

PRIORITY ACCESS TO HOUSING AGREEMENT

This Priority Access to Housing Agreement (the "Agreement") is entered into by and between the **City of Venice**, whose address is 401 West Venice Avenue, Venice, FL 34285 ("City of Venice") and **Venice Avenue Apartments, LLC**, a Florida limited liability company, whose mailing address is 8440 Tamiami Trail, Sarasota, FL 34243 ("VAA").

RECITALS

WHEREAS, VAA owns certain affordable housing apartment complexes located at the property more particularly described in the attached **Exhibit "A"** and consisting of rental units with income and rent restrictions as set forth in the State Housing Initiatives Partnership ("SHIP") regulations, Florida Statutes §§ 420.907 *et seq.*, and Florida Administrative Code 67-37, and in accordance with Sarasota County affordable housing initiatives;

WHEREAS, the City of Venice is municipality with a critical need to attract and maintain essential employees and support staff for the operation and administration of the municipality;

WHEREAS, the rising cost of living in Florida has outpaced wages, contributing to the shortage of these critical employees essential to the operation of the City of Venice, many of whom meet the eligibility requirements for affordable housing; and

WHEREAS, the parties desire to cooperate to provide priority access, at no cost to the City of Venice, for those City of Venice employees who apply, and who qualify for, units in Venice Avenue Apartments, an affordable/workforce housing complex.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. Recitals. The above recitals are true and correct and are incorporated herein as a material part of this Agreement.

2. Definitions. For purposes of this Agreement, the following terms shall have the meanings set forth below:

"Eligible Employee" means a current full-time or part-time employee of the City of Venice who is verified by the City of Venice as employed at the time of application and at the commencement of the lease term.

"Employment Verification" means written confirmation issued by the City of Venice, in a form reasonably acceptable to both parties, verifying that an applicant is an Eligible Employee. City of Venice shall be solely responsible for obtaining and complying with all required employee consents, waivers, or authorizations necessary to permit disclosure of an individual's employment status to VAA.

"Priority Access" means the preference granted to Eligible Employees for available units at the Venice Avenue Apartments as set forth in Section 3 of this Agreement. Priority Access is limited to order of application review and does not alter income eligibility, rent restrictions, or any other regulatory requirements applicable to affordable housing.

"Priority Units" means the ten (10) units at Venice Avenue Apartments that VAA shall make available on a priority basis to Eligible Employees pursuant to this Agreement.

"Qualified Applicant" means an applicant who meets (a) all eligibility requirements applicable to the affordable housing program governing Venice Avenue Apartments, and (b) all screening and leasing

criteria established by VAA and applied uniformly to all applicants. The screening and leasing criteria is attached hereto as **Exhibit “B”**.

“Vacancy” or “Vacant Unit” means any housing unit at the Venice Avenue Apartments that becomes available and is not subject to a legally binding reservation or executed lease.

“Venice Avenue Apartments” means the buildings, structures, fixtures, improvements, and all housing units owned by VAA and located at 206 S. Clermont Road, Venice, FL 34292. Venice Avenue Apartments consists of 135 apartments, the make-up of which are: 22 studio apartments, 45 one-bedroom apartments, 45 two-bedroom apartments, and 22 three-bedroom apartments.

3. Priority Access. VAA shall continuously reserve ten (10) units at the Venice Avenue Apartments as Priority Units for Eligible Employees. The number of Priority Units shall be maintained at all times during the term of this Agreement. When a Priority Unit becomes available for leasing, VAA shall follow the procedures set forth in this Section.

3.1. Priority Leasing Procedure.

(a) For each Eligible Employee interested in being added to the waitlist for a Priority Unit, VAA must (“Waitlist Requirements”):

1. Accept applications from Eligible Employees;
2. Verify employment status using the Employment Verification process;
3. Evaluate Eligible Employees as Qualified Applicants; and
4. Receive a deposit in the amount of \$___ (“Reservation Fee”) from the Eligible Employee. If the Eligible Employee enters into a lease with VAA, the Reservation Fee will be applied to the security deposit required under the lease.

(b) All Qualified Applicants that satisfy the Waitlist Requirements will be placed on the waitlist in the order in which the Waitlist Requirements were satisfied.

3.2. Notification of Vacancies. Upon the occurrence of a Vacancy in a Priority Unit, VAA shall promptly notify the first Qualified Applicant on the waitlist of the vacancy and the Qualified Applicant shall have three (3) business days to submit the security deposit required under the Lease. In the event the Qualified Applicant does not submit the security deposit within three (3) business days, VAA may move to the next Qualified Applicant on the waitlist and repeat the process until the vacancy is filled. If there are no Eligible Employees on the waitlist at the time a vacancy comes available, VAA may lease the unit to another Qualified Applicant; provided that once the next Vacancy occurs in a Priority Unit, VAA shall repeat the procedures of this Section 3.

3.3. Employment Termination.

(a) In the event an individual who is an applicant or tenant of Venice Avenue Apartments is an Eligible Employee and such individual’s employment with the City of Venice is terminated for any reason, the City of Venice shall provide VAA with written notice of such termination within five (5) days of the date of termination (“Termination Notice”). City of Venice shall be solely responsible for obtaining and complying with all required employee consents, waivers, or authorizations necessary to permit disclosure of the individual’s employment status to VAA. VAA shall be entitled to rely on any Termination Notice received from the City of Venice without any obligation to investigate or verify its accuracy.

(b) If an applicant’s employment with the City of Venice terminates prior to the start of a lease term, the applicant shall no longer be considered an Eligible Employee and shall not be granted Priority Access.

(c) If a tenant’s employment with the City of Venice ends during a lease term, the tenant may occupy the unit for the remainder of the lease term. However, such tenant shall not be eligible for lease renewal based on Priority Access and will be evaluated consistent with VAA’s general tenant policies and applicable housing regulations.

4. Form of Lease. Any lease entered into pursuant to this Agreement shall be on the form of

Lease attached hereto as **Exhibit “C”**.

5. No Guarantee of Housing. This Agreement does not entitle or obligate VAA to approve any City of Venice employee for a residential lease at the Venice Avenue Apartments. No City of Venice employee is guaranteed a unit. All applicants will be evaluated and selected solely in accordance with the Priority Access procedures set forth in Section 3 above, and VAA retains full discretion in making all leasing decisions.

6. Existing Obligations of VAA. Nothing in this Agreement shall be considered to supersede VAA's existing obligations relative to the Venice Avenue Apartments for which VAA has a financial or regulatory responsibility, including but not limited to those obligations to provide affordable housing in accordance with the various recorded restrictions relative to the Venice Avenue Apartments.

