

**Windsor West Condominium Association, INC.**

**3706 Broadway #42 Ft. Myers, FL 33901**

**239-771-5464 office, windsorwestboard@outlook.com**

## **Notice of Intent to Lease a unit**

**(Partially completed forms will not be accepted and will be returned)**

**Applicants must have a credit score of 650 or higher to be approved**

and not be convicted felons but mitigating circumstances will be evaluated on a case to case basis

Unit Number/Address

Current Owner's Name & Phone #

Email address of Owner: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**This notice of intent to lease must be accompanied**

**by a legible copy of a photo ID of each occupant over the age of 18.**

- Completed Signed Lease Application
- Copy of Signed Lease contract
- Copy of Driver's License
- All Application fees are non-refundable
- \$150 Application Fee payable by cashier's check or money order to: Windsor West Condominium Association
- No longer will expedite any application
- There is a \$500 refundable Security Deposit required on all rentals, against damages to common elements and non-key fob return (Separate payment please). Payable to: Windsor West
- BACKGROUND CHECK IS NOT REQUIRED FOR RENEWAL OF LEASE
- CREDIT CHECK WILL BE REQUIRED FOR LEASE RENEWAL IF YOU MOVED IN PRIOR TO 4/23/2022. \$40 MONEY ORDER PAYABLE TO WINDSOR WEST MUST BE PAID

**APPROVAL IS REQUIRED BY THE BOARD OF DIRECTORS. LESSEE ACKNOWLEDGES THAT APPROVAL WILL BE BASED ON A PERSON OR VERBAL INTERVIEW WITH A BOARD MEMBER.**

**Occupation of the unit is limited to Lessee and his/her immediate family listed**

**Unit is to be occupied by no more than 2 persons in a 1 bedroom and 4 persons in a 2 bedroom**

**Lease dates from: \_\_\_\_\_ to \_\_\_\_\_**

**CREDIT REPORT AUTHORIZATION  
AND PRIVACY DISCLOSURE FORM**

Agency: Windsor West Condominium Association, INC.  
Address: 3706 Broadway Fort Myers, Florida 33901  
Surety 1: Jill Dideriksen  
Surety 2: \_\_\_\_\_  
Surety 3: \_\_\_\_\_

I hereby authorize the above listed Agency and/or each listed Surety to;

- Obtain my personal credit report from a credit reporting agency of their respective choice,  
and
- To review my personal credit report.

I understand and agree that the above listed parties intend to use the credit report(s) for the purpose of evaluating my financial situation as part of the overall surety underwriting process.

My signature below also authorizes the above listed parties to exchange with each other the complete content of my personal information and credit report. Authorization is further granted to the credit reporting agency to use a copy of this form to obtain any information the credit reporting agency deems necessary to complete my credit report.

I understand that I may revoke my consent to these disclosures by notifying the Agency in writing.

**Applicant 1:**

**Applicant 2:**

\_\_\_\_\_  
Full Legal Name

\_\_\_\_\_  
Full Legal Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Make copies as necessary for all applicants. Completed forms may be either:**

**Scanned & E-Mailed to:**

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

## Windsor West Condominiums-Lease Application

Name of Applicant: (1) \_\_\_\_\_ DOB: \_\_\_\_\_ Soc Sec# \_\_\_\_\_

Present Address: \_\_\_\_\_ email: \_\_\_\_\_

Phone # \_\_\_\_\_ How Long? \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_

If rented, please provide Name/Phone of Landlord: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Co-Applicant: (2) \_\_\_\_\_ DOB: \_\_\_\_\_ Soc Sec# \_\_\_\_\_

Present Address \_\_\_\_\_ email: \_\_\_\_\_

Phone # \_\_\_\_\_ How Long? \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_

If rented, please provide Name/Phone of Landlord: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional Occupant: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Additional Occupant: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Additional Occupant: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

