



**Cayman Homeowner's Association**  
**Tarpon Cove Community Association, Inc**  
 C/o American Property Management Services  
 8825 Tamiami Trail East, Naples, FL 34113  
 Ph: (239) 774-0105 / Fax: (239) 774-0112  
[CHoles@americanpms.net](mailto:CHoles@americanpms.net)



**Application for Approval to Lease**

**Instructions: Please submit application, lease agreement and fees at least TWENTY (20) days prior to lease start date.**

SUBMIT WITH APPLICATION:

- **Copy of Signed Lease Agreement**
- **THREE letters of personal reference**
- **\$50 NON-REFUNDABLE application fee payable to: CAYMAN HOMEOWNER'S ASSOCIATION**
- **\$50 NON-REFUNDABLE Application Processing fee payable to: AMERICAN PROPERTY MANAGEMENT SERVICES**
- **\$50 (NON-REFUNDABLE) PER ADULT OCCUPANT for a Criminal Background Check payable to: AMERICAN PROPERTY MANAGEMENT SERVICES**
- **Copy of photo ID for all adult occupants**
- **\$20 Gate Bar Code fee payable to: TARPON COVE COMMUNITY ASSOCIATION**

**PLEASE TYPE OR PRINT LEGIBLY**

Current Owner \_\_\_\_\_

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_

Lease Start Date \_\_\_\_\_ Lease Ending Date \_\_\_\_\_ (30-day Minimum)

Name of Sales/Rental Agent/Agency Involved \_\_\_\_\_

Agent's Ph # \_\_\_\_\_ Agent's Email \_\_\_\_\_

First Applicant's Full Legal Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_ Ph # \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Driver's License # \_\_\_\_\_ St \_\_\_\_\_

Business or Profession (even if retired) \_\_\_\_\_

\*Are you an active service member as defined by Florida Statute 250.01(21)? Yes \_\_\_\_\_ No \_\_\_\_\_

Second Applicant's Full Legal Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_ Ph # \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Driver's License # \_\_\_\_\_ St \_\_\_\_\_

Business or Profession (even if retired) \_\_\_\_\_

\*Are you an active service member as defined by Florida Statute 250.01(21)? Yes \_\_\_\_\_ No \_\_\_\_\_

The governing documents of Tarpon Cove Community Association provide an obligation of the homeowners that all homes are for single-family use. Please state the names, relationship and age of all other residents who will occupy the home.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
_____		_____
_____		_____

Person to be notified in case of emergency: \_\_\_\_\_

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

**VEHICLES: (No commercial or oversized vehicles may be parked outside garage)**

Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Yr \_\_\_\_\_ Tag # \_\_\_\_\_ St \_\_\_\_\_

Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Yr \_\_\_\_\_ Tag # \_\_\_\_\_ St \_\_\_\_\_

- **Vehicles used for personal transportation, and not commercially, which do not exceed the size of the garage, are authorized. Commercial and recreational vehicles are prohibited unless parked in the garages with the door closed. \_\_\_\_\_ (initial here)**
- **No overnight street parking is permitted anywhere in Tarpon Cove \_\_\_\_\_ (initial here)**
- **Guests and tenants are not permitted to have pets. \_\_\_\_\_ (initial here)**
- **Owners who permit tenants to bring pets will be fined \$100 per day to maximum of \$500, regardless of whether or not the Owner is aware of the pet(s). Owners may recover this money from the deposit fee paid by their tenants.**

I/WE agree that all information is truthful and correct. I/WE are aware that any approval is VOID in the event of false statements in this application.

By signing below, I/WE specifically authorize the Board of Directors and American Property Management to institute an investigation of my background and agree that the information contained in this application may be used in such investigation, and that the Board of Directors and Officers of the Tarpon Cove Community Association itself and APMS, shall be held harmless from any action or claim by me in connection herein or any investigation conducted.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# RULES & REGULATIONS

1 June 2013

The following Rules and Regulations are guidelines taken from the Governing Documents that every owner agreed to as a condition of purchase within Tarpon Cove. In an effort to maintain our safety, security, property value and overall "Quality of Life" the Board of Directors respectfully insists that you abide by these guidelines.

These Rules and Regulations do not purport to constitute all of the restrictions affecting the TCCA communities and its common property. Reference should be made to the Condominium and Community Association's documents which can be viewed on the TCCA Community website. [www.TarponCove.info](http://www.TarponCove.info).