7. Compliance with Fair Housing Laws. VAA and the City of Venice shall administer all priority-access provisions in compliance with the Fair Housing Act, Florida Fair Housing Act, and all related anti-discrimination laws. Nothing in this Agreement shall be construed to permit any preference, restriction, or policy based on a protected class. Any priority or set-aside shall be applied uniformly, without regard to race, color, national origin, religion, sex, disability, or familial status. Priority Access shall not modify, waive, or supersede any requirement under the SHIP program, the Ground Lease, or other applicable federal, state, or local affordable housing regulations. All applicants must meet the definition of a Qualified Applicant regardless of employment status.

8. No Third-Party Beneficiaries. This Agreement is solely for the benefit of VAA, and the City of Venice and no right or cause of action shall accrue to or for the benefit of any third party.

9. Assignments. VAA shall not assign, sell, bargain, convey or transfer their interests in this Agreement without the prior written consent of the City of Venice, which shall not be unreasonably withheld or delayed.

10. Notice. All notices required or under this Agreement shall be in writing and shall be deemed properly given only if: (a) delivered personally; (b) sent by United States certified mail, return receipt requested, postage prepaid; (c) sent by nationally recognized overnight courier service (e.g., FedEx, UPS) with proof of delivery; or (d) sent by email provided that a duplicate copy is sent the same day by one of the methods described in (a)–(c). Notices shall be addressed as follows:

If to the City of Venice:

City of Venice
401 W. Venice Ave
Venice, FL 34285

If to VAA:

Mark Vengroff, Manager
Venice Ave Apartments, LLC
8440 N. Tamiami Trail Sarasota,
FL 34243
Telephone: (941) 993-9563
Email:markv@onestophousing.com

11. Severability. If any sentence, phrase, paragraph, provision, or portion of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, such portion shall be considered an independent provision, and the finding shall have no effect on the validity or the balance of this Agreement.

12. Entire Agreement and Modification. This instrument constitutes the entire agreement between the parties and supersedes all previous discussions, understandings and agreements relating to the matters set forth herein. Any changes to this Agreement shall be made in writing and approved and executed by the authorized representatives of the respective parties.

13. No Partnership or Agency. Nothing in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relations of principal/agent, employer/employee, or joint venture partnership between the parties.

14. Compliance with Applicable Government Agreements with Private Entities. Governmental entities of the State of Florida are prohibited from entering into, amending, extending, and renewing certain contracts and agreements with entities of foreign countries of concern, pursuant to Section 287.138, Florida Statutes, and with business entities that engage in forced labor and human trafficking practices, pursuant to Sections 287.1346, and 787.06, Florida Statutes. Pursuant to VAA's executed Affidavits, attached hereto as Composite **Exhibit "D"**, the VAA attest that they are not affiliated with, and are not, entities of foreign countries of concern, pursuant to Section 287.138, Florida Statutes, and that VAA does not engage in forced labor and human trafficking practices as defined in Sections 287.1346, and 787.06, Florida Statutes.

15. Effective Date; Term and Termination. This Agreement shall become effective upon the date of full execution by the authorized representatives of the VAA and the City of Venice and shall terminate upon thirty (30) days written notice by either party.

16. Headings. The headings of the sections, paragraphs and subdivisions of this Agreement are for the convenience of reference only and shall not limit or otherwise affect any of the terms hereof.

17. Counterpart Signatures. This Agreement may be executed in one or more counterparts, all of which shall constitute, collectively, one and the same instrument.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first written above.

CITY OF VENICE, FLORIDA

ATTEST:

Print Name: _____
Its: _____

Kelly Michaels, City Clerk

APPROVED AS TO FORM:

Kelly Fernandez, City Attorney

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____,
2026, by _____.

Notary Public
Print Name: _____
My Commission Expires: _____

Personally Known _____ (OR) Produced Identification _____
Type of identification produced _____

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first written above.

VENICE AVENUE APARTMENTS, LLC

Print Name: _____
Address: _____

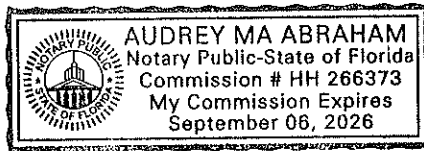
[Signature]

By:
Its:

Print Name: _____
Address: _____

STATE OF FLORIDA
COUNTY OF Sarasota

The foregoing instrument was acknowledged before me this 2nd day of April, 2026, by Mark Vengroff as _____ of Venice Avenue Apartments, LLC.



[Signature]

Notary Public
Print Name: Audrey MA Abraham
My Commission Expires: 6

Personally Known (OR) Produced Identification _____
Type of identification produced _____

EXHIBIT A

Legal Description

Tract 37, Venice Farms, according to the plat thereof as recorded in Plat Book 2, Page 179, Public Records of Sarasota County, Florida.

Parcel Identification Number: 0414100001

The North ½ Tract 38, VENICE FARMS, according to the plat thereof, recorded in Plat Book 2, page 179, of the Public Records of Sarasota County, Florida.

Parcel Identification Number: 0414100005

Exhibit “B”

Tenants’ Screening and Leasing Criteria

At One Stop Housing (“OSH”), the Screening and Leasing Criteria (“Criteria”) for prospective tenants follows the federal and state guidelines.

The Fair Housing Act provides the federal guidelines to qualify a tenant. The prevalent rule is that there should be no double standard. The Criteria will apply uniformly for all applicants.

Qualifying a tenant is not a precise science, and it is almost a case-by-case situation, because it involves people and their lives, therefore several variables are at play.

OSH reserves the right to change the Criteria at any time without prior notice.

The following are the One Stop Housing Property Manager guidelines when screening any prospective tenant:

- Credit. OSH doesn’t check credit.
- Employment. Unless retired, disabled or full-time student, all applicants must be employed.
- Income. Applicants must show an income of a minimum of twice (2x) the rent. OSH considers all lawful, verifiable sources of income.
- Evictions. Applicants with an eviction or history of lease violations that affect resident safety and/or property within the last five (5) years may be denied. OSH considers the circumstances, including the date, underlying reasons, subsequent rental performance, and evidence of stability, since the eviction or lease violation occurred.
- Criminal History and Safety. Applicants may be denied if OSH determines that the applicant’s criminal record presents a material and demonstrable risk to resident safety and/or property. OSH considers the nature, severity, and recency of an applicant’s criminal history. Arrest records that did not result in a conviction will not be considered.
- Civic Compliance. Repeat and constant violation of community rules and lease terms that affect the resident safety, property, and/or quiet enjoyment of others may result in non-renewal or termination of an application.
- Nondiscrimination. Decisions under these Criteria will not be based on race, color, national origin, religion, sex, familial status, disability, or any other characteristic protected by applicable law.
- Reasonable Accommodations and Modifications. OSH will make reasonable accommodations in rules, policies, practices, and services and permit reasonable modifications to premises when necessary to afford a person with a disability an equal opportunity to use and enjoy housing, as required under the Fair Housing Act, 42 U.S.C. § 3604(f), and Fla. Stat. § 760.23(9). Applicants who require an accommodation during the screening process, including extensions of time to provide documentation or alternative forms of income verification, may submit a written request to OSH at any time during the application process.



