

**CURLEW LANDING HOMEOWNERS ASSOCIATION**  
**c/o Ameri-Tech Community Management, Inc.**  
**24701 US HWY 19N, Suite 102**  
**Clearwater, FL 33763**  
**727-726-8000 Fax 727-723-1101**  
**TENANT APPLICATION**

Completed Tenant Application and Attachments must be Submitted At least 20 days prior to occupancy. Upon receipt of the completed background check(s), an interview appointment will be made by the Welcome Committee. **This meeting MUST be held BEFORE occupancy can take place.**

In order for a Tenant Application to be considered, a completed form (filled out in its entirety) must be accompanied by a *certified check or money order* in the amount of \$150.00, plus a background check fee of \$50.00 for each tenant over the age of 18. Please make payable to Curlew Landings Homeowners Association. This is a non-refundable processing fee. **No application will be processed without the Application and Background Fees.**

I (We) hereby apply for approval to lease \_\_\_\_\_  
In Curlew Landings for the period beginning \_\_\_\_\_  
And ending \_\_\_\_\_. A copy of the proposed lease is attached.

I (We) hereby allow Tenant Check/Tenant Screening Now and/or the Curlew Landings Homeowners Association to inquire into my criminal, rental and employment history. I understand that I cannot claim any invasion of privacy against them now or in the future.

I (We) understand that the proposed leased property is a "single-family" residence only. For the purpose of this document a "single-family" residence is defined as no more than two people per bedroom.

I (We) understand that each property is allowed two (2) vehicles and CANNOT be parked on the street at any time. Use driveway, garage, or specified parking spot.

I (We) understand that a maximum of two (2) pets are allowed and must be kept on a leash at all times.

I (We) have reviewed, understand, and agree to abide by the "Curlew Landings Rules and Guidelines" as posted on their website ([www.curlewlandings.org](http://www.curlewlandings.org))

I (We) understand that no unit shall be leased or rented for a period of less than ninety (90) days in compliance with the City of Dunedin Zoning Regulations.

I (We) understand and agree that in the event the Curlew Landings Homeowners Association approves this Tenant Application, it is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, in the event of and/or to prevent violations by the Tenant and/or their Guests.

Applicants Initials

1. Full Name of Applicant \_\_\_\_\_ ( ) Single ( ) Married

D.O.B. \_\_\_\_\_ SS# \_\_\_\_\_ Driver's License # \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Work \_\_\_\_\_

Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

2. Full Name of Applicant \_\_\_\_\_ ( ) Single ( ) Married

D.O.B. \_\_\_\_\_ SS# \_\_\_\_\_ Driver's License # \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Work \_\_\_\_\_

Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

3. Current Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Evictions? ( ) Yes ( ) No

4. Please state the name, relationship and age of all other persons under the age of 18 who will be occupying the property on a regular basis (anyone over 18 must be listed as an applicant):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age \_\_\_\_\_

5. List (3) personal references (local if possible):

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

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

6. Person to be notified in case of an emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Make/Model of Car: \_\_\_\_\_ Year: \_\_\_\_\_ License # \_\_\_\_\_

Make/Model of Car: \_\_\_\_\_ Year: \_\_\_\_\_ License # \_\_\_\_\_

8. Pets: Dog/Cat \_\_\_\_\_ Breed: \_\_\_\_\_ Weight \_\_\_\_\_

Dog/Cat \_\_\_\_\_ Breed: \_\_\_\_\_ Weight \_\_\_\_\_

( ) Applicant initials

**9. Mailing address for billings and notices connected with this application if other than current address:**

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

**10. Name of Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**11. Rental Agent/Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**12. Have you ever been arrested? ( ) Yes ( ) No If yes, please give details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Date**

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

**Date**

( ) Application Approved ( ) Application Denied

\_\_\_\_\_  
**Director's Signature**

**Attachment Check List:**

- ( ) Copy of your Tenant Lease Agreement
- ( ) Copy of Driver's License or Government issued picture ID
- ( ) Please initial each page of your application where indicated

**BACKGROUND INFORMATION FORM**

DATE: \_\_\_\_\_

I / We \_\_\_\_\_, prospective

tenant(s) / buyer(s) for the property located at \_\_\_\_\_

Managed By: \_\_\_\_\_ Owned By: \_\_\_\_\_

Hereby allow TENANT CHECK and or the property owner/ manager to inquire into my/ our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I/ we understand that on my/ our credit file it will appear the TENANT CHECK has made an inquiry. I/ we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK now or in the future .

