



CONDOMINIUM ASSOCIATION, INC.

CONDOMINIUM APPLICATION PROCESS

The mandatory application and lease / purchase approval process for residency is as follows:

NOTE: This procedure must be followed for seasonal rental, month to month rental, annual rental or purchase of a condominium property.

- The Tenant Evaluation Process begins online with a background check for all applicants over the age of 18 that desire to be residents of the Paseo Condominium Development. All applications must be submitted online at www.tenantev.com per the attached instruction form.
- Applicants will be charged a fee of \$100 per application. This is payable by credit card at the time of submission.
- According to our governing documents, the Board reserves **21 business days** from the time the Association receives your successfully completed application from the Tenant Evaluation System. Please allow sufficient time prior to the lease start date for approval.
- All applicants over the age of 18 must be listed on the lease as well as on the application in order to be approved as an occupant and be able to use the facilities at Paseo.
- No applications will be approved for leases less than 30 days (with the exception of the month of February) and more than 12 months maximum.
- **Pets are prohibited for any rental lease.** Only owners of units may have pets. A notification will be sent to all provided email addresses in the application regarding the approval status. Approved renters will receive a Rental Approval Certificate.
- The lease is not a valid lease until the Association's Board of Directors approves the applicant(s).
- In the case of the purchase of property, you will receive your Certificate of Approval at closing.
- The Association must have a contact phone number on file for all residents.
- Once approved, in order to gain access to the amenities, you must present your signed Certificate of Approval to Member Services of the Master Association at the Village Center, along with a copy of your lease or settlement statement and driver's license or valid picture ID.

KW Property Management
11611 Paseo Grande Blvd.
Ft. Myers, FL 33912

239-834-6309



TENANT EVALUATION CUSTOMER SUPPORT NO.: 305-692-7900

STEP 1

- A) VISIT: WWW.TENANTEV.COM**
- B) ENTER CODE: 6677**
- C) BEGIN YOUR ONLINE APPLICATION**

STEP 2

- D) SIGN: AFTER COMPLETING STEP 1, YOU WILL HAVE THE OPTION TO COMPLETE YOUR ONLINE APPLICATION NOW OR COMPLETE IT LATER. IF YOU CHOOSE TO COMPLETE IT LATER, YOU WILL RECEIVE AN EMAIL WITH THE LINK TO ACCESS YOUR ONLINE APPLICATION AT ANY TIME. IF APPLICABLE, ONCE YOU HAVE COMPLETED AND SIGNED ALL FORMS, YOUR CO-APPLICANT WILL RECEIVE A SEPARATE EMAIL TO COMPLETE THEIR SIGNATURE.**
- E) UPLOAD: AFTER COMPLETING STEP 1, WE WILL SEND YOU, AND YOUR CO-APPLICANT (IF APPLICABLE), AN EMAIL WITH THE LINK TO UPLOAD THE REQUIRED DOCUMENTS TO COMPLETE YOUR APPLICATION.**

Identity Theft: You can be charged with identify theft if you enter another person's name or social security number, or any other information other than your own on an application. Conviction for identity theft carries with it some potentially heft penalties. In fact, the Identity theft Penalty Enhancement Act signed into legislation in 2004 established identity theft as a federal crime. The law sets the penalty for identity theft at up to 15 years in prison and paying as much as \$250,000 in fines.

PASEO, A CONDOMINIUM
RULES AND REGULATIONS – Version 2 – June 2018

The rules and regulations for Paseo, a Condominium (the “Condominium”) hereinafter enumerated shall be deemed in effect until amended by the Board of Directors of Paseo Condominium Association, Inc. (the “Association”), and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said rules and regulations, and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, lessees and all other persons over whom they exercise control and supervision. The initial Rules and Regulations are as follows:

1. Building Appearance and Maintenance.

A. Streets, sidewalks, driveways, entrances and stairs must not be obstructed or encumbered or used in any manner for any purpose other than ingress and egress to and from the units, nor shall any bicycles, wagons, carts, chairs, benches, tables or any other objects of a similar nature be left therein or thereon.

B. Personal property belonging to unit owners shall not be stored outside their units or garages, except that plants and outdoor furniture may be stored on verandas.

