

**BEFORE FINALIZING YOUR PURCHASE IN OUR ASSOCIATION**  
**PLEASE CONSIDER THE FOLLOWING**

**VOLUNTEERING**

We are a volunteer organization. Our goal is to have every homeowner help keep the Association running smoothly by volunteering a little of their time and effort. Examples: volunteering to be on a committee, holding a Board of Directors position or helping with maintenance of common elements (small painting projects, pool cabinets needing repair, spreading mulch, etc.). Year round and winter residents alike can help in small ways.

**By-Laws**

Prospective buyers are advised to thoroughly review the current Amended and Restated Declaration of Condominium document for by-laws governing the Forest Creek Villas Condominium Association. A brief synopsis of key points follows, however it is the Condominium documents that rule.

**COMMON AREAS**

Common areas are defined as anything outside the dripline of your condo. When you buy your home you are agreeing to maintain any landscaping done by previous owners. If you wish to remove landscaping already in place (i.e., remove a tree and re-sod) you are responsible for the cost. All changes to common areas need Board approval.

**LEASING/RENTING INFORMATION**

If you are purchasing with the intent of leasing or renting, please be aware that our By-Laws allow for only 5 leased units at any one time. Leases are approved on a first come, first served basis. You must make an application to the Board that includes a small fee.

**VEHICLES**

The By-Laws do not allow motorcycles, trailers, campers or boats to be parked on the property.

**OUTWARD APPEARANCE OF CONDO**

While you may remodel the interior of your condo, the outward appearance must remain the same. For instance, if you install new windows, they must have a grid.

**QUARTLEY DUES AND LATE FEES**

Association dues are made quarterly (in the calendar year). Statements are mailed out and there is a 10 grace period. If your payment is received late, a fee will be applied. You are responsible for making the payment on time.

**PETS**

Only one pet, 45 lbs. or under, is allowed per unit. Owners must keep pets leashed and clean up after them. The only exception to the one pet rule is if you have a visitor with a pet. In that case two pets, under 45 lbs., are allowed on a temporary basis.

**FOREST CREEK VILLAS CONDOMINIUM APPLICATION  
FOR LEASE OR PURCHASE**

1) APPLICATION FOR APPROVAL TO PURCHASE OR LEASE CONDOMINIUM UNIT # \_\_\_\_\_ AT  
FOREST CREEK VILLAS CONDOMINIUM ASSOCIATION, INC. A COMMUNITY FOR PERSONS 55 AND  
OLDER.

Applicant's Name(s): \_\_\_\_\_  
\_\_\_\_\_

2) I/We hereby apply for approval to purchase the above unit and for membership in the  
Condominium Association. **A copy of the proposed sale contract is attached.**

I/We hereby apply for approval to lease the above unit for the period indicated below.  
**A copy of the proposed lease is attached.**

Start lease date: \_\_\_\_\_ End lease date: \_\_\_\_\_

3) In order to facilitate consideration of this application, I/We represent that the  
following information is factual and true, and agree that any falsification or  
misrepresentation of the facts in this application will justify its automatic  
rejection. I/We consent to your further inquiry concerning this application.

Full name(s) of Applicant(s): \_\_\_\_\_

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

How long? \_\_\_\_\_

(if applicable) Current Landlord Name, Address & Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_

Prior Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long? \_\_\_\_\_

Applicant's Email \_\_\_\_\_

\_\_\_\_\_

Applicant's Telephone #(s) \_\_\_\_\_  
\_\_\_\_\_

Driver Lic#(s) / State \_\_\_\_\_  
\_\_\_\_\_

Make of car(s) \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Make of car(s) \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

**4) Current Employer(s):** \_\_\_\_\_

Position(s): \_\_\_\_\_

Business Address(es) & Telephone # (s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5) The condominium documents for the above referenced Condominium restrict occupancy as follows:**

- a. at least one family member must be age 55 or older,
- b. length of stay by minors is limited to 2 weeks,
- c. all units (under lease) are for single family residence use only.