**PLEASE PRINT CLEARLY**

**INFORMATION:**

**SPOUSE/ ROOMMATE:**

SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER LICENSE#: \_\_\_\_\_

DRIVER LICENSE#: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

HOW LONG? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

LANDLORD & PHONE: \_\_\_\_\_

LANDLORD & PHONE: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

HOW LONG? \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED ?  
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN ARRESTED?  
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?  
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?  
(CIRCLE ONE) YES NO

**SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**TENANT CHECK HOURS OF OPERATION;**

**IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A**

**MONDAY - FRIDAY : 9:00 a.m. - 5:30 p.m.  
SATURDAY: 11:00 a.m. - 4:00p.m.**

**SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT.**

ALL ORDERS RECEIVED AFTER 5:00 pm (3:30 p.m on Sat)  
WILL BE PROCESSED THE NEXT BUSINESS DAY

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR  
REALTORS / PROPERTY MANAGERS/ APARTMENT COMPLEXES/  
MOBILE HOME PARKS/ CONDOMINIUM ASSOCIATIONS / EMPLOYERS

**TENANT CHECK FAX#: (727) 942-6843**

# Curlew Landings HOA Rules and Guidelines

March 28, 2024

*Curlew Landings HOA is governed in accordance with the Declarations, Covenants, Bylaws of the Association. In Accordance with these documents a Board of seven (7) elected members are responsible for ensuring that the financial interests, common areas, rules, and regulations are effectively administered and enforced. The Board believes we have one of the nicest communities in the area. When simple rules and guidelines are observed by each resident (members and lessees) we will continue to have a beautiful, neighbor-friendly community. A well-maintained community has a positive effect on the value of all our properties.*

*The following is a summary of the bylaws. The bylaws in their entirety should be read by each homeowner. They are available on the website as well as by contacting [curlewlendings@gmail.com](mailto:curlewlendings@gmail.com).*

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**ARCHITECTUAL IMPROVEMENTS** – Any changes made to the common areas of the property, or the exterior of a unit, must be approved by the Board. These changes include, but are not limited to, additions (where screened porches are located), new windows and doors, porch changes including screens and landscaping. Forms and other documents related to this can be found at the Curlew Landings website ([www.curlewlendings.org](http://www.curlewlendings.org)) on the DOCUMENTS page. It is listed as ARC Application Packet ([www.curlewlendings.org/documents](http://www.curlewlendings.org/documents)).

**AUTOMOBILES** – Unregistered vehicles are not permitted to be parked in the community. Any such vehicle is subject to towing at the owner's expense. No vehicle should ever be parked on the street. Visitors are to use specified visitor parking areas located around the property. Residents are not permitted to make repairs to automobiles on the property. This includes oil changes and tune-ups.

**BBQ/GRILLS** - No gas or wood fired BBQs can be stored on any 2<sup>nd</sup> or 3<sup>rd</sup> floor balcony. All grills can only be used a minimum of 10ft from the building.

**BICYCLES, BOATS, AND JET SKIS** – Residents must store all bikes and other recreational vehicles indoors or in garages. No watercraft can be stored on the property at any time.

**COMMERCIAL VEHICLES** – Commercial vehicles are not permitted to be parked overnight for extended periods of time. If you are having contractor work done on your unit, please notify the board if a commercial vehicle will be parked in the community for more than three nights.

**LANDSCAPE** – Plantings done by residents are to be approved by the Board prior to actual work. All planting done by residents are the responsibility of the resident. Before removing any vegetation, an ARC form must be submitted and approved by the Board prior to removal. Please see landscape guidelines on the Curlew Landings website ([www.curlewlendings.org](http://www.curlewlendings.org)).

**LESSEES (RENTERS)** – Unit owners are responsible for the conduct of their lessee or tenants and shall be responsible for their compliance with the rules of the Association. All lessees or tenants shall be subject to approval by the Board, prior to the lessee moving in. Please be sure your lessee has a copy of these Rules and Guidelines. **Under no circumstances may a secondary area within a unit be rented out. Only ONE lessee per unit. A unit may only be rented out for a MINIMUM of 90 days.** All lessees must be approved by the board using the RENTAL/TENANT Application on the website (<https://www.curlewlendings.org/documents>).

Any guest present for 20 days within any 30-day period is considered a tenant and must fill out a rental/tenant application.

The unit owner is responsible for communicating any community announcements (including rules and bylaws) to their tenants.

**NOISE AND NUISANCE** – Noise levels should be kept at a minimum between the hours of 11pm and 8am. No trash should be left on the property except in unit receptacles. No offensive or illegal activities may be conducted in any unit or on community property.

**NO PARKING ZONES** – Vehicles parked on the street or in no parking zones shall be towed at the owner's expense.

**PATIOS** – No storage, including non-motorized watercraft, sandbags or refuse may be stored on an open patio. No clothesline or laundry is to be hung on the outside of any property at any time. This includes patios and balconies.

**PETS** – Each unit owner may have a maximum of two pets. Pets must remain on a leash at ALL TIMES. It is the pet owner's responsibility to pick up after your own pet IMMEDIATELY.