1. Resident and Renter vehicles used for personal transportation, and not commercially, which do not exceed the size of a garage, are authorized. Commercial and recreational vehicles are prohibited unless parked in garages with the door closed. Vehicle maintenance outside garages is not permitted on the Community property. No inoperable or unsightly vehicles may be kept on Community property.
2. No daytime "on street" parking is allowed on Tarpon Cove Drive with the exception of service vehicles providing temporary services. No overnight parking on any street within the Community. No parking on the grass.
3. All Rules regarding the use of each community pool will be adhered to as posted.
4. No exterior reception antenna or any exterior wiring for any purpose may be installed without the written consent of the Directors and ARB (Architectural Review Board).
5. No one shall make any changes to, place anything upon, affix anything to or exhibit anything from any part of the Condominium or HOA property visible from the exterior of the building or from common elements without the prior written consent of the Directors and the ARB.
6. All common elements inside and outside the buildings will be used for their designated purposes only, and nothing belonging to owners, their family, tenants or guests shall be kept therein or thereon without the approval of the Directors, and such areas shall at all times be kept free of obstruction. Owners are financially responsible to the Association for damages to the common elements caused by themselves, their tenants, guests and family members.
7. No more than 2 dogs, cats, birds, and other customary non-exotic (snakes are prohibited) quiet and inoffensive household pets not being kept or raised for commercial purposes shall be permitted upon the following conditions:
  - a. Anywhere within the TCCA Common Community pets shall be under hand-held leash or carried at all times.
  - b. All pet feces must be removed by owners or handlers immediately. Pets that are considered vicious, noisy or otherwise unpleasant will not be permitted in the Community. In the event that a pet has become a nuisance, as determined by the Directors, written notice will be given to the owner or person responsible and the pet must be removed from the Community property within four (4) days.
  - c. Renters are not allowed to have pets in accordance with each neighborhood Documents.
8. Disposal of garbage and trash shall be only by the use of receptacles provided by the Association within Condominium Communities. All trash must be carried to the trash dumpster. All trash containers used within the HOA section of the Community must be stored inside the garage.
9. All persons occupying residences, other than the owners, shall be registered with the property manager before the time of their occupancy of the residence. **THIS INCLUDES RENTERS AND EXTENDED STAY HOUSEGUESTS.**
10. Residences may not be rented for periods of less than one (1) month or more than four (4) times per year.
11. A completed rental application must be submitted to American Property Management 30 days prior to "start date" and must be approved by the Neighborhood Board of Directors prior to occupancy. A printed copy of these Rules and Regulations are considered part of the Rental Application and must be initialed by the renter, owner or the owner's agent prior to approval of any rental application.
12. Each renter will be required, as a condition of renting, to purchase a bar code sticker that will be applied by the property manager to the registered vehicle listed on the rental application. The bar code sticker will remain active throughout the time period as approved in the rental application.
13. No residence may be permanently occupied by more persons than the number of bedrooms times two. No residence may be temporarily occupied including overnight guests than the number of bedrooms times two, plus two.
14. The Association shall retain an access key to all residences, and the owners shall provide the Association with a new or extra key whenever locks are changed or added for the use of the Association pursuant to its statutory right of access to the residences. In the event that access is considered required by the property manager or Director and a key is not in possession of the property manager, a locksmith will be hired to gain access at the expense of the owner.

- 15. Children shall be under the direct control of a responsible adult. Children under the age of 12 may not be permitted to run, play tag or act boisterously on the condominium property. Skateboarding, "Big Wheels", or loud or obnoxious toys are prohibited. Children may be removed from the common elements for misbehavior by or on the instructions of the Directors.
- 16. Loud or disturbing noises are prohibited. All radios, televisions, tape machines, compact disc players, stereos, singing and playing of musical instruments, etc. Shall be regulated to sound levels that will not disturb others and if used at or in the vicinity of the pool shall be used only with earphones. No vocal or instrumental practice is permitted after 10:00pm and before 9:00am.
- 17. Use of barbecue grills (For other than one and two family dwellings), no hibachi, gas-fired grill, charcoal grill or other similar devices used for cooking , heating or any other purpose shall be used or kindled on any balcony or under any overhanging portion or within 10 feet of any structure. Listed electric ranges, grills or similar electrical apparatus shall be permitted." Per order of the Florida Fire Control and Rescue District.
- 18. Illegal and immoral practices are prohibited.
- 19. Lawns, shrubbery or other exterior plantings shall not be altered, moved or added to without permission of the Chairman of the Landscape Committee with the except on HOA property where owners are permitted to plant "Florida friendly" plants with the stipulation that they must be maintained at their expense.
- 20. Laundry, bathing apparel, beach and porch accessories shall not be maintained outside of the residences or limited common elements (lanais), and such apparel and accessories shall not be exposed to view.
- 21. No nuisance or any type or kind shall be tolerated anywhere within the Community property.
- 22. Nothing shall be done or kept in any residence or in the common elements which will increase the rate of insurance on the buildings or contents thereof, or which would be in violation of any law or building code.
- 23. Persons moving furniture and other property into and out of residences must do so only Mondays through Saturdays between the hours of 8:00am and 5:00pm moving vans and trucks used for this purpose shall only remain on condominium property when actually in use.
- 24. Repair, construction, decorating or re-modeling work shall only be carried out on Mondays through Saturdays between the hours of 8:00am and 5:00pm.
- 25. These Rules and Regulations shall apply equally to owners, their families, guests, staff, invitees and lessees.
- 26. The Board of Directors may impose a \$100 a day up to \$1,000 fine for each violation of these Rules and Regulations or any other Association covenants.

By signing below, I/We acknowledge receipt of these Rules and Regulations understand them and agree to abide by them.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

**Action taken by Board of Directors:**

- Applicant Approved                       Applicant Disapproved

\_\_\_\_\_

Association President / Board Member/Manager

\_\_\_\_\_

Date