Please state name, relationship age and telephone number of all other persons who will be occupying the unit:

Name	Relationship	Age	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is your responsibility to provide written letters of reference. Please attach the written references to this application. References must include name, address and contact phone number.

6) Three personal references non-family members (local if possible).

7) Bank Reference

8) Person to be notified in case of emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

9) Mailing address for all notices connected with this application:

Name: \_\_\_\_\_ Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_

10) If this transaction is a sale, this unit is being purchased with the intention of:  
(Please circle the letter that applies)

- (a) reside here on a full time basis
- (b) reside here part-time:
- (c) lease the unit.

**I (We) will provide the Association a copy of our recorded deed within Ten (10) days after closing.**

11) I am aware of and agree to abide by the Declaration of Condominium, the Articles of, Incorporation, Bylaws and any and all properly promulgated rules and regulations in effect within the terms of my (our) occupancy (Ownership). I acknowledge all of these documents are recorded in the public records of Lee County, Florida and are available for inspection during regular business hours at the Lee County Courthouse.

(Circle your answer)

- 1. I am age 55 or over      Yes                  No
- 2. Has any proposed occupant been convicted of a crime involving violence to persons, a crime demonstrating dishonesty, any felony, or a sexual offense of any nature.  
   Yes                  No
- 3. I agree that if the conduct of a proposed occupant is inconsistent with the Condominium Documents, that conduct may constitute grounds for denial.      Yes  
   No
- 4. Does any proposed occupant have a record of financial irresponsibility, including without limitation prior bankruptcies, foreclosures, or bad debts.      Yes  
   No
- 5. Has any proposed occupant have a history of disruptive behavior or disregard for the right and property of others as evidenced by his conduct in other social organizations or associations, or by his conduct in this Condominium or other residences as a Tenant, Occupant, Guest or Owner.      Yes                  No
- 6. I understand that failing to provide the completed application, fees or appearance required to process the application in a timely manner may result in denial Yes  
   No

7. I understand the if the Unit Owner requesting this transfer has had fines assessed against them which have not been paid; or, all assessments and other charges against the Unit have not been paid in full it may result in denial. Yes  
No

12) I understand, agree and authorize that the Association or its agents, in the event it approves a lease, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests, of provisions to the Declaration of Condominium and the Association's Bylaw, the Florida Condominium Act and the rules and regulations of the Association.

13) I agree to pay a \$100.00 fee in connection with the transfer, sale, lease or sublease to cover expenditures and service of the Association in regard to the approval process. **I agree to submit the fee along with this Application.**

14) **I agree to supply picture ID along with this application**

15) **Forest Creek Villas Association has my permission to perform a background check on any applicant named in this document.**

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Applicant Signature

Date

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Applicant Signature

Date

**New Residents Contact Information – Addition to Residents Contact List**

**UNIT#** \_\_\_\_\_

New Owners: \_\_\_\_\_ Dog's name \_\_\_\_\_

Northern Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address(es): \_\_\_\_\_

Names & phone #'s \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact & Phone# \_\_\_\_\_

Does the Board have your permission to add phone number, email addresses(s) and alternate contact info to the contact information available to members?  
Yes or No (please circle)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Unit # \_\_\_\_\_

Name \_\_\_\_\_

**History of application**

Initially received on \_\_\_\_\_ By \_\_\_\_\_

Returned for missing info \_\_\_\_\_

Completed Application received \_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ 3 written references  
\_\_\_\_\_ Picture ID  
\_\_\_\_\_ Copy of proposed lease/Copy of proposed sale contract

Application Committee recommends \_\_\_\_\_ approval/\_\_\_\_\_ denial

**APPLICATION MUST BE APPROVED/DENIED BY (DATE) \_\_\_\_\_**

**THE BOARD OF DIRECTORS HAS TWO WEEKS TO APPROVE OR DENY THE COMPLETED APPLICATION**

APPLICATION APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATE \_\_\_\_\_

BY: \_\_\_\_\_ Officer \_\_\_\_\_

BY: \_\_\_\_\_ Officer \_\_\_\_\_

**Corporate Seal affixed below**