never on building entrances or volleyball court areas).

Owners are also subject to all the rules and regulations stipulated in the Orange County, Code of Ordinances, Article II, Chapter 5 Animals.

Disregard of any of the rules and regulations of the association or the Orange County Animal Ordinances could result in fines/or legal proceedings.

- ✓ All pets must be registered with the Management Office (by submitting the following 3 documents: a photo of pet, patient chart, and the rabies vaccine certificate.)
- ✓ Proof of license, registration, and veterinarian records
- ✓ Each dog may NOT exceed 50lbs at full maturity
- ✓ Pets may NOT be left unattended
- ✓ Pets must always be on a leash when outside
- ✓ Pets must be cleaned up after (per City Code 6.01/Ordinance 95-32)
- ✓ More than 2 pets per unit are prohibited
- ✓ Exotic animals are NOT permitted

Nuisance Policy

If the determination by the Board of Directors that a pet is a nuisance, consent to harbor the animal may be revoked at any time. This decision is considered binding and conclusive.

Help Stop Animal Abuse

Each year, Orange County Animal Services investigates nearly 3,500 reports of animal cruelty, neglect, and abandonment in our community. Animal violence has been linked to human violence. In fact, studies have shown that animal abusers are five times more likely to commit violent acts against people. To combat this problem, Orange County launched the "Cruelty Hurts" campaign, which is aimed at educating Orange County citizens about animal cruelty and its link to human violence.

Help us prevent animal abuse. Simply dial 3-1-1 to report abuse. To make a completely anonymous report and be eligible for a cash reward of up to \$1,000, please call crime line at 800-423-TIPS or visit www.crimelineline.org.

I acknowledge receipt of this document: _____ **Date:** _____



ACCESS CARD RELEASE FOR AVALON CONDOMINIUMS ASSOCIATION, INC.

Resident name (please print): _____

Address within Avalon: _____

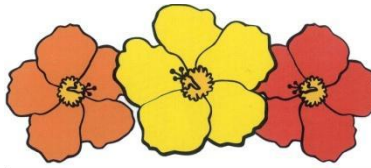
***Contact Phone Number:** _____

I hereby acknowledge that I have received the following access cards:

Access Card#: _____ Gate Code#: _____

The undersigned resident hereby knowingly and voluntarily agrees to indemnify and hold Avalon of Orange County Condominium Association, INC. its officers, directors, employees, property management company, managers, attorneys, members and/or shareholders harmless from any and all liability, damages, costs, attorneys' fees and/or claims of any kind, including without limitation, property damage, personal injury, death, theft and/or loss of property arising from associated with and/or in connection with the access cards identified herein, the usage of the access cards identified herein and/or the usage of the Fitness Center, Clubhouse, South and/or North Pool, Playground, Tennis and/or Basketball Courts within the Avalon Condominium.

Resident Signature: _____ **Date:** _____



AVALON CONDOS

LEASING AND SELLING POLICY

A review of applicants for approval could take up to 72 hours once a written application is submitted for approval.

Habitation of the units shall be limited to not more than (3) three individuals per one-bedroom unit, (4) four individuals per (2) two-bedroom unit, (6) individuals per (3) three-bedroom unit.

Non- resident owners are responsible for their tenants abiding by the rules and regulations of the Association and must supply their tenant with a copy of these rules.

No unit may be used for transient housing, hotel/Airbnb, or business except as hereunder prescribed. All units shall be used and occupied only as private, single-family residences and for no other purpose.

Procedures required to lease are as follows:

- a. Notice of Intent to Lease forms must be filled out by both owner/agent and the buyer/applicant.
- b. A non- refundable application fee of \$50.00 is required for each applicant which is not to be charged in connection with the renewal of an existing lease.
- c. Any tenant requesting to lease a unit may be required to place in escrow with the Association a reasonable sum, not to exceed the equivalent of (1) one month's rent, which may be utilized by the Association to repair any damage to the common elements resulting from the action of such tenants.
- d. A signed lease, with beginning and end expiration dates or a sales contract must accompany the above form.

