

West End Town Home Association, Inc.  
c/o Prospera Property Management  
P.O. Box 10162 Tampa, FL 33679  
Phone: 813-434-0290 Fax: 305-675-8210

REQUEST FOR APPROVAL OF OWNERSHIP TRANSFER AND/OR LEASE OF UNIT

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Date: \_\_\_\_\_ Rental Application \_\_\_\_\_ Sales Application \_\_\_\_\_

From: \_\_\_\_\_ Phone# \_\_\_\_\_  
Seller/Landlord

Unit Address \_\_\_\_\_

Closing Date: \_\_\_\_\_ Occupancy Date-rental from \_\_\_\_\_ to \_\_\_\_\_

Is this unit to be leased? \_\_\_\_\_ Yes \_\_\_\_\_ No If the unit is leased, owner agrees to provide the Board of Directors with the application for lease and a copy of lease prior to rental occupancy. If unit is not leased, will owner live in unit? \_\_\_\_\_ Part-time or \_\_\_\_\_ Full Time

Applicant name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN# \_\_\_\_\_

Co-applicant name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN# \_\_\_\_\_  
(If other persons will occupy this unit, please attach a separate sheet as an addendum)

Present Address: \_\_\_\_\_ Phone# \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell# \_\_\_\_\_

Mailing address after closing of sale: \_\_\_\_\_

Employed by: \_\_\_\_\_ Employer Phone# \_\_\_\_\_

Gross monthly income \_\_\_\_\_

Personal reference: \_\_\_\_\_ Phone# \_\_\_\_\_

Bank Facilities: \_\_\_\_\_

Auto Make: \_\_\_\_\_ Auto Model: \_\_\_\_\_ Auto year: \_\_\_\_\_ State/Tag#: \_\_\_\_\_

Auto Make: \_\_\_\_\_ Auto Model: \_\_\_\_\_ Auto year: \_\_\_\_\_ State/Tag#: \_\_\_\_\_

Pets (If allowed) type: \_\_\_\_\_ Pet's weight: \_\_\_\_\_

Real Estate Agent: \_\_\_\_\_ Title Company: \_\_\_\_\_ Phone# \_\_\_\_\_

Where to send approved application \_\_\_\_\_

Applicant acknowledges that all statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. You can expect and hereby authorize that we will (1) check your credit report, (2) check for any past evictions, (3) verify your employment, (4) verify that you have income or assets, (5) verify your previous landlord and references, and (6) perform a criminal background screening. Self-employed applicants may be required to produce upon request two (2) years of signed tax returns or IRS 1099 forms.

Processing an application normally takes between 5-10 business days.

**ALLOW 7 DAYS AFTER COMPLETION TO RECEIVE APPROVAL.**

**THE COST OF BACKGROUND CHECK IS \$75.00 per person over the age of 18 years old in advance and is non-refundable. Pay online at [www.prosperarealty.com](http://www.prosperarealty.com), Pay online, choose applications in the drop down menu.**

**If convicted of a felony within the past seven (7) years, will be a cause of rejection. Any non-felony criminal history and evictions are at the discretion of the board of directors.**



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**ACCEPTANCE OF RULES AND REGULATIONS.**

I, \_\_\_\_\_, covenant and agree that I, the members  
(print name here)  
of my family and my guest will, during occupancy of \_\_\_\_\_  
will comply with the rules and regulations of West End Town Home Association, Inc., as  
reviewed by me during this interview.

ACCEPTANCE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTANCE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MANAGEMENT AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

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**CAR REGISTRATION FORM**

Name of person(s) occupying the unit : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of your unit : \_\_\_\_\_

Phone # of Owner: \_\_\_\_\_

Vehicle Information:

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_

Please be advised, any vehicle on the property for more than 5 consecutive days must be registered with the management office. Any **UNREGISTERED** vehicles may be towed, and the expense will be at the sole cost to the owner of the vehicle.