"EXHIBIT C"

LEASE AGREEMENT BETWEEN _____ LLC AND RESIDENT

THIS LEASE AGREEMENT (hereinafter referred to as the "Agreement" or "Lease Contract") made and entered into this **00/00/0000** by and between _____ whose address is **8440 N Tamiami Trail Sarasota, FL 34243** (referred to as "Owner" or "Lessor") and _____ (referred to as "Resident(s)" or "Lessee(s)").

WITNESSETH:

WHEREAS Owner is the fee owner of certain real property being, lying and situated in _____ County, Florida, such real property having a street address (referred to as "Unit" or "Premises"): _____;

WHEREAS Owner is desirous of leasing the Unit to Resident(s) upon the terms and conditions as contained herein.

WHEREAS, Resident(s) are desirous of leasing the Unit from Owner on the terms and conditions as contained herein.

NOW, THEREFORE, for and in consideration of the sum of TEN DOLLARS (\$10.00), the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. **TERM.** Owner leases to Resident(s) and Resident(s) lease from Owner the above-described Unit together with any and all appurtenances thereto, for a term of one month (30/31 days). Term referred to as month to month.
2. **RENT.** Please be advised without demand. All such payments shall be made to Owner on or before the due date, **Zero Dollars (\$00.00)**. Payable on the 1st day of each month of the term in equal installments to the sum of **Zero Dollars (\$00.00)**. The total rent for the term hereof is the sum that pursuant to the terms of your lease Agreement. Pursuant to such Agreement, you are required to make all payments due and owed until the date of termination. There is no prorated rent for the last month in the event the move out date is prior to the last day of this Agreement. The last month must be paid in full.
3. **DAMAGE DEPOSIT.** Upon the due execution of this Agreement, Resident(s) shall deposit with Owner the sum of **Zero Dollars (\$00.00)**, receipt of which is hereby acknowledged by Owner, as security for any damage caused to the Unit during the term hereof. If not paid in full at the time of execution of this lease, the deposit balance amount will be deemed as rent money and added to any owed future balance. Such deposit shall be returned to Resident(s), without interest, and less any set off for damages to the Unit, and/or for any owed monies (rent, late fees etc.) upon the termination of this Agreement. If the lease is terminated by Landlord due to Resident(s) failure to comply with any of the provisions of this agreement, the damage deposit may be applied to unpaid rent, damages beyond normal wear and tear, and any other lawful charges, in accordance with Florida Statute §83.49. **Resident(s) may not, under any circumstances, use the damage deposit as last month's rent. If the lease Agreement is either cancelled or terminated or sanctioned by**



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a notice of moving out early, by either party and regardless of the terms and nature of all the above-mentioned, the last month's rent will not be refunded.

4. **USE OF PREMISES.** The Premises shall be used and occupied by Resident(s) only (as per application form, not to include "co-applicant"), exclusively as a private single-family dwelling, and no part of the Premises shall be used at any time during the term of this Agreement by Resident(s) for the purpose of carrying on any business. Resident(s) shall not allow any other person(s), to use or occupy the Premises without first obtaining Owner's written consent to such use. Resident(s) shall comply with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises.
5. **CONDITION OF PREMISES.** Resident(s) stipulates, represents and warrants that Resident(s) has examined the Premises and that they are at the time of this Agreement in good order, repair, and in a safe, clean and tenantable condition.
6. **ASSIGNMENT AND SUB-LETTING.** Resident(s) shall not assign this Agreement or sub-let or grant any license to use the Premises or any part thereof without the prior written consent of Owner. A consent by Owner to one such assignment, sub-letting or license shall not be deemed to be a consent to any subsequent assignment, sub-letting or license. An assignment, sub-letting or license without the prior written consent of Owner or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at Owner's option, terminate this Agreement.
7. **ALTERATIONS AND IMPROVEMENTS.** Resident(s) shall make no alterations to the buildings or improvements on the Premises or construct any building or make any other improvements on the Premises without the prior written consent of Owner. Any and all alterations, changes, and/or improvements built, constructed or placed on the Premises by Resident(s) shall, unless otherwise provided by written Agreement between Owner and Resident(s), be and become the property of Owner and remain on the Premises at the expiration or earlier termination of this Agreement.
8. **NON-DELIVERY OF POSSESSION.** In the event Owner cannot deliver possession of the Premises to Resident(s) upon the commencement of the Agreement term, through no fault of Owner or its agents, then Owner or its agents shall have no liability, but the rental herein provided shall abate until possession is given. Owner or its agents shall have thirty (30) days in which to give possession, and if possession is tendered within such time, Resident(s) agrees to accept the demised Premises and pay the rental herein provided from that date. In the event possession cannot be delivered within such time, through no fault of Owner or its agents, then this Agreement and all rights hereunder shall terminate.
9. **HAZARDOUS MATERIALS.** Resident(s) shall not keep on the Premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company.
10. **UTILITIES.** Owner shall be responsible for arranging for and paying for utility services on the Premises (**electric, water, pest control, valet trash, sewer & garbage**). **Resident(s) is responsible to pay for any other services not covered by Owner in section 10, which includes, but not limited to, internet and cable.**
11. **MAINTENANCE.** Resident(s) will, at his/her/their sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition during the term of this Agreement and any renewal



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thereof. Without limiting the generality of the foregoing, Resident(s) shall adhere to the **Community Rules & Regulations (Attachment A)**.