C. The limited common elements and common elements shall be kept free and clear of refuse, debris and other unsightly materials.

D. No person shall sweep or throw any dirt, waste or other substances out of the unit or the limited common elements.

E. Garbage and trash shall be securely bagged in white plastic trash bags. Recyclable material shall be securely bagged in clear plastic bags. All cardboard boxes shall be broken down and flattened. All trash and recyclables may be placed outside the garage of each unit for pick up by the Association’s trash valet service on Monday and Thursday mornings by 9:00AM.

F. No sign, advertisement, notice or other similar material shall be exhibited, displayed, inscribed, painted or affixed, in or upon any part of units, limited common elements or common elements by any person other than the Association without prior written approval of the Board of Directors.

G. No unit owner or resident, or their families, guests, employees, agents or visitors shall at any time or for any reason whatsoever, climb or enter upon the roofs of the buildings.

H. All window and door coverings, whether draperies, curtains, shades, blinds, or other materials visible from the exterior of the unit, shall be white or off-white or neutral in color.

I. No lights, light displays or ornamentation may be permanently affixed to any unit, including patios, balconies, or lanais without the express consent of the Board of Directors.

J. No bicycles, baby strollers or carriages or similar vehicles or toys shall be stored, placed or maintained on verandas, patios, lanais, or porches, nor shall any linens, cloths, towels, clothing, rugs, mops, or laundry of any kind, or other articles be shaken or hung from any of the windows or doors, verandas, patios, lanais, or porches, or exposed on any part of the limited common elements or common elements. Limited common elements include condominium owners’ balconies, patios and lanais.

2. Alteration of Condominium. Unit owners are specifically cautioned that their right to make any addition, change, alteration or decoration to the exterior appearance of any portion of the Condominium is subject to the provisions of the Declaration of Condominium and to further regulation by the Paseo Master Property Owners Association (“Master Association”). No unit owner may install screen doors, screen their balconies, terraces and lanais, apply any type of film or covering inside or outside of window glass or doors without prior approval of the

Association. No additions or alterations may be made to the outside of any condominium unit, common element or limited common element. Any changes or alterations with regard to the addition of screening must be presented in writing to the Board of Directors and the Master Association for prior approval accompanied by written plans and specifications or drawings. All work must be done by a licensed and insured contractor. Proof of insurance and license must be presented at the time of application to the Association. The Board of Directors may approve such requests only if the Association is protected against or indemnified as to construction liens and / or claims arising from such work.

3. Emergencies in Owner's Absence. In order that proper steps and procedures may be taken in minimum amount of time during an emergency situation, the Association shall retain pass-keys to all units. The locks of each unit shall not be changed or altered in any way that would prevent such Association access when the unit is unoccupied without providing the Association with a duplicate key for such entry. Any unit owner who plans to be absent from his or her unit for an extended period of time must prepare the unit prior to departure in the following manner:

A. By removing all furniture, plants and other objects from around the outside of the unit.

B. By designating a responsible caretaker to care for his or her unit should the unit suffer any damage caused by storms, hurricanes, winds, violent acts of nature or other emergency including water leaks. The Association shall be provided with the name of each unit owner's designated caretaker. Such caretaker will notify the Association prior to making any entry into the unit during the unit owner's absence in an emergency.

4. Pets. There are restrictions in the Declaration of Condominium on the number and type of pets allowed in the Condominium. Pets shall be leashed or carried at all times while on the common elements or Association property. Tenants and guests of unit owners are not permitted to have pets on Condominium property; however, the Board of Directors reserves the right to make exceptions to the aforementioned prohibition against the keeping of pets by tenants and guests in individual and limited circumstances where the keeping of the pet is medically necessary or integral to the well-being of the tenant or guest.