**NOTE: All persons 18 years of age and older who will occupy the unit for any length of time shall be considered a Co-Applicant and must complete a corresponding application. Additional Co-Applicants may require an additional non-refundable fee.**

### Please provide two (2) personal references (local if possible)

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

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

### Please provide vehicle information

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag# \_\_\_\_\_

### Please provide property emergency notification information:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact Numbers \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact Numbers \_\_\_\_\_

### Pet Policy

I/we, the undersigned, acknowledge having read Section 12.6 of the Amendment to the Declaration of restrictions and By-Laws of Windsor West Condominium Association, Inc. pertaining to pets, and agree to comply the Governing Documents of the Association. **I understand and acknowledge that keeping a pet is not allowed at Windsor West Condominium Association:**

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return to: **Windsor West**

- **NO OTHER FORMS WILL BE ACCEPTED**

**APPLICANTS AUTHORIZATION:** Please initial \_\_\_\_\_

## **WINDSOR WEST CONDOMINIUM ASSOCIATION, INC.**

### **RULES AND REGULATIONS**

All of the following Rules and Regulations apply to owners, tenants, guests and their families.

1. All new owners or tenants must complete an application and pay the application transfer fee and be approved by the management company and the association application committee before moving into the unit. Application for approval and a copy of the Rules and Regulations may be obtained from the Condominium office. Minimum lease is ninety (90) days. See Section 13.2 of the Amended and Restated Declaration of Condominium.

2. This is a security building. Entrance doors are not to be left open at any time. When you see a door open (whether owner, tenant or guest) you are obligated to close and secure the door.

3. There is NO lockout service at Windsor West or the management company. Unit owners and renters are responsible for providing a contact with additional keys in the event of a lockout.

#### **4. Patios and Balconies**

A. No signs shall be displayed on the balconies or patios, nor on doors or in windows. No clothing, sheet, blankets, towels, laundry of any kind, rugs or materials of any type shall be hung out or exposed on any part of the common area, including the decks and patios. The balconies and patios are not auxiliary storage area. Only suitable outdoor furniture and potted plants are permitted on balconies and patios, with the exception as follows:

1. No aerials or satellite dishes shall be attached to or hung from the exterior of the building. Satellite dishes may, however, be placed in the confines of the balcony or patio for reception purposes.

B. No propane, charcoal, oil cookers or smokers shall be used or stored anywhere on Windsor West Condominium property. Only charcoal can be used in the DESIGNATED bar-b-que area, and coals must be disposed of in the metal can provided. The association will not be responsible for any property left in the designated area, nor held liable for the use of such property.

5. If the resident is absent from the unit for more than 24 consecutive hours then the water service valve must be shut off for that unit.

6. Both buildings at Windsor West have full service laundry rooms. Individual clothes washing machines are not permitted in a unit. A clothes dryer is permitted only if the vent is piped out through the units sliding glass door AND the vent is filtered so as to eliminate any lint and/or debris to be expelled out the door. It is prohibited to vent the drier into any interior area including corridors and the attic.

7. Each occupant shall keep their unit in a good state of preservation and cleanliness.

\_\_\_\_\_ Initials

They shall not allow anything whatsoever to fall from the windows, doors or balconies. Nor shall they sweep or throw from the doors, windows, balconies and patios any dirt or other substance into

the corridors or halls, elevator or elsewhere in the Building or outside onto the common area grounds.

8. Children shall be under the direct control of a responsible adult. They shall not be permitted to run, play or act boisterously anywhere on the condominium property. Skateboarding or loud obnoxious toys are prohibited. Children may be removed from the common areas for misbehavior by or on the instructions of the Board of Directors.

9. Windsor West is intended to be a peaceful family environment. Any use or practice which is a source of annoyance to other residents or which interferes with the peaceful possession and proper use of the property by its residents is prohibited. No resident shall make or permit the residents family, friends, agents or visitors to make any disturbance in the building or permit anything by such persons which will interfere with the rights, comforts or convenience of other occupants. Sounds from any unit of any kind, including television, radio, stereo, musical instruments and other forms of music or noise producing devices and singing should be kept at low enough volume levels so as not to unreasonably disturb other occupants of the building. This rule applies to both day and evening use and activities.