12. **DAMAGE TO PREMISES.** In the event the Premises are destroyed or rendered wholly uninhabitable by fire, storm, earthquake, or other casualty not caused by the negligence of Resident(s), this Agreement shall terminate from such time except for the purpose of enforcing rights that may have then accrued hereunder. The rental provided for herein shall then be accounted for by and between Owner and Resident(s) up to the time of such injury or destruction of the Premises, Resident(s) paying rentals up to such date and Owner refunding rentals collected beyond such date. Should a portion of the Premises thereby be rendered uninhabitable, the Owner shall have the option of either repairing such injured or damaged portion or terminating this Agreement. In the event that Owner exercises its right to repair such inhabitable portion, the rental shall abate in the proportion that the injured parts bears to the whole Premises, and such part so injured shall be restored by Owner as speedily as practicable, after which the full rent shall recommence, and the Agreement continue according to its terms. **Owner will not be responsible** for any damage done to Resident(s) personal belongings. It is the Resident(s) responsibility to get **renters insurance**.
13. **INSPECTION OF PREMISES.** Owner and Owner's agents shall have the right at all reasonable times during the term of this Agreement and any renewal thereof to enter the Premises for the purpose of inspecting the Premises and all buildings and improvements thereon; for the purposes of making any repairs, additions or alterations as may be deemed appropriate by Owner for the preservation of the Premises or the building. Owner and its agents shall further have the right to exhibit the Premises and to display the usual "for sale," "for rent" or "vacancy" signs on the Premises at any time within forty-five (45) days before the expiration of this Lease.
14. **SUBORDINATION OF LEASE.** This Agreement and Resident(s) interest hereunder are and shall be subordinate, junior and inferior to any and all mortgages, liens or encumbrances now or hereafter placed on the Premises by Owner. All advances made under any such mortgages, liens or encumbrances (including, but not limited to, future advances), the interest payable on such mortgages, liens or encumbrances and any and all renewals, extensions or modifications of such mortgages, liens or encumbrances.
15. **LESSEE(S) HOLD OVER.** If Resident(s) remains in possession of the Premises with the consent of Owner after the natural expiration of this Agreement, a new month-month tenancy shall be created between Owner and Resident(s) and will be subject to a possible rental increase with a minimum thirty (30) day notice.
16. **SURRENDER OF PREMISES.** Upon the expiration of the term hereof, Resident(s) shall surrender the Premises in as good a state and condition as they were at the commencement of this Agreement, reasonable use and wear and tear thereof and damages by the elements excepted.
17. **ANIMALS.** Resident(s) shall **not have any domestic animal without prior written consent** from Owner. Dogs are not allowed unless Owner is otherwise given the ability to make reasonable accommodations prior to the possession of the animal by Resident(s). All animals are required to have up-to-date shot records on file in the office. Refer to Attachment G "Animal Addendum."
18. **QUIET ENJOYMENT.** Resident(s), upon payment of all the sums referred to herein as being payable by Resident(s) performance of all Resident(s) Agreements contained herein and Resident(s) observance of all Rules and Regulations, shall and may peacefully and quietly have, hold and enjoy said Premises for the term hereof.



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19. **GENERAL CONDITIONS FOR USE OF DWELLING AND RECREATIONAL FACILITIES.** Resident(s) permission for use of all common areas, Resident amenities, and recreational facilities (together, “Amenities”) located at the Premises is a privilege and license granted by Owner, and not a contractual right except as otherwise provided for in the Agreement. Such permission is expressly conditioned upon Resident’s adherence to the terms of the Agreement and the Community Rules and Regulations in effect at any given time, and such permission may be revoked by Owner at any time for any lawful reason. In all cases, the strictest terms of either the Agreement or the Community Rules and Regulations shall control. Owner reserves the right to set the days and hours of use for all Amenities and to change the character of or close any Amenity based upon the needs of Owner and in Owner’s sole and absolute discretion, without notice, obligation or recompense of any nature to Resident. Owner and management may make changes to the Community Rules and Regulations for use of any Amenity at any time. Additionally, Resident(s) expressly agrees to assume all risks of every type, including but not limited to risks of personal injury or property damage, of whatever nature or severity, related to Resident’s use of the amenities at the Premises. Resident(s) agrees to hold Owner harmless and release and waive any and all claims, allegations, actions, damages, losses, or liabilities of every type, whether or not foreseeable, that Resident(s) may have against Owner and that are in any way related to or arise from such use. This provision shall be enforceable to the fullest extent of the law. THE TERMS OF THIS AGREEMENT SHALL ALSO APPLY TO RESIDENT(S)’ OCCUPANTS, AGENTS AND INVITEES, TOGETHER WITH THE HEIRS, ASSIGNS, ESTATES AND LEGAL REPRESENTATIVES OF THEM ALL, AND RESIDENT(S) SHALL BE SOLELY RESPONSIBLE FOR THE COMPLIANCE OF SUCH PERSONS WITH THE AGREEMENT AND COMMUNITY RULES AND REGULATIONS, AND RESIDENT(S) INTEND TO AND SHALL INDEMNIFY AND HOLD OWNER HARMLESS FROM ALL CLAIMS OF SUCH PERSONS AS DESCRIBED IN THE PRECEDING PARAGRAPH. The term “Owner” shall include the Management, officers, partners, employees, agents, assigns, Owners, Lessor, subsidiaries and affiliates of Owner.
20. **INDEMNIFICATION.** Owner shall not be liable for any damage or injury of or to the Resident(s), Resident(s)’ belongings (including but not limited to vehicles), family, guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part, and Resident(s) hereby agrees to indemnify, defend and hold Owner harmless from any and all claims or assertions of every kind and nature.
21. **DEFAULT.** If Resident(s) fails to comply with any of the material provisions of this Agreement, other than the covenant to pay rent, or of any present Community Rules and Regulations or any that may be hereafter prescribed by Owner, or materially fails to comply with any duties imposed on Resident(s), within seven (7) days after delivery of written notice by Owner specifying the non-compliance and indicating the intention of Owner to terminate the Agreement by reason thereof, Owner may terminate this Agreement. If Resident(s) fails to pay rent when due and the default continues for three (3) days thereafter, Owner may, at Owner's option, declare the entire balance of rent payable hereunder to be immediately due and payable and may exercise any and all rights and remedies available to Owner at law or in equity or may immediately terminate this Agreement.
22. **LATE CHARGE.** In the event that any payment required to be paid by Resident(s) hereunder is not made by the 5th day of each month, Resident(s) shall pay to Owner, in addition to such payment or other charges



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due hereunder, a late fee in the amount of **seventy-five dollars (\$75.00)**. Late Fees are deemed as rent and are added to the owed rent amount.