Owners who rent their units forfeit the right to use the Avalon's amenities, common elements and limited common as guests of another resident. This does not waive the owners' voting privileges.

I acknowledge receipt of this document: _____ **Date:** _____



Rules and Regulations Acknowledgment

INITIAL FOR EACH ITEM

In accordance with the Avalon of Orange County Condominium Association Rules and Regulations the following policies are strictly enforced:

■ An Access Card may be purchased with a \$25.00 money order once the new resident's registration is complete. Access Cards for additional residents may be purchased at \$25.00 per card check or money order only. Replacement cards for lost or stolen cards will be issued at \$50.00 per card. Only persons listed on the registration over age 18 are allowed to be issued Access Cards. **NO ACCESS CARDS WILL BE ISSUED TO GUESTS/VISITORS.** Access Cards will be automatically deactivated at the time of Resident Departure or Lease Expiration on file and must be returned to the HOA office at that time. Lease renewals must be provided to the HOA office to avoid deactivation of Access Cards.

■ All residents and guests must adhere to the Entry Policy. **RESIDENTS MUST ALWAYS USE AN ACCESS CARD OR GATE CODE TO ACCESS THE COMMUNITY. TAILGATING FOR ANY REASON IS STRICTLY PROHIBITED. VISITORS AND DELIVERY PERSONNEL MUST USE THE CALL BOX TO CONTACT THE RESIDENT FOR ACCESS TO THE COMMUNITY. THERE WILL BE NO EXCEPTIONS TO THIS POLICY. ANY DAMAGE DONE TO YOUR VEHICLE AS A RESULT OF TAILGATING IS AT THE OWNER'S EXPENSE.**

■ All vehicles are required to have an Avalon's parking decal affixed to the front inside window (driver's side) renters/owners may obtain their decals from the office during regular business hours with presentation of registration, insurance, and identification. No decal will be issued to a renter without a current lease. Vehicles not properly displaying decals or Visitor Passes are subject to towing at the Owner's expense at any time. Please note, expired tags, inoperable vehicles, flat tires, double parking, and other parking violations will also be subject to towing (you may or may not receive a 24-hour warning sticker).

■ Photo ID, Access Card and Pool Pass must be always carried when using the amenities or common areas, including but not limited to the pools, fitness center, billiard room, laundry room, volleyball court, and club house social rooms. **ANY GUEST STAYING MORE THAN TWO WEEKS MUST HAVE PRIOR ASSOCIATION APPROVAL AND BE REGISTERED WITH THE HOA OFFICE.** Guests must adhere to all Association rules and regulations. Residents are solely responsible for the actions of their guests.

■ All pets must be registered with the HOA Office. Pets anticipated to exceed 50 pounds at full maturity are strictly prohibited. Pets must always be leashed when outdoors. **RESIDENTS ARE STRICTLY REQUIRED TO IMMEDIATELY COLLECT PET DROPPINGS AS THEY OCCUR.**

■ Residents are responsible for properly disposing of all trash and debris at the Community Compactor area. **TRASH IS NEVER ALLOWED TO BE TEMPORARILY STORED OUTSIDE OF A UNIT. ALL TRASH MUST BE DISPOSED INSIDE THE COMPACTOR. DO NOT EVER LEAVE TRASH OUTSIDE OF THE COMPACTOR, OR ON THE LANDING OF THE COMPACTOR. IF THE COMPACTOR IS BACKED UP, CALL THE HOA OFFICE IMMEDIATELY.**

■ **Personal BBQ Grills are NOT permitted anywhere in the community.** You may utilize the grills located in each of the courtyards of the buildings. **UNDER NO CIRCUMSTANCE MAY YOU REMOVE THE GRILLS LOCATED IN THE COMMUNITY.**

■ I acknowledge these Rules and Regulations and agree that I will be responsible for paying any fines levied for violations or non-compliance. **FINES FOR NON-COMPLIANCE OR VIOLATIONS WILL BE LEVIED AT \$100.00 PER DAY PER OCCURRENCE.** I further acknowledge and agree that I am solely responsible for the actions of my visitors and guests. I will keep the HOA office updated of any changes in information provided in the Resident Registration Form, including but not limited to, current phone numbers, vehicle information, residents, and pets.