Annoyances disturbing to 2 or more neighbors shall be considered conclusively an unreasonable disturbance and shall be considered a violation of the Rules and regulations.

10. No unit owner, tenant or guest will be allowed to keep mammalian or reptilian pets on the condominium property at any time. Visiting dogs or cats are not permitted. Only one bird or one fish tank is allowed. (See section 12.8 of the amended and restated Declaration of Condominiums). The exception of a certified service dog MAY be considered and a reasonable accommodation granted. Owners or tenants requesting that a certified dog be allowed to stay permanently on property or with a guest of more than 24 hours must complete the appropriate application and provide the required documentation to the Board prior to bringing said animal on the property. Policy and forms can be obtained from the Management Company.

Residents are prohibited from feeding or harboring a stray animal(s). Feeding or harboring a stray animal(s) shall constitute keeping an animal.

11. The common areas shall be kept free and clear of rubbish, debris, litter and other objectionable matter at all times. All garbage must be contained in a garbage bag deposited in the dumpster located at the southeast corner of the Condominium property. At NO time shall garbage bags or cans be left in the corridors, stairwells, any common area or limited common area such as patios, and balconies of the property. The trash cans in the laundry room and pool area are not shortcut depositories for individual garbage bags. It is prohibited to deposit any kind of organic trash in the laundry room trash receptacle.

\_\_\_\_\_Initials

Name of Applicant: (1) \_\_\_\_\_ DOB: \_\_\_\_\_ Soc Sec# \_\_\_\_\_

Present Address: \_\_\_\_\_ email: \_\_\_\_\_

Phone # \_\_\_\_\_ How Long? \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_

If rented, please provide Name/Phone of Landlord: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Co-Applicant: (2) \_\_\_\_\_ DOB: \_\_\_\_\_ Soc Sec# \_\_\_\_\_

Present Address \_\_\_\_\_ email: \_\_\_\_\_

Phone # \_\_\_\_\_ How Long? \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_

If rented, please provide Name/Phone of Landlord: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional Occupant: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Additional Occupant: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Additional Occupant: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

**NOTE: All persons 18 years of age and older who will occupy the unit for any length of time shall be considered a Co-Applicant and must complete a corresponding application. Additional Co-Applicants may require an additional non-refundable fee.**

**Please provide two (2) personal references (local if possible)**

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

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

**Please provide vehicle information**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag# \_\_\_\_\_

**Please provide property emergency notification information:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact Numbers \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact Numbers \_\_\_\_\_

**Pet Policy**

I/we, the undersigned, acknowledge having read Section 12.6 of the Amendment to the Declaration of restrictions and By-Laws of Windsor West Condominium Association, Inc. pertaining to pets, and agree to comply the Governing Documents of the Association. **I understand and acknowledge that keeping a pet is not allowed at Windsor West Condominium Association:**

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_



Contractor/Subcontractor/construction debris from remodeling a unit is prohibited from being dumped at Windsor West either inside or outside of the dumpsters.

12. Removing a shopping cart from a retail outlet is a federal offense. As such, anyone found bringing a shopping cart onto Condominium property will be subject to \$100 fine and/or reported to the appropriate authorities.

13. All furniture must be moved in or out of the buildings by the entrances and outside stairways. The elevator is not to be used for moving furniture. No furniture may be left in the corridors, stairwells or any common area. No furniture may be left outside the dumpster area without permission from the Association.