23. **ABANDONMENT.** If at any time during the term of this Agreement Resident(s) abandons the Premises or any part thereof for a minimum of **fifteen (15) consecutive days**, without prior notice to Owner, Owner may, at Owner's option, obtain possession of the Premises in the manner provided by law, and without becoming liable to Resident(s) for damages or for any payment of any kind. Owner may, at Owner's discretion, relet the Premises, for the whole or any part thereof and for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such reletting, and, at Owner's option, hold Resident(s) liable for any difference between the rent that would have been payable under this Agreement during the balance of the unexpired term, if this Agreement had continued in force, and the net rent for such period realized by Owner by means of such reletting. If Owner's right of reentry is exercised following abandonment of the Premises by Resident(s), then Owner shall consider any personal property belonging to Resident(s) and left on the Premises to also have been abandoned, in which case Owner may dispose of all such personal property in any manner Owner shall deem proper and Owner is hereby relieved of all liability for doing so. By signing this Agreement, the Resident(s) agree that upon surrender, abandonment, or recovery of possession of the Premises due to the death of the last remaining Resident, as provided by Chapter 83, Florida Statutes, the Owner shall not be liable or responsible for storage or disposition of the Resident(s) personal property.
24. **ATTORNEYS' FEES.** Should it become necessary for Owner to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Premises, Resident(s) agrees to pay all expenses so incurred, including a reasonable attorneys' fee.
25. **RECORDING OF AGREEMENT.** Resident(s) shall not record this Agreement on the Public Records of any public office. In the event that Resident(s) shall record this Agreement, this Agreement shall, at Owner's option, terminate immediately and Owner shall be entitled to all rights and remedies that is has at law or in equity.
26. **GOVERNING LAW.** This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Florida.
27. **SEVERABILITY.** If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.
28. **BINDING EFFECT.** The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.
29. **DESCRIPTIVE HEADINGS.** The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the Owner or Resident(s).
30. **CONSTRUCTION.** The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.



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_____ **LLC**
AND RESIDENT

31. **NON-WAIVER.** No indulgence, waiver, election or non-election by Owner under this Agreement shall affect Resident's duties and liabilities hereunder.
32. **MODIFICATION.** The parties hereby agree that this document contains the entire Agreement between the parties and this Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all the parties hereto.
33. **RADON GAS.** The following notification is given pursuant to Florida Statute: "Radon Gas: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit."
34. **DISCLOSURE.** The collection of Social Security number(s) is for the purpose of personal identification and is imperative for the performance of the County's duties and responsibility as it relates to the verification of information disclosed on the application for the Manatee County SHIP/HOME/CDBG Assistance program. Signing of this Agreement is deemed acknowledgement.

Signature Section – Lease Agreement Signature Only
Owner or Owner's Representative

Resident or Residents

_____ 00/00/2026

_____ 00/00/2026



**ATTACHMENT A
COMMUNITY RULES & REGULATIONS**

Welcome to the _____

Tenant(s) Name:
Move in Date:
Physical Address:

**The Management would like to welcome you to your new home!
Please take note of the following Community Rules and Regulations:**

- Your Property Manager is _____ . They can be reached at _____ .
- Office hours are from 9AM-4PM
Appointment Only
Monday - Friday (excluding Holidays).
- Move-in requirements:
 - **Security deposit: \$00.00**
 - **First month's rent: \$00.00**

Initials: _____

- **Rent Due Date:** Rent is due on the 1st day of each month. If not paid by the end of the 5th day of the month, there is a mandatory \$75 late fee to be added to the rent. Late fees will not be waived. Each person listed on the lease is joint and several liable for the monthly rent. All monies are applied to fees before rent.

Initials: _____

- **Online Portal:** An online portal can be created through our rental software "AppFolio." Residents can make payments, create maintenance requests, receive updates, etc through this portal. This is our main source of communication for updates, last-minute notices on the property and urgent matters. Information is sent via text and

email. Residents have the option to opt out of receiving these notifications and bear the liability of being uninformed or misinformed. If Resident(s) chooses to opt out of receiving notifications, it is not the responsibility of

_____ to ensure the Resident(s) is aware of any updates, possible emergencies, etc.

Initials: _____

- **Making Payments:** Rent may be paid via money order (excluding Western Union), cashier's check or online (if applicable) by debit/credit card or ACH. Money order or cashier's checks may be made out to

"_____." All physical payments may be left in the drop box located in the mail/package room. Please be advised that fees may occur for online payments that

_____ is not liable for. NSF fees may apply if a payment is rejected for any reason. NSF fees are not the responsibility of

_____ and are charged by the merchant services. If charged an NSF fee, it is due immediately and will not be credited.



**ATTACHMENT A
COMMUNITY RULES & REGULATIONS**

Cash and personal checks are not accepted under any circumstances.

Initials: _____

- **Rental Rate Changes:** Rents are subject to change with a minimum of thirty (30) day written notice prior to the end of the lease term. If the Resident(s) wishes to not renew their lease, please follow the move out guidelines described in this attachment.

Initials: _____

- **Move Out Policy:** A move out request must be submitted in writing to Management no sooner than thirty (30) days from the requested move out date. It may be submitted via AppFolio, email or in the on-site drop box located inside the mail/package room. Rents are not prorated upon move out. If the requested move out date does not fall within the same month of request (i.e. submitted on the 1st for move out request of the 30th), rent will be owed for the following month. For a February move out, the request must be made in January. If keys are not returned, the unit is not considered vacant, and Resident(s) will still owe rent and are considered to have possession. Possible actions for Management to gain possession could result in eviction proceedings.

Initials: _____

- **Deposit Return Policy:** A forwarding address must be provided in writing to Management, with the move out request. All rent and fees must be current; the unit must be left in rentable condition; all keys must be returned to the office or placed in the drop box on the same day as the move out. Drop box is located

inside the mail/package room. Upon completion of move out, a request will be submitted within fifteen (15) days from keys received.

Initials: _____

- **Renter's Insurance: We encourage every tenant to acquire rental insurance.**

_____ and/or Management are not responsible for damages to your belongings inside or outside of apartments/Premises.

Please check one of the following:

Accept: ____ **Decline:** ____

If you check "Accept," Resident(s) must bring proof of insurance to Management.

- **Appliances:** Beside the appliances supplied by the Landlord such as the range, microwave and the refrigerator, the Resident(s) must not bring in the unit other major appliances such as but not limited to washer and dryer (including portable units).

Initials: _____

- **Damaged Appliances:** Any appliances that are broken or deemed nonfunctional due to Resident(s) negligence will be subject to repayment of cost. It is the Resident(s) responsibility to notify Management upon move-in date of any defective appliances. The cost will be determined at the current market value for replacement. Please note, repairs and/or replacement will not be done until Resident(s) have paid in full.

Initials: _____



ATTACHMENT A
COMMUNITY RULES & REGULATIONS

- **Plumbing:** ONLY toilet paper may be flushed. Any other items, including but not limited to “flushable wipes,” are not permitted to be flushed. If any damage is caused from negligence of this community living environment, the total accrued cost of repairs to the plumbing will be distributed evenly to all Residents, unless the damage caused is determined to be by one individual Resident(s).

