

**APPLICATION PROCEDURE FOR PROSPECTIVE BUYERS
WINDSOR HOUSE 217**

Prospective Buyer(s):

- Obtain Buyer Application Packet from one of the following: Seller, Windsor Website, Board Member.
- All paper work and fees must be received at least (15) days prior to the expected closing date.
- All applicants must be available for an interview prior to final approval. Occupancy prior to final approval is prohibited.

Prospective Buyer(s) Submit:

- Complete the Windsor House Application for Buyers & Renters Form, Criminal Background and Credit Check form, Proof of Age.
- **Color copy** of a valid driver's license, state issued ID or passport for each person who will reside in the Windsor House unit.
- Non-refundable processing fees:
 1. Application Fee - \$75 per person/couple
 2. Criminal Background Check - \$60 per person
 3. Credit Check - \$63 per person

Make out "one" check for all the above fees payable to Town Shores of Gulfport #217. Attach a copy of the check with the completed forms

- Copy of Windsor House Rules are to be read & each page initialed and dated as proof of acceptance

Prospective Buyer(s):

- Mail all items via US Mail to:

Town Shores of Gulfport #217
3210 59th Street South
Gulfport, FL 33707
- Or return all items directly to the Windsor House Board of Directors president or secretary

Interview Buyers:

- Upon receipt of all the application items, an interview will be scheduled between the Windsor Board members and the prospective buyer(s). During the interview the Windsor House Rules and Regulations will be reviewed. Prospective buyers are to bring the following items to the interview if not already provided:
 1. Termite Inspection
 2. Proof of HO6 Condominium Insurance or commitment notice
 3. Car Registration Form
 4. Consent for Email Form
 5. Pet Information Form
 6. Move in Security Deposit - A \$100 refundable deposit separate check payable to Town Shores of Gulfport #217. It will be returned after move in is completed if there is no damage. Move in must be scheduled with the Board to ensure elevator availability Monday – Friday 8 am – 5 pm.

<p style="text-align: center;">APPLICATION PROCEDURE FOR PROSPECTIVE BUYERS WINDSOR HOUSE 217</p>

7. Voting Certificate Form
8. ACH Form for Monthly HOA payment
9. Unit Owner / Tenant Update Form

Following the Interview Buyers:

- With approved application forms, the Windsor House will issue and Approval of Sale.
- The Master Association office will complete the Sellers Status of Assessment and Buyer and Seller may then proceed with the sale and transfer of the unit.

After Closing Buyers

- After closing the Buyer must provide a copy of the deed to the Windsor board showing title and a copy of the closing statement.
- After taking possession of the unit, a duplicate set of keys must be given to the board. These keys are kept in a secure office location and are only used in case of emergency or when access to your unit is needed and you are not available. Pest control is performed twice a year.
- Ensure you receive the following: a copy of the Blue Book from the Seller, two Owner ID Tags and two guest ID Tags, mailbox key, key to storage area.

Windsor Rules to Note

- Use of units is solely as a single-family residence
- No commercial vehicles, boats, trailers, motor homes, campers, recreational vehicles are permitted to park on the premises overnight
- One vehicle is permitted to park in deeded parking space. Guest parking may not be used for a 2nd vehicle
- Children under 14 years of age are not permitted to reside in the unit but may visit for a limited period of time (30) days
- No washing machines/dryers are permitted in any unit except the 12 stack (units ending in #12)
- There is a limitation on the number of rental units allowed in the building. All rental units must be approved by the Board. The minimum rental period is 3 months. A copy of the lease must be provided to the board. All lease extensions or renewal leases require the approval of the Board. Interview not required for renewal.
- The Windsor is a NO Smoking building. You cannot smoke in any common area, only in your unit.
- If you decide to purchase a unit in the Windsor House, you agree to abide by the rules and policies present in both our Blue Book and House Rules. You are also agreeing to follow any future policies adopted by the Windsor Board.

Windsor House #217 Application for Buyers & Renters

Today's Date: _____ Occupancy Application for Unit #: _____ Buy/Rent: _____

Owners Name (if Renter): _____

1st Applicants Legal Name: _____

Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Cell Phone#: _____

Email Address: _____

Are you a U.S. citizen? Y or N (If no, what country?) _____

Is the purchase being financed? _____ If so, Mortgagee _____

Rental Term (minimum 3 months) from _____ to _____ A copy of the lease must be provided. All extensions or renewal leases require an approval of the Windsor Board.

I represent the above information is true and consent to further inquiry concerning this information.