14. Each unit is assigned one (1) parking space. In the event that two or more unit owners wish to exchange their spaces, the exchange will be done according to section 12.5 of the Amended and Restated Declaration of Condominium. No vehicle shall be parked in such manner as to prevent access to another person's parking space. All vehicles must be parked by pulling into their assigned space. Backing into a parking space is not permitted. All vehicles must be registered in the office and must contain a current Windsor West parking sticker. The Windsor West Condominium Association reserves the right to reassign parking spaces as special needs arise. When a resident acquires a new vehicle to park on the property, the new make, model, color, and license plate number must be reported in writing to the Windsor West office and acquire a new "WV" parking sticker. Said sticker should be applied to the left side of the rear bumper.

Units having need of more than one (1) parking space must contact the Association in writing with their request.

Any non-registered car parked in a guest spot for more than 10 days in a 14 day period will be towed. Guests staying for more than 14 days are considered residents and must apply for residency. Failure to do so may result in eviction of the unregistered guest/resident.

15. Trucks, commercial vehicles, recreational vehicles, motor homes, mobile homes, boats, campers, trailers and other vehicles.

A. Motor Vehicles: No motor vehicles (including motorcycles) shall be parked anywhere on the property except in an individual assigned parking space. No commercial trucks or vehicles used primarily for commercial purpose (other than service vehicles temporarily present on business) nor any trailers may be parked on community property. Boats, boat trailers, semitrailers, house trailers, campers, travel trailer, mobile homes, motor homes, recreational vehicles and the like any vehicles not in operable condition or validly licensed, may not be kept within the community property. For the purpose of the foregoing sentence, the term "kept" shall mean present for either a period of six (6) consecutive hours or overnight, whichever is less.

B. Commercial vehicles: means all vehicles of every kind, whatsoever, which from viewing

\_\_\_\_ Initials

the exterior of the markings, signs, displays, equipment, inventory, and apparatus or otherwise indicates a commercial use.

- C. Trucks: means any motor vehicle which is used principally for the purpose of carrying goods other than the personal effects of the passengers, whether or not said cabinet box, bed, platform or rack has been enclosed by a cap, topper, or other enclosure. This shall specifically include diesel dual and any vehicle longer than eighteen (18) feet and like vehicles but shall not include passenger "custom" and like vans and SUV's (provided same are not commercial vehicles). It is the intent of this rule not to prohibit passenger pickup trucks unless the vehicle is used to haul or store tools, machinery or supplies. The term truck shall not include Jeeps; if same do not have a cabinet box, bed platform, box or rack as described above and if same are not "non-passenger" vehicles.
- D. Boats: means anything manufactured, designed, marketed or used as a craft for water flotation, capable of carrying one or more persons or personal property.
- E. Campers: means all vehicles, vehicle attachments, vehicle toppers, trailers or other enclosures or devices of any kind whatsoever, manufactures, designed, marketed or used for the purpose of camping, recreation, or temporary housing of people or their personal property.
- F. Trailers: means any vehicles or devices of any kind whatsoever which are manufactured, designed, marketed or used to be coupled to or drawn by a motor vehicle.
- G. Mobile Homes: means any structure or device of any kind whatsoever, which is not self-propelled but which is transportable as a whole or in sections, which are manufactured, designed, marketed, or used as a permanent dwelling.
- H. Motor Homes or Recreational Vehicles: means any vehicles which are self-propelled, built on a motor chassis and which are primarily manufactured, designed, marketed or used to provide temporary living quarters for camping, recreational, or travel use. Vehicles satisfying the foregoing criteria and which contain shower facilities, restroom facilities and full cooking facilities shall be considered motor homes.
- I. No vehicle which is not currently licensed or cannot operate on its own power shall remain on the premises for more than twenty-four (24) hours. As used in this section, the term licensed shall mean that the vehicle displays at all times a license plate which is affixed a sticker indicating that the vehicle is currently registered with the State of Florida or other state as the case may be. A vehicle which has not been moved from the same spot for seven (7) consecutive days shall be presumed to be unable to operate on its own power. If a unit owner wishes to place their vehicle in a state of storage in their parking spot while they are on extended leave from the property, notice must be given to the association of that condition. Any member of the Board or any of the Boards agents,

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who has reasonable cause to believe that the vehicle is unable to operate on its own power shall affix a warning sticker thereto to notify the owner that the vehicle is considered to be in violation of the association Rules and regulations. The owner of such vehicle shall have 24 hours from the date and time affixed to the sticker to respond to the Board or their agent and demonstrate that the vehicle can operate on its own power. If the owner cannot so demonstrate; or if the owner does not contact the Board or its agent, the vehicle may be towed at the owner's expense.