Initials: _____

- **Keys & Lockouts:** We are not responsible for lost keys or lockouts. There is a thirty-five-dollar (\$35.00) fee to replace a key during office hours and a seventy-five-dollar (\$75.00) fee to replace a lock during office hours. For lockouts, a locksmith may be called at Resident(s) expense. Locks may not be changed without prior written authorization from Management, and a key must be provided to Management immediately. We advise Residents to make copies of keys at their own expense.

Initials: _____

- **Maintenance Requests:** All maintenance and repair requests must be submitted in writing using the maintenance request form, via the portal (AppFolio). No maintenance or repairs may be done by our maintenance personnel without obtaining it in writing first and a suggested time requested by the Resident(s) for the maintenance and/or repair scheduled. Include as much pertaining information as possible. Do not make repairs yourself, Resident(s) will be held financially

responsible for any damage which may consequently occur. All maintenance repair requests will be handled in the order they are received, unless an emergency takes precedence. Property Manager will coordinate with Resident(s) on findings and if further repairs are needed beyond the initial scope.

Initials: _____

- **Right of Entry:** Management and/or maintenance reserve the right of entry for repairs or pest control, after notice to the Resident(s), twenty-four (24) hours prior to entry, if no Resident(s) is present to perform the requested work. In the case of emergencies Management and other parties have the right of entry with or without Resident(s) consent, including but not limited to fire or water emergencies.

Initials: _____

- **Housekeeping:** All units must be kept clean and all appurtenance in good condition to be in compliance with fire code. Excessive accumulation of belongings and opened food packaging is against fire and health code and deemed fire and health hazards.

Initials: _____

- **Pest Control:** Pest control is mandatory for all Residents. Pest Control, accompanied by Management or Maintenance personnel, reserves the right of entry, with twenty-four (24) hour notice, with or without the Resident(s) present. Resident(s) may opt out of the provided pest control service only if they provide their own with a written agreement in place from the Pest



**ATTACHMENT A
COMMUNITY RULES & REGULATIONS**

Control provider. Routine Pest Control services are conducted on the third (3rd) Tuesday of January, April, July and October of each calendar year. Please ensure all animals are secured when pest control is to be performed.

Initials: _____

- **AC Units:** Within the Premises the temperature must be set to a reasonable degree (typically between 72 to 74 Fahrenheit), and the A/C unit must not be turned off. There must be nothing within two (2) feet of the A/C unit(s) blocking it at any time. Resident(s) must keep the front door of the Premises completely closed at all times. Failure to follow these requirements may contribute to the growth of mold and/or mildew and even pests. Resident(s) will be responsible for repair costs due to any mold, mildew or pests that develop as a result of Resident(s) failure to comply with this section. Resident(s) must immediately notify Management of the development of mold, mildew or pests within the Premises. If you are given a dehumidifier to rectify any humidity in the Premises, it is the responsibility of the Resident(s) to keep it on and to empty the water continuously. It is the Resident(s) responsibility to regularly clean the air filters on the A/C units for proper functionality. If an A/C unit is in need of repair or replacement due to negligence of the filter, the repair costs will be passed onto the Resident(s). Please note, repairs and/or replacement will not be done until Resident(s) have paid in full.

Initials: _____

- **Smoking:** The _____ does not permit smoking within ten (10) feet of the buildings or in front of any apartments. Smoking inside of the apartment is not permitted. If the Resident(s) or guest smokes in the apartment, the Resident(s) will be responsible for a two hundred fifty-dollar (\$250.00) fee. Discarding cigarette butts on the ground is considered littering and will result in a twenty-five-dollar (\$25.00) fee. ONLY tobacco products may be allowed on this private property. Please help us to keep our community clean.

Initials: _____

- **Speed Limit:** The speed limit throughout the property is 10 mph.
- **Initials:** _____
- **Vehicles:** All vehicles on the property must be operational and have valid/current tags. Unless prior approval from Management is given, failure to adhere to the County Code will result in the vehicle(s) being towed at the vehicle owners' expense. There is to be no boats or trailers of any kind parked on this property. No commercial vehicles allowed on property without prior written authorization from Management, i.e. Box trucks, Semis, etc. Any vehicle parked or idling in a handicap spot that does not exhibit/display a handicap tag or decal will be towed at owners' expense, no exception. No car mechanic work or repairs may be performed on the Premises. Each Resident named on the Lease Agreement will receive a parking permit decal. The decal must be visibly



ATTACHMENT A
COMMUNITY RULES & REGULATIONS

displayed on the driver side rear window at all times. Resident(s) must register each vehicle using the QR code provided on the decal at the time of Lease signing. Any changes in vehicle information must be updated by the Resident(s); tag #, change of vehicle, etc. Please refer to Attachment F.

Initials: _____

- **Number of Occupants:** Unless otherwise approved in advance in writing by Management, no more than two adults may live in a studio or one bedroom unit and no more than four adults in a two-bedroom unit at any time, this does not apply to children under 18 years old. Current County codes and regulations will apply and be adhered to in regard to adult to child ratio per square foot of the unit. All adult occupants must complete a separate application with corresponding documentation and be approved prior to moving in. Any unauthorized person(s) living in the unit will result in a violation of this Lease Agreement. Failure to comply may result in enforcement actions, up to and including Lease termination, in accordance with Florida law.

Initials: _____

- **Fireworks and Grills:** All fireworks and the use of outside grills (propane, gas or electric) are prohibited on the Premises.
- **Right of Ways:** Help us to keep the walkways and bannisters free of debris. Per fire code, there should be nothing blocking the walkways, stairs, corridors,

or anything hanging over the bannisters. For safety reasons, do not lean on railings or bannisters. No bike riding, skateboarding, or use of any motorized vehicle on the property grounds other than the parking lot and abiding by State and Local laws and the Rules and Regulations of this property. This includes, but is not limited to, the corridors, walkways and/or stairwells.

Initials: _____

- **Playing on Premises:** Although we rent to families with children, the Premises may not at any time be used as a playground. For safety reasons, the property is not designed as a playground. Children must be supervised at all times, and play in parking areas, corridors, stairwells, and balconies is prohibited. That includes but is not limited to running in the balconies, corridors or stairs. These precautions are taken for liability reasons.