5. Parking of Vehicles. Parking behind garages in the condominium community is prohibited. Temporary parking is allowed behind garages for loading and unloading purposes only and a vehicle may not remain parked behind the garage for more than 30 minutes. The exception to this prohibition is a vendor's service vehicle making repairs to the unit. The Association management should be notified of the exception for maintenance. Parking is available in designated areas on the streets and within the perimeter of the Quad units. Designated parking is not intended for use by boats, motorcycles, recreational vehicles, campers, motor homes, trailers, commercial trucks or non-operational automobiles. Only pick-up trucks that fit within the dimensions of a unit owner's garage may be parked on the street or designated parking areas. No repairs or maintenance of vehicles may be performed on the Condominium property outside of garages, except emergency repairs. Vehicles may be washed on the owner's driveway, unless an exclusive area in Paseo is specifically designated therefor by the Board of Directors of the Association, or by the Master Association. Because parking spaces are limited in number, each owner is specifically cautioned that the Association may prohibit owners and/or occupants of any unit from keeping more than two (2) motor vehicles on the premises on a regular or permanent basis.

6. Nuisance. No unit owner shall make or permit any disturbing noises by himself / herself, his / her family, guest, invitee, lessee, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit owners. No unit owner may play upon or permit to be operated a stereo, television, radio, ipod or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the Condominium. No music may be played outside of an owner's unit.

7. Outdoor Cooking/Grilling. No outdoor cooking or grilling shall be permitted on the common elements, limited common elements or elsewhere on Condominium property, unless such an area is specifically designated by the Board of Directors for such purpose. If outdoor cooking or grilling is permitted, the Board shall have the right to promulgate rules and regulations governing all aspects thereof. No burning charcoal may be left unattended in the community parks.

8. Moving. Any person moving furniture, furnishings or other personal property in or out of a unit must notify the management company in advance of such move. All such moving activity shall occur Monday through Saturday between the hours of 8:00 a.m. and 6:00 p.m.
9. Right to Speak at and Electronically Record Board and Member Meetings. A unit owner wishing to speak at a Board or members' meeting on a particular agenda item must sign in with the Association prior to commencement of the meeting. A unit owner may only speak one time and for up to three (3) minutes, and only while the agenda matter is on the floor for discussion. A unit owner wishing to electronically record a Board meeting or members' meeting shall give written notice to the Association's management, Secretary or Chair, not less than five (5) minutes advance notice before commencement of the meeting. The recording equipment or device used by the unit owner shall not produce distracting sounds or light emissions, and shall be assembled and placed in position in advance of commencement of the meeting in a location acceptable to the Association. Persons using recording equipment must do so from their seats. No unit owner shall be permitted to move about the room during the meeting in order to facilitate such recording.
10. Use of Common Elements and Association Property. Common areas and Association property shall only be used for their designated purposes. Unit owners shall be held financially responsible to the Association for any damage to the common elements or Association property or improvements, systems or equipment thereon caused by a unit owner or his or her family, guests, invitees, lessees, and all other persons over whom the unit owner exercises control and supervision.
11. Compliance with Rules and Regulations by Guests and Lessees of Unit Owners. Unit owners shall furnish to all guests and lessees a copy of the rules and regulations, and shall be responsible for their compliance. Violations of the rules and regulations should be reported to the Association's management in writing.
12. Hazardous Waste and Substances. No inflammable, combustible, or explosive fluid, fuel, chemical, hazardous waste or substance shall be kept in any unit or limited common element, except those necessary and suited for normal household use.
13. Posting of Signs. Posting of signs is prohibited except by the Association. Picketing is strictly prohibited on any and all condominium property.
14. Guests. All guests who occupy the unit in the absence of the unit owner shall register with the Association or management company.
15. Minors. All minors under the age of eighteen (18) shall be under the direct control and supervision of a responsible adult.
16. Plants and Shrubbery. No exterior plantings or shrubbery shall be altered, moved, removed or added to without the prior written approval of the Association. Under no circumstances may any unit owner or unit owner designee tap into or modify the irrigation system serving the condominium property.
17. Notices. All notices of members' meetings, Board meetings shall be posted on the bulletin boards located throughout the Condominium.
18. Applicability: Fines. These rules and regulations shall apply equally to all owners and their families, guests, lessees and invitees. Violations are subject to fine as set forth in the Bylaws and the governing documents of the Association.

NOTE: These rules and regulations do not constitute all the restrictions affecting the Condominium property. Reference should be made to the governing documents of the Paseo Condominium Association and the Paseo Master Association.