- J. A speed limit of five (5) miles per hour applies through the association property. Unnecessary vehicle noises are to be avoided within the grounds.
- K. Vehicle maintenance is not permitted within the community. For purposes of this section, vehicle maintenance shall include but not be limited to, changing of oil or any other fluids, engine maintenance or repair, body maintenance or repair. Cleaning the interior of the vehicle, waxing and checking fluids is permissible. Washing the exterior of any vehicle is prohibited at all times. Emergency repairs to vehicles, such as changing a flat tire, are allowed.
- L. Vehicles, including but not limited to moving vans, may not be driven onto the community lawn areas or walkways without prior consent of management. The unit owner shall be responsible for the expense of restoring any landscaping, common area or irrigation system to their original condition if any damage occurs.

16. Bicycles must be kept in the outside bicycle storage area or in the residents unit. Bicycles must NOT be stored on the patios, balconies or stairwells. The Association will not be liable for loss or damage.

17. All correspondence, suggestions, or complaints must be submitted to the office or the Management Company in writing, as well as change of name, telephone number, and or car make, model, tag number.

18. The party room may be used by owners and tenants but must be reserved in advance, in writing to the office. A fee and/or deposit for the use of the party room may be charged. Contact the office or the Windsor West agent for the fee schedule.

19. Persons moving furniture and/or property into and out of the residences must do so on Mondays- Saturdays between the hours of 8:00am and 8:00pm. Moving vans and trucks used for this purpose shall only remain on the condominium property when actually in use.

20. Repair, construction, decorating, and remodeling work shall only be carried out on Monday-Saturday between the hours of 8:00am and 8:00pm.

\_\_\_\_ Initials

21. Repainting doors and decks their existing color may be permitted prior to regular scheduled association maintenance, provided the paint color and type approved by the Board of Directors is used.

22. Residences may not be rented for periods of less than ninety (90) consecutive days. All rentals require an approval submittal of an application to the Board of Directors. A copy of the Rules and Regulations must be given to the tenants and guests by the owner or the owner's agent. House guests are not permitted for more than an occasional visit. An occasional visit is one which does not exceed fourteen (14) days. Any visit in excess of fourteen (14) days shall require approval by the association which may require submittal of an application and payment of a transfer or application fee or security deposit. No one shall sub-lease their unit. See Section 13.2 of the amended and restated Declaration of Condominium.

23. All owners who lease their unit are required to, upon the current tenant at the time vacating the unit, arrange with Pesticide Company to "bomb" the unit. A receipt for the bombing service will then be given to the management company as proof of compliance.

24. Pest problems determined to originate from a particular unit will be responsible for the extermination expense of all infected surrounding units.

25. No residence may be permanently occupied by more persons than the number allowed by Federal housing standards. The maximum number of persons allowed shall be a factor of 2 per bedroom.

26. For each rental, a refundable damage deposit shall be paid in the amount of \$500.00 either by the owner of the unit or the lessee, to offset any potential damages to the condominium common elements. This refundable security deposit will be held in a non-interest bearing escrow account within CNL bank in Ft. Myers, Florida and is refundable per statutes if there are no claims for damages to the common elements, against the owner or lessee of the unit, by the association. In those cases where the owner has paid the security deposit, he/she may carry the deposit over to be applied to the next lessee, but this must be put in writing and maintained in the owner file.