Printed Name _____

Signature _____

Date _____



Parking Registration Form

Print Neatly in INK ONLY

Permit Number

Issued By

Resident Name (As it appears on Vehicle Registration)

Bldg & Unit #

License Plate #

Driver's License #

Lease Exp. Date

Make of Car

Model

Color

Year

State Registered

Tag Expiration Date

Please place the parking decal in the driver side, lower left-front of the windshield and make sure that is clearly visible.

I, the undersigned, acknowledge that I have received a copy of The Avalon of Orange County Condominium Association, Inc. Parking Rules, and Regulations, and that I agree to abide by them. I, the undersigned, acknowledge that I have received the above numbered parking decal.

Resident Signature: _____

Date: _____



EMOTIONAL SUPPORT/ SERVICE ANIMAL APPLICATION PACKET

All prospective and current tenants, that request the Board of Directors of The Avalon of Orange County Condominium Association, Inc. (hereinafter referred to as the Board) allow a waiver of the Association's animal restrictions rules and approve the emotional support animal/service animal should complete this application packet and return it to Management. The following items must be provided to the Board of Directors of The Avalon of Orange County Condominium Association, Inc. for review:

1. Formal letter from prospective/current resident asking the Board of Directors to make reasonable accommodations and allow the Emotional Support Animal/ Service Animal
2. Written Statement from your medical provider stating that you are either physically or mentally impaired/disabled. Such statement must:
 - a. Identify which of your major life functions are substantially impaired by the disability/handicap
 - b. How having an emotional support animal/service animal ameliorates the effects of such disability/ Impairment
 - c. Statement as to the medical providers qualifications with the regard in making such a statement
 - d. Up-to-Date Veterinary Records which include the animal breed, age, weight, and vaccination records.

Please be advised by providing the above information to the Association, it does not guarantee automatic approval of the emotional support animal/ service animal. The Board of Directors will thoroughly review all information provided to the Association and make a formal final decision. Once a decision has been made, Management, on behalf of the Directors, will send formal written notice to the requesting party regarding the status of the Emotional Support Animal/Service Animal Application. **Please allow 30 days for review of the entire packet by the Board of Directors.**

Should the Board grant permission for the emotional support animal/ service animal to reside on property, the resident must provide the following to the Association:

1. Photo of the ESA/Support Animal in Jpeg format and less than 31MB in size.
2. Complete the Emotional Support/Service Animal Registration Form.
3. Sign off on the Emotional Support/Service Animal Agreement form (on the back side of this page).

Please contact Management with any additional questions or concerns you may have regarding the above. Management is available Monday through Friday between the hours of 9:00am and 5:00pm and may be reached by calling 407.737.4122 you may also email the Community Association Manager, jerry.bateman@fsresidential.com



EMOTIONAL SUPPORT/SERVICE ANIMAL AGREEMENT

INITIAL EACH LINE

I, _____, understand the Association is allowing me to keep my emotional support/service animal on the property. I fully understand that I must abide by the following Rules and Regulations:

_____ 1. No ESA/Service animal shall be allowed to commit a nuisance on any portion of the condominium property.

_____ 2. ESA/Service animals shall not be allowed on the balcony/patio of a unit unless the resident is present.

_____ 3. All ESA/Service animals shall be kept leashed and under control of their owner whenever they are outside the unit and shall not be allowed to run free or unleashed at any time on any portion of the Condominium property.

_____ 4. The owner of the animal is responsible for carrying with them disposal bags and towels when walking dogs on property.

_____ 5. Owner must clean up after the ESA/Service animal immediately-particularly feces in all areas or urine on paved walkways, driveways, hallways, and breezeways (cement common areas).

_____ 6. All ESA/Service animals must have up-to-date Veterinary Records which includes the animal breed, age, weight, and vaccinations. And be registered with the office.

X _____
(Print name)

X _____
(Signature)

X _____
(Date)