**POOL** – *Thank you for following these rules to help everyone enjoy our pool.*

- ◆ Pool hours are dawn-dusk (subject to change).
- ◆ Please keep the gate closed and locked at all times.
- ◆ Children under 16 are to be supervised by an adult at all times at the pool and clubhouse.
- ◆ All guests must be accompanied by a resident.
- ◆ No food or drink allowed in the pool area.
- ◆ No glass containers in the pool area AT ALL.
- ◆ Pets are not allowed at the pool.
- ◆ Please use swim diapers for the little ones.
- ◆ No running, diving, or horseplay.
- ◆ Please close and secure the umbrellas prior to leaving the pool. (This helps protect the umbrella and other property if a high wind or storm occurs.) Please dry off prior to entering the clubhouse and bathroom. (Use caution on slippery floors.)

**SIGNS/FLAGS** – No resident shall post or fix any sign or flag on any portion of the common area nor post a sign on their unit which may be seen from the exterior of the unit (United States, Military and Florida state flags are allowed). This includes Campaign Signs/flags.

**SKATE BOARDING** – Skateboarding is not allowed anywhere on the property. Skateboarding accidents are not covered by HOA insurance policies.

**SPEED LIMIT** – The speed limit in the community is **10 MPH**. Residents and their guests are expected to observe the speed limit at all times. Please drive safely!

**STOP SIGNS** – Please observe ALL stop signs in our community.

**TEMPORARY STRUCTURES** - No temporary structures such as buildings, tents, pools, shacks, furniture, or trailers can be erected or left on the property at any time.

**TERMITE & RODENT TRAPS** – Termite and rodent traps shall not be removed or disturbed by anyone at any time. Any person removing traps shall be financially and legally responsible.

**IN THE EVENT THAT ANY RULE/RESTRICTION IS IN VIOLATION, THE BOARD HAS THE RIGHT TO PROCEED VIA LAW OR CIVIL TO COMPEL THE OWNER TO COMPLY.**

## **Additional Important Information** –

**CLUBHOUSE RENTAL** – The Clubhouse is available for rental for meetings or social functions with a prior reservation. The Clubhouse Rental Packet is available on the website ([www.curlewindings.org](http://www.curlewindings.org)) on the DOCUMENTS page ([https://docs.wixstatic.com/ugd/07338f\\_4a3ee32d10d0410a85e596310fbab041.pdf](https://docs.wixstatic.com/ugd/07338f_4a3ee32d10d0410a85e596310fbab041.pdf)). Any damages are the responsibility of the unit owner.

**CLUBHOUSE RULES** – Residents are encouraged to use the clubhouse responsibly. When you leave, please make sure A/C or heat is turned off and the front door is properly locked. Parties or any get-together should be approved by the above Clubhouse application.

This document is not meant to be all inclusive. The Declaration of Covenants, Conditions and Restrictions of Curlew Landings provides detailed information concerning all aspects of the community. They are available online at the Curlew Landings website on the DOCUMENTS page - <https://www.curlewindings.org/documents>.

**COMMUNICATIONS**– Community information is available in several locations:

1. The bulletin board located in front of our clubhouse.
2. Our community website: [www.curlewindings.org](http://www.curlewindings.org). There are certain documents on the site that are password protected. Please email [curlewindings@gmail.com](mailto:curlewindings@gmail.com) for the password.
3. Emails and Newsletter- if you are not receiving these and would like to please email [curlewindings@gmail.com](mailto:curlewindings@gmail.com) with your name, email address and Curlew address.
4. Facebook - <https://www.facebook.com/groups/1744443685772447/>

\*\*Facebook is not an official HOA communication. All communication to the board should be done via email.

The email for the board is [curlewindings@gmail.com](mailto:curlewindings@gmail.com). We will be sure to help you in any way we can, but remember this is a volunteer position and it may take a few days for response. The contact information for our property manager can be found on the home page at [www.curlewindings.org](http://www.curlewindings.org).

Dock Association is a separate entity and can be reached at [www.curlewindingsdock.com](http://www.curlewindingsdock.com)

**VOLUNTEERING at CURLEW LANDINGS** – We love volunteer help at Curlew Landings. If you have an idea for a community project you would like to undertake, please check with the board first! You can bring your idea to a board meeting. Check [www.curlewindings.org](http://www.curlewindings.org) for meeting time and date.

**MAINTENANCE FEES** –Checks should be sent to:

AMERI-TECH Property Management, Inc.  
24701 US Highway 19 N. Suite 102  
Clearwater, FL 33763

Strict policies will be enforced for delinquent fees or assessments.

**WORK ORDERS** – Work order forms are found on the Curlew Landings website ([www.curlewindings.org](http://www.curlewindings.org)) at this link: [curlewindings.org/work-order-form](http://curlewindings.org/work-order-form). Please be as specific as possible. Photos or attachments can be sent to the property manager.

If you find a broken pipe or sprinkler, please mark the location by some safe method to help the maintenance person find and repair it.