27. Windsor West Condominiums is smoke-free. No smoking is permitted in the interior sections of the common elements (hallways, lobby, laundry rooms, restrooms, elevator, exercise room or party room) or within 25' of any exterior door of the building. If any resident finds it necessary to smoke, the resident must do so within the confines of their unit or beyond 25' of any exterior door of the building.

28. The following rules apply to the "weight room" and "party room":

1. All children under the age of 16 must be accompanied by an adult
2. Equipment use is for residents only
3. Please secure and wipe down weights and exercise equipment after each use.

\_\_\_\_\_ Initials

4. All equipment should be returned to its designated storage spot when finished.
5. Continuous misuse of the equipment, exercise, or party room will result in the resident being errantly barred from utilizing the room.

29. If the resident is going to be absent from the unit for an extended period of time of more than 7 days, or if the unit is considered vacant, or otherwise unoccupied, it is the owners responsibility to periodically check the condition of the unit for water leaks or another type of material failure that could lead to damage to their unit, surrounding units and surrounding common area.

30. The Board of Directors may impose a fine of up to \$100 per day for each violation of the Rules and regulations or any of the condominium documents per the Florida Statutes See Section 14.13 of your amended and restated bylaws.

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Occupant Signature

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Occupant Signature

**WINDSOR WEST CONDOMINIUM ASSOCIATION, INC.**  
**POOL RULES**

**\*\*\* USE THE POOL AREA AND POOL AT YOUR OWN RISK.**  
**THERE IS NO LIFEGUARD ON DUTY.**  
**THE ASSOCIATION IS NOT RESPONSIBLE FOR ACCIDENTS OR INJURIES.\*\*\***

- 1) Pool and sauna hours are from dusk to dawn.
- 2) Children under the age of 16 must be accompanied by an adult.
- 3) You must shower prior to entering the pool to remove suntan oils.
- 4) No glass bottles cups, containers are allowed at the pool at anytime.
- 5) No food or drink or smoking in the pool at any time.
- 6) No Diving into the pool.
- 7) No running around the pool area.
- 8) No splashing in the pool.
- 9) Diaper aged children must wear swim diapers with waterproof pants over the diaper in and out of the pool.
- 10) Music can be played softly so as to not disturb others or head phones should be used.
- 11) Do not annoy other swimmers with rafts, loud yelling or rough play in the pool or pool area.
- 12) Use common sense and courtesy when at the pool or in the pool area.

**WINDSOR WEST CONDOMINIUM ASSOCIATION**  
**C/O SWFL CAM Services**  
**10231 Metro Parkway, Fort Myers, FL 33966**  
**239-243-8700 office 239-245-8302 fax [assn@swflcam.com](mailto:assn@swflcam.com)**

**OWNER'S RESPONSIBILITY FOR MAINTENANCE:**

**If you are a tenant, contact your owner.**

- Issues with your air conditioning, cleaning the air conditioning line quarterly, plumbing or electrical items are the owner's responsibility. Please contact a local vendor for assistance.
- Any issues that are related to the common property (exterior walls, doors, hallways, laundry facilities, stairways, parking etc.) are the responsibility of the Association. Please contact the Association Management company, SWFL CAM Services to report the problem at 239-243-8700 or email to [cathy@swflcam.com](mailto:cathy@swflcam.com). Please be specific with your complaint or concern, identifying the location and date and time.
- If you observe any Rules and Regulations violations please report them directly to Cathy in writing or via email. All such complaints will remain anonymous.

**OWNER'S RESPONSIBILITIES FOR WATER LEAKS:**

**Periodically there can be water leaks inside condo units and in the common areas of the buildings. The financial responsibility for these problems are spelled out clearly in the Association documents.**

- **INSIDE A CONDO UNIT:**

The water shut-off valve is located inside the unit, normally by the water heater. Any leak from a water line that serves only your unit is your responsibility. Any line that services more than one unit is the responsibility of the Association. Leaks from an adjacent unit will become an issue for your own insurance coverage or your out of pocket expense, unless the other

responsible party is willing to handle the costs of repair. Usually a leak from an adjacent unit will require further investigation, including opening walls/ceilings to find the source and assign responsibility. A SIMPLE TEST HELPS IDENTIFY WHO IS RESPONSIBLE: After identifying a leak, turn off the water shut off valve for the unit. If the leak stops after a reasonable amount of time, it is probably your responsibility. If not, it is more than likely from a main line serving other units or from an adjacent unit. Either way, it is imperative that you notify the Management Company immediately so a report can be filed.