Signature: _____ Date: _____

2nd Applicant Information

2nd Applicants Legal Name: _____

Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Cell Phone#: _____

Email Address: _____

Are you a U.S. citizen? Y or N (If no, what country?) _____

I represent the above information is true and consent to further inquiry concerning this information.

Signature: _____ Date: _____

Windsor House #217 Application for Buyers & Renters

Estimated Move in Date: _____

Will anyone else be living in this condo? Y or N (If yes, complete additional application packet including processing fees)

Realtor Information

Name and Brokerage: _____

Phone: _____

Email: _____

Permission for Background and Credit Check

I/We hereby allow the Windsor House 217 Board of Directors to inquire into my/our background to obtain information. I/We cannot claim any invasion of privacy against them now or in the future.

1st Applicant Signature: _____

2nd Applicant Signature: _____

PLEASE NOTE

- If the information on this application is incorrect or incomplete, that it causes us to repeat the background search, any additional charges will be the responsibility of the applicant and must be paid before an interview can be scheduled.
- Approval for sale is contingent upon all financial matters with the Condominium Association referenced above including, but not limited to, maintenance fees, assessment, and late fees being paid in full through the closing date of sale.

Interviewed by Signature	Interview Date	Approved / Rejected

Date Received: _____

Town Shores Masters Association, Inc.

3210 59th Street South Gulfport, FL 33707

Telephone:727-945-9491 – Fax:727-347-2438

TO: TENANT SCREENING NOW

FROM: TOWN SHORES WINDSOR BUILDING

RE: APPROVAL FOR A CRIMINAL BACKGROUND AND CREDIT SEARCH

I, _____ give my permission to Town Shores of Gulfport to run a **Criminal Background** check and **Credit Check** for me as potential buyer or renter of a condominium unit in Gulfport, Florida.

The Town Shores Master Association will only receive a copy of the invoice and will not be privy to the results of the background check and credit check. The results will only be emailed to the designated HOA Board members of each building.

SS#: _____

Unit # : _____

Signed: _____

Date: _____

Phone # : _____

Email Address : _____

WINDSOR PROOF OF AGE

Unit #: _____

Owner/Renter Name: _____

Phone #: _____

Email Address: _____

Our Declaration on Condominium and By-Laws were amended to meet the requirements for an exemption from the Fair Housing Amendment Act of 1988. The exemption is needed to provide housing for older persons.

One of the terms of the exemption required eighty percent of the units to have at least ONE permanent occupant 55 years of age or older.

According to HUD, the Association MUST verify and keep records on file to prove that the age requirements for the exemption are met on a continuing basis. The purpose of this form is to provide that proof.

1. _____ Place a check here if there is at least ONE permanent occupant in your unit age 55 or older

2. _____ Place a check here if there is NO permanent occupant in your unit age 55 or older.

Signature of Owner/Renter

Date

Please attach proof of age for qualifying occupant as indicated by one of the acceptable documents below:

- Color Copy of Driver’s License/State Identification Card
- Copy of Passport
- Copy of Birth Certificate accompanied by government photo ID
- Copy of Baptismal Certificate accompanied by government photo ID

R1. Owners, and their guests, when walking their dogs or cats on the outside of condominium property, shall only use the designated pet walking areas to allow said pets to relieve themselves. These areas are restricted to the sidewalk area to the farthest northern boundary of the property and in the grassy area to the southeastern area of the property. Signs are posted in both areas. While getting from one's unit to the designated area discussed above, owners of dogs and or cats must have such pet on a leash no longer than 3 feet so that the owner has complete control of animals and leashes cannot wrap around others walking in the common areas of property. Unit owner's must prevent all animals from relieving themselves until they get to said designated areas. This is to prevent someone from slipping and falling on walkways or roadways where an animal has relieved itself. The leash restriction does not apply in those areas designated as pet walking areas, but common courtesy and common sense should be used when others are also using same areas at the same time. While in front of the building, on the bench or in lobby, owners are required to always keep dogs and cats on 3 foot leashes keeping walkways open, clear and not blocking walkways. Guests visiting the condominium with their dogs must conform to the weight limit stated in the Declaration of Condominium. Any Unit owner wishing to have a certified Assistance Animal occupy unit is to present an application to the Board, which will be kept confidential. Upon review of said application and conclusion of doing so, Board will accept or contact Associations counsel for determinations if Board needs clarification. If the law requires us to have updated annual applications for the need of having an assistance animal the Board will contact unit owner for their assistance.

R2. Unit owners are not allowed to place items such as plants, personal items, etc. in common areas such balconies and walkways. Small Tables and chairs are allowed only while in use by the unit owners and shall not block those wishing to pass by. Nothing should be left on balconies, walkways or rear patios during times winds are forecasted above 20 miles an hour. Putting anything on outdoor windowsills, including window boxes, is not permitted.