Initials: _____

- **Laundry Facility:** The laundry facilities are for your convenience. Laundry facilities are open 8am-10pm each day and strictly for Resident(s) use only, guests may not use laundry facilities. Please do not discard household trash in laundry facilities. Help us to keep our community clean and operational by removing lint from the dryer filters after each use. Smoking is not permitted in the laundry facilities. Washers and dryers are operated by coin or app. Please follow the directions given to utilize the app. Any maintenance or repairs needed on



**ATTACHMENT A
COMMUNITY RULES & REGULATIONS**

the washers or dryers is through a third-party company ‘Caldwell & Gregory.’ Their number is displayed in each laundry facility, and they can be contacted directly for any repairs. Laundry facilities are located on each floor. We expect a certain level of laundry facility decorum; do not leave your laundry unattended in a washer or dryer. Do not remove anyone’s belongings from a washer or dryer under any circumstances. If laundry is left unattended by a Resident(s) for a prolonged period of time, it will be removed by Management.

Initials: _____

- **Loitering:** The _____ does not permit loitering anywhere on the Premises. This applies to the parking lot, near your vehicle, outside of your unit door, corridors, walkways, stairwells and any other place on the Premises.

Initials: _____

- **Decorum:** Because this is a community living environment, we ask that everyone respect their neighbors. No music is to be played outside and music inside, including noise from a television, is to be kept at a respectable volume. Music from vehicles is to be turned down when entering onto the property. Be mindful that Manatee County noise regulations prohibit excessive sound that disturbs the peace from 11pm-7am. As a community living environment, we want to ensure the quiet enjoyment for all Residents. Proper attire is always required on the property outside of your unit, i.e.

wearing a shirt. Consuming alcohol outside of your unit on the Premises is strictly prohibited. The

_____ has a zero-tolerance policy on any violence, disturbances and/or illegal activities on the Premises. Any of these violations will result in the immediate termination of the Lease Agreement.

Initials: _____

- **Outside Décor:** Only seasonal items are allowed during the Holidays. They must not be displayed for more than two months and not obstruct the way of egress in any fashion. No signage is allowed to be visible from outside of your unit. Only blinds must be visible from the outside of your unit windows.

Initials: _____

- **Bicycles:** For those who have a bike, there will be a designated area to store. Bikes are only to be in designated areas on the Premises or in your unit. Any bicycle not in a designated area will be removed by Management immediately.

Initials: _____

- **Valet Trash:** The _____ utilizes a third-party trash valet service. This service is to benefit all Resident(s) and alleviate the burden of trash removal. However, all trash not picked up by the trash valet must be put in the designated dumpsters immediately. Dumpsters are for Resident(s) use only. Valet trash service runs Sunday-Thursday, excluding major Holidays, and is picked up from 7pm-10pm. Only trash within a tied bag and within the provided trash



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COMMUNITY RULES & REGULATIONS**

bin will be picked up. Any trash that is leaking, has sharp objects or anything that does not fit within a trash bag will not be removed and it is the responsibility of the Resident(s) to place it in the dumpster immediately. Any violations or trash left in front of the dumpsters will result in a twenty-five-dollar (\$25.00) clean up fee. If a trash bin needs to be replaced it is a thirty-five-dollar (\$35) fee. Please refer to the brochure in your welcome packet for all guidelines. Refer to Attachment I.

Initials: _____

- **Large Item Disposal:** If you dispose of large items such as furniture in or around the dumpster(s) that results in added waste fees from the City/County, a three-hundred-dollar (\$300.00) disposal fee will be added to your ledger. In the event you move out, if any large items are left behind that require removal, the disposal fee will also be charged.

Initials: _____

- **Utilities Usage:** Please do not abuse the usage of utilities. Utilities are included for reasonable use. Excessive or abnormal usage may result in additional charges or rent adjustment with proper notice.

Initials: _____

- **Mail and Packages:** The package/mail room is for Resident(s) use only. It is located at the South of Building _____. It is not the responsibility of the _____ to ensure the safety and security of packages. The package/mail room is

open 24/7. Resident(s) can request packages delivered to their door through the courier. Guests are not permitted to have access to mail/package room without being accompanied by the Resident. Any infractions made by the Resident(s) or guest of, will result in action from Management in either the form of fines, notices, or both.

Recurring issues can result in termination of Lease Agreement. This is to ensure the integrity of everyone's mail and parcels. Please ensure that your address is listed properly with USPS and all other couriers to ensure your mail is delivered properly. The

_____ does not have authority over any mail or package deliveries. To access the package/mail room, follow the steps provided in the packet. Only current Residents (names listed on the Lease Agreement) have access to the package/mail room and may have packages/mail delivered. All mail and packages from previous Residents will be returned to sender. Refer to Attachment H.

Initials: _____

- **Changes in Information:** All changes in residency application (occupation, phone number, etc.) must be reported to Management so your file can be updated. The _____ is an income-certified Property through _____ County and we must abide by certain requirements and regulations to stay in compliance. Any changes in the number of people residing in the apartment must be reported to Management immediately.

Initials: _____



**ATTACHMENT A
COMMUNITY RULES & REGULATIONS**

- **Transfer policy:** If a current tenant wishes to transfer from one property to another, or one unit to another within One Stop Housing properties, there will be a transfer fee of Two Hundred Fifty Dollars (\$250.00) payable at the time of moving into the new unit. No transfer will be authorized if any monies are owed on the currently occupied unit, no exception. A request for transfer must be given to

Management in writing no less than thirty (30) days prior to the desired date of transfer; the desired date may not be accommodated depending on availability. Resident(s) will be responsible for paying any difference in security deposit prior to transfer.

Initials: _____

- **Firearms:** Lawful concealed carry is permitted on the Property. Open carry is NOT permitted on this private Property.

Initials: _____

All the above Rules and Regulations are for us to implement as requested by the authorities and to create a safe and quiet living environment for all. The welfare and security of our Residents are very important to us. Ask your guests, friends and family to please respect these Community Rules and Regulations of the Premises where you live. Residents are responsible for the actions of their guests, friends and family while they are on the Premises.

WELCOME TO YOUR NEW HOME!

I, _____, understand and agree to abide by the above listed Community Rules & Regulations for the _____.