- **COMMON AREA LEAKS (ie: laundry room hallways, pool, etc.)**  
These are the responsibility of the Association, unless negligence by a user can be proven, in which case that party will be invoiced for any damages.

**I HAVE READ AND UNDERSTAND THE  
RESPONSIBILITIES IDENTIFIED ABOVE**

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Owner signature

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Date

---

Tenant Signature

---

Date



### SATELLITE DISH LEASE ADDENDUM

In order to use a satellite dish for the use of television viewing in your apartment, the resident(s) located at \_\_\_\_\_ Unit # \_\_\_\_\_ Ft. Myers, FL 33901 must comply with the following regulations:

- The premises of your apartment include the patio, balcony or private fenced-in yard areas for the exclusive use of the lease premises. This does not include exterior walls, railing, roof, windowsills, or any common area outside the leased premises.
- The satellite dish or any parts, attachments, supports, or pieces cannot protrude past the outside portion of the balcony, balcony railing, patio or private yard area.
- Drilling holes of attachment of the satellite dish or any of its components, supports, or pieces to the building façade or any common area portion of the property is prohibited.
- Free standing satellite dishes must be mounted on a manufactured pole or tripod assembly sold for the purpose of holding or supporting satellite dish. No homemade or non-manufactured satellite mounting systems are allowed.
- Wiring from a satellite dish to lessee apartment cannot be attached to or cross and common area. All wiring must be properly secured and covered to prevent it from causing injury to lessee occupants, guests, property staff or any persons doing work at or visiting said property or lessee's apartment.
- Lessee is not allowed to hook up any additional households to their satellite dish with the intent to see or offer the signal to other residents or guests. Management prohibits the transfer of any signal or communication from satellite through any common area halls, walls, attics, basements, or any other areas deemed to be outside the lessee premises.
- Resident must provide and maintain renter's insurance providing liability coverage for both personal injury and physical damage resulting from the satellite dish. Proof of both personal injury and physical damage resulting from the satellite dish. Proof of coverage must be presented at each lease renewal period. If for any reason the insurance policy lapses, lessee agrees that they will remain responsible for any and all damage resulting from erecting a satellite dish of lessee premises.

Windsor West Condominium Association cannot guarantee that the apartment lessee is occupying is located where they are able to receive a proper or good satellite signal. Management will not be responsible for any type of quality problems with the signal reception.

\_\_\_\_\_  
RESIDENT SIGNATURE / DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
RESIDENT SIGNATURE / DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
RESIDENT SIGNATURE / DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
RESIDENT SIGNATURE / DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
LANDLORD AGENT / DATE

**WINDSOR WEST CONDOMINIUM ASSOCIATION**  
**C/O SWFL CAM Services**

**I acknowledge receiving and reviewing copies of the Windsor West Rules and Regulations, pool rules, and responsibility for maintenance and water leaks.**

_____ Unit #	_____ Print Owner/Tenant Name	_____ Date
_____ Signature		

**THIS SECTION FOR ASSOCIATION USE ONLY**

Application fee received: \$ \_\_\_\_\_

Common Element Security Deposit received: \$ \_\_\_\_\_

Security Deposit paid by: \_\_\_\_\_

Parking space assignment: \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ 20\_\_\_\_

COMMENTS:

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# Windsor West Condominium

## Parking form

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

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

Phone #: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Plate #: \_\_\_\_\_

State: \_\_\_\_\_