R3. Speed limits on Building property shall be Five (5) mph.

R4. Adoption of Rules for Board Member and Unit Owner Meetings; Regular, Annual and Special. Meetings are to be called by the Chairperson of the Board or Board Members and Unit Owners as per the Bylaws of Condominium and Florida Statute 718. The Board will conduct their meetings following the Agenda Method of Roberts Rules of Order and all that attend will be expected to follow them to the best of their ability. Anyone who wishes to speak on any certain Item, on the agenda, must sign in five (5) minutes prior to the beginning of the meeting and will have no more than three (3) minutes to share their comments. This will happen at the beginning of the meeting after roll call is taken and prior to Old Business and New Business discussions start. All wishing to address the board shall use the microphone provided in order that all present can hear the person speaking. Meetings shall last no longer than ninety (90) minutes unless a motion is made and seconded and carried to go longer, by a board member in the case of a board meeting and or a unit owner in the case of the general members meeting. Unit owners are encouraged to ask a board member to put something of interest on the agenda

and when doing so must do it before the time needed to post an agenda per bylaws and FL Statue 718.

R5. There shall be no smoking, which includes vaping and use of electronic cigarettes, by unit owners nor their guests while on walkways, balconies, in lobbies and laundry rooms, in staircases, in common areas other than the designated areas. Designated areas of the common area are located on the north most boundary of property along the sidewalk adjacent to Shore Blvd. South. There are receptacles along the hedges and two benches for the convenience of smokers. Unit owners and their guests who smoke in their units shall do everything in their power to restrict and confine the secondhand smoke to the interior of their unit, as in other situations, not create a nuisance or hazard to others in or on the condominium property.

R6. When replacement of flooring in a unit is done, soundproofing must be done to prevent or reduce noises to transfer through to unit below. First floor units are exempt from this rule.

R7. Unit owners are responsible for getting copies of renewals of Rentals to the Secretary

R8. Work being done by contractors or by unit owners, in the unit, are limited to the hours of 8am and 5pm, Monday thru Friday. No Saturday or Sunday work is allowed unless approved by at least 4 board members in writing and by special exception or in emergencies. There shall be no loud noises nor disturbances to other unit owners when given these exceptions.

R9. Unit owners or their contractors are not allowed to drag anything up or over the railings by hand or when using a lift truck or crane. Railings and walkway flooring outside units are to be protected by blankets or protective covering when anything is being lifted over them or contractors are working, cutting in that area. At no time shall a unit owner perform or change plumbing, electrical or structural work unless they have a license from Pinellas County and the state of Florida to do so. If they hire another person to do so the same applies. To do so without such licenses is a felony in a condominium in the State of Florida.

R10. All work done by contractors is to be shared with Board by filling out forms describing scope of work, dates of commencement of work and names, phone numbers and addresses of contractors. These forms must be filled out and handed to the Board prior to start of work being done. Anyone performing work must have proper licenses and insurance per Fl. Statute 718 and Pinellas County regulations and laws. When Contractors are required to use service elevators, it must be arranged by unit owner with a board member 24hrs in advance and protective blankets must be put up inside cab of elevator.

R11. All correspondences to the board must be signed and either mailed to the club house address or placed in the mailbox in lobby marked "Windsor Mail". Unless it is an emergency, Board Members are not to accept nor acknowledge correspondence without it being in writing from either unit owners, venders, or others. A paper trail must be part of our Condominium files.

R12. When unit owners are selling units, termite inspections must be done and copy of inspection must be delivered to Board prior to the prospective buyer's interview. Sellers of units are also responsible for relinquishing both owners ID tags and guest ID tags to new buyer. Board Members doing interview of prospective buyers will attempt to inform those being interviewed, if they do not get the said tags, they could be looking at a monetary charge of the cost of the ID Tags at the time of the sale for acquiring new ones.

R13. All unit owners must provide the Board all keys to enter units when necessary and when unit owners change door locks to unit, they are required to give the Board a copy of the new key to put in the lock box the Board members manage for emergencies.

R14. Unit owners are required to set AC in the on position and no higher than 78 degrees Fahrenheit when the unit owner is going away for any length of time. This is to prevent mold especially in the summer months. When leaving, Unit owners that have window shutters are required to put them down due to heavy rain or storms. Unit owners are also required to shut off water at the recirculating valves and cold water valves located under all sinks and vanities including the kitchens.