Signature Section – Community Rules and Regulations Signature Only
Owner or Owner’s Representative

Resident or Residents

_____ 00/00/2026

_____ 00/00/2026



ATTACHMENT B

BED BUG NOTIFICATION ADDENDUM

1. **Previous Infestations:** A Resident shall not bring onto a property, personal furnishings or belongings that the Resident knows or should reasonably know are infested with bed bugs, including the personal property of the Resident's guests. If you find or suspect a bed bug infestation, please notify Owner/Agent as soon as possible and describe any signs of infestation so that the problem can be addressed promptly. Please do not wait. Even a few bugs can rapidly multiply to create a major infestation that can spread from unit to unit. Report any maintenance needs immediately. Bed bugs like cracks, crevices, holes and other openings. Request that all openings be sealed to prevent the movement of bed bugs from room to room. If you suspect a bed bug infestation or have other maintenance needs, please provide your notice to the property offices.
2. **Information about Bed Bugs:** Bed bug appearance: Bed bugs have six legs. Adult bed bugs have flat bodies about ¼ of an inch in length. Their color can vary from red and brown to copper colored. Young bed bugs are very small. Their bodies are about ⅓ of an inch in length. They have almost no color. When a bed bug feeds its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect. Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden. Life Cycle and Reproduction: An average bed bug lives for about 10 months. Female bed bugs lay one to five eggs per day. Bed bugs grow to full adulthood in about 21 days. Bed bugs can survive for months without feeding. Bed Bugs Bites: Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person's reaction to insect bites is an immune response and so varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.
3. **Common signs and symptoms of a possible bed bug infestation:** Small red to reddish brown fecal spots on mattresses, box springs, bed frames, linens, upholstery or walls. Molted bed bug skins, white, sticky eggs, or empty eggshells. Very heavily infested areas may have characteristically sweet odor. Red, itchy bite marks, especially on the legs, arms, and other body parts exposed while sleeping. However, some people do not show bed bug lesions on their bodies even though bed bugs may have fed on them. For more information, see the Internet Websites of the United States Environmental Protection Agency and the National Pest Management Association:
<http://www2.epa.gov/bedbugs>
<http://www.pestworld.org/all-things-bed-bugs/>
4. **Cooperation with Pest Control:** The Resident shall fulfill his or her responsibilities for unit preparation before the scheduled treatment, as described in the pest control operator's pretreatment checklist. Residents shall cooperate with the inspection including allowing entry to inspect any unit selected by the PCO until bed bugs have been eliminated and providing the PCO information that is necessary to facilitate the detection and treatment of bed bugs. Prior to treatment affected Residents will receive a written notice including the date(s) and time(s) of treatment, whether and when the Resident is required to be absent from the unit, and deadline for Resident preparation of the unit and a pretreatment checklist with information provided by the PCO. If the PCO determines that it is necessary for an



ATTACHMENT B

BED BUG NOTIFICATION ADDENDUM

5. Owner/Agent of Resident to dispose of items infested with bed bugs, the items shall be securely sealed in a bag that are of a size as to readily contain the disposed material. Bags shall be furnished as needed to Residents by the PCO and all bags shall be clearly labeled as being infested with bed bugs prior to disposal. Residents who are not able to fulfill their unit responsibilities shall notify the Owner/Agent at least one business day prior to the scheduled PCO visit for inspection or treatment. A Resident must vacate his or her unit if required by the PCO for treatment purposes and shall not reenter the unit until directed by the PCO to do so.
6. **Prevention Recommendations:** Residents shall cooperate with the inspection including allowing entry to inspect any unit selected by the PCO until bed bugs have been eliminated and providing to the PCO information that is necessary to facilitate the detection and treatment of bed bugs. Thoroughly clean bringing them home. Never take discarded items from the curbside. Use a protective cover that encases mattresses and box springs and eliminates many hiding spots. The light color of the encasement makes bed bugs easier to see. Be sure to purchase a high-quality bed bug encasement that will resist tearing and check the encasement regularly for holes. Reduce clutter in your home to reduce hiding places for bed bugs. Vacuum frequently to remove successful hitchhikers. Be vigilant when using shared laundry facilities. Transport items to be washed in plastic bags (if you have an active infestation, use a new bag for the journey home). Remove from dryer directly into bag and fold at home. (A dryer on high heat can kill bed bugs).
7. after guests have departed. Immediately after your guests leave, seal bed linens in plastic bags, until that can be washed and dried on high heat. After your guests have departed, inspect bedding, mattresses and box springs, behind headboards, carpet edges and the undersides of sofa cushions for signs of bed bugs. Residents should avoid using appliances, electronics and furnishings that have not been thoroughly inspected for the presence of bed bugs. Make sure that the electronics, appliances, or furniture company has established procedures for the inspection and identification of bed bugs or other pests. This process should include inspection of trucks used to transport appliances, electronics or furniture. Never accept an item that shows signs of bed bugs. Check secondhand furniture, beds and couches for any signs of bed bug infestation before bringing into your home.

Signature Section – Bed Bug Notification Addendum Signature Only
Owner or Owner’s Representative

Resident or Residents

00/00/2026

00/00/2026



**ATTACHMENT C
PREVENTION OF MOLD AND NOTICE OF DISCLOSURE**

What is Mold?

Molds are fungi. Molds grow throughout the natural and built environment. Tiny particles of mold are present in indoor and outdoor air. In nature, molds help break down dead materials and can be found growing on soils, foods, plant matter and other items. Mold spores are very tiny and lightweight and spread very easily through air. Mold growth can often be seen as discolorations, ranging from white to orange and from green to brown and black. When mold is present in large quantities, they can cause allergic symptoms similar to those caused by plant pollen.

What does mold need to grow?

Mold only needs a few simple things to grow and multiply; moisture, nutrients and a suitable place to grow. To prevent mold, moisture problems must be prevented and treated immediately. Proper ventilation is essential in preventing mold. The following are possible causes of indoor moisture problems:

Humidifiers, leaky plumbing, leaking roofs, sewer backups, indoor clothes drying, shower/bath steam, cooking steam, house plants, any flooding, etc.

As a resident of your apartment, you are responsible for the prevention of mold in your apartment. Please follow these simple guidelines:

1. Remove excess moisture. Dry out mops and cleaning utensils thoroughly before storing inside your apartment. Wipe down bathroom walls (shower doors if applicable) immediately after bathing, allow towels to air out. Wash and dry towels often. Wipe down any condensation from interior windows and windowsills. Use of dehumidifying crystals is suggested for closet or other areas where ventilation is difficult to achieve.
2. Keep things clean. Keep closets, dresser drawers, and basically any place where mildew is likely to grow as clean as possible. Soil on dirty articles can supply enough food for mildew to start growing when moisture and temperatures are right. Greasy films, such as those that form on

kitchen walls, also contain many nutrients for mildew-causing molds.

3. Circulate the air. When the outside is drier than that inside, ventilation allows the dry air to enter, take up excess moisture, and then be carried outside. When natural breezes are not sufficient, please use your central air conditions (FAN ONLY) and bath/laundry room exhaust fan(s). Poorly ventilated closets get damp and musty during continued wet weather and articles stored in them are apt to mildew. Try to improve the air circulation by opening the closet