Unit owners are also required to maintain proper water level in toilet bowls in order to keep rodents and bugs out of their unit or other units in the building. It is also required that unit owner place plastic wrap tightly over toilet bowls in order that water does not evaporate.

R15. Unit owners moving in or out of the building, are required to do so from Monday thru Friday between 8 am and 5 pm, not on weekends or holidays, unless prior arrangements are made in writing and approved in writing by at least four (4) board members. Unit owners are to make sure elevators and common areas are protected from damage to the best of their abilities.

R16. At no time shall Unit owners do work, plant, or remove plants or add any structures or ornamental items of any kind, including lights, in or on the common areas of property without the written consent and permission of the Board.

R17. Unit owners are not allowed to perform any electrical, plumbing or changes to construction of the interior of their unit without having the proper permitting and licensing given or authorized by the city of Gulfport and county of Pinellas. Without the proper licensing or permits, individuals doing this type of work in a condominium is regarded as a felony in the State of Florida. Contractors and or unit owners are only allowed to preform above such work stated on units between the hours of 8am and 5pm Monday through Friday unless extenuating circumstances should arise and approved in writing by at least four Board Members.

R18. Propane and Charcoal grills are prohibited on balconies, walkways, behind our building or on the sides of our building. Propane grills are allowed in common areas as established by the Board and managed by the grill committee. Costs of such shall not be incurred by the Association but shall be covered by donations.

R19. Unit Owners nor their guests or their contractors are allowed on the roof of building without the written consent of the Board.

R20. Unit owners must report to the board whenever there is a water leak in their unit. This is to ensure water has not leaked into other units below or to neighboring units on either side.

R21. Unit owners are not to park vehicles in restricted places and adhere to the parking signs on the Windsor property. This includes parking in spots that have been assigned to other owners. Unit owners are responsible for notifying their guests of this rule.

R22. Unit owners are to maintain a clean, uncluttered and a sanitary unit in order to reduce infestation of pests, rodents and other unsanitary situations.

R23. All unit owners are to ensure the Fire Sounders are installed properly and in working order.

R24. Board approval must be granted in writing when unit owners wish to change the style of exterior doors, windows, or the outside colors of the doors or windows. All storm doors are to be white and other units without storm doors are to be either the green approved by the board and on the outside trim of building or White, depending on the style of the door. All the above must conform to the color and style of the building as of this date, 12/14/2022 or until this rule is amended.

R25. All unit owners are to notify the Board, in writing, if they desire to rent their unit. At this time and due to conditional requirements of our insurance company, there shall be no more than 12 rental units in the building at any one time. When a unit becomes vacant the unit owner has no more than 30 days before another unit owner has the right to put their unit up for rent.

R26. All unit owners when away for more than 15 days, must complete a "Resident Away" form and submit it to the Board Secretary before their departure. This form notifies the Board in writing the name of the individual or the company responsible for maintaining their unit while the unit owners are away, all the owners' emergency contact information, if the owner is leaving a car behind, where the keys are located and the name of the person or company responsible for maintaining their car. When the unit owners are away for more than 30 days, the person or company responsible for maintaining the owners' unit must complete the "Resident Away Checklist" at the beginning of each month and deposit it in Windsor Mailbox. This form is included in the "Resident Away" form. This form verifies that the person or company maintaining their unit has completed the following tasks: Checked for any window leaks after heavy rain storms; Poured one cup of bleach or vinegar in the A/C condensate line at the beginning of each month; Verified the A/C is set at 78 degrees and working properly; Checked that all sink stoppers are in place and closed; Checked that all toilet bowls have sufficient water levels in them to prevent vermin from entering and are covered with saran wrap and taped closed; Ensured the refrigerator is working properly; Ensured all dry goods are

stored in air-tight plastic containers, paper & plastic will not keep out rodents, insects, or pests; Started any vehicle that has been left behind; to ensure it can be moved in an emergency. If the form is not submitted, or the Board has no record of a person maintaining the unit, the Association may hire a person or company to maintain the unit, which cost shall become part of the maintenance fee and assessments owed by the unit owner due to the Association. This is for the continued safety and protection of all unit owners' property and health. As per Florida Statutes 718, Board members have the absolute right to enter a unit when they suspect there is a problem such as a water or gas leak, a problem that could cause damage to the property of this unit or other parts of the property. This rule will help to contact those needed quickly in order to minimize any damage that might occur.

R27. All vehicles parked on condominium property must be in good running order and in the event the unit owner is gone from the property for more than 15 days, the unit owner must name an individual to start the vehicle at least 1 time per month to make sure that the vehicle starts, and is able to move that car when the Board of Directors demands that a vehicle is to be moved for maintenance, repair or emergency reasons. In the event the vehicle does not start and cannot be driven, then the Association will have the vehicle towed and the cost of the towing shall be that of the unit owner for failure to comply with this rule, and the Association will have the right to lien for collection.

R28. Any owner, guest, tenant, that owns or uses a gasoline or electric vehicle must remove that gasoline or electric vehicle from any undercover parking space when a mandatory evacuation is ordered in the Windsor Flood Zone or as directed by the Board in an emergency situation and that vehicle must be placed in an area that will not cause damage to the common elements in the event of water intrusion within the vehicle causing a spontaneous fire. If the vehicle is not removed, the Association shall remove the vehicle at the cost of the owner or user of the vehicle, which cost shall become part of the maintenance fee and assessments owed by the unit owner due to the Association.

As of this date, October 1, 2025, any owners, renters, or their invited guests, found not adhering to these House Rules shall receive a warning by The Board and if the violation continues will be reported to the Fining Committee for further action, per Fl. Statue 718.

Windsor Vehicle Information

Date: _____ Unit #: _____ Parking Space#: _____

Name: _____ Phone #: _____

Email: _____

Vehicle Make & Model: _____

Vehicle Color: _____

Vehicle License Plate #: _____

State: _____

Windsor House allows for one (1) parking space and one (1) vehicle per unit unless arrangements are made with another unit owner allowing use of their deeded parking space.

Please make your own arrangements if using or renting someone else's carport or parking space and complete this form along with the Parking Space Rental form so we are able to contact you about your vehicle.

Windsor House Consent for Email

For purposes of fast and easy communication with all Owners, I consent to receive and send email communication with Windsor House #217 Inc Board of Directors as allowed by current Florida Statute utilizing the email address provided by me below:

Today's Date: _____ Unit #: _____

Owner 1 Name: _____

Owner 1 Email: _____

Owner 1 Signature: _____

Owner 1 Phone: _____

Owner 2 Name: _____

Owner 2 Email: _____

Owner 2 Signature: _____

Owner 2 Phone: _____

Communications that are required to be provided in hard copy by current Florida Statute will continue to be hand-delivered or sent by regular mail.

**Town Shores of Gulfport #217
The Windsor House**

Pet Registration

Unit owners are allowed pets as follows:

- One (1) dog which shall not exceed twenty-five (25) pounds
- No more than two (2) cats and/or caged birds

No other animals, such as barnyard animals or reptiles are allowed.

Certified assistant animals are not recognized as pets and are protected by law. Unit owners shall apply for housing an assistant animal and provide the Board the required certifications stated in the Fair Housing Act regarding assistance animals.

Date: _____

Unit#: _____

Owner: _____

Phone #: _____ Email Address: _____

Pet Name 1: _____

Male or Female (circle one)

ESA Yes or NO (circle one)

Include copy of License & Rabies Vaccination Certificate

Pet Name 2: _____

Male or Female (circle one)

ESA Yes or NO (circle one)

Include copy of License & Rabies Vaccination Certificate

**Town Shores of Gulfport #217
The Windsor House**

VOTING CERTIFICATE

Date: _____

Unit#: _____

Owner of Record 1: _____

Phone #: _____ Email Address: _____

Owner of Record 2: _____

Phone #: _____ Email Address: _____

Owner of Record 3: _____

Phone #: _____ Email Address: _____

I/we, the undersigned hereby state that I/we are the owners of the above referenced condominium unit. Pursuant to the By-Laws of the aforesaid condominium unit, I/we do designate **(Name one of your unit's owner's)** _____ as the voting member for the aforementioned condominium unit.

The afore-named voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes in writing the authority set forth in the Voting Certificate.

Signature of All Owners: _____

**TOWN SHORES OF GULFPORT #217
THE WINDSOR BUILDING
UNIT OWNER/TENANT INFORMATION UPDATE FORM**

Unit # _____

Today's Date _____

Select one of the following:

New Owner _____

Closing Date _____

Current Owner _____

Guest of Owner _____

Renter _____

Date of Lease _____ to _____

Primary Contact Information

Name _____

Local Mailing Address _____

Local Phone _____ Cell/Land Line/Work (circle one)

Other Phone _____ Cell/Land Line/Work (circle one)

Email _____

Parking Space # _____

Permanent / Full Time On Property? (Yes or No) _____ If No Complete the following:

Off Site Mailing Address _____

Off Site Phone _____ Cell/Home/work (circle one)

Emergency Contact Information

Name _____

Mailing Address _____

Phone _____ Cell/Home/Work (circle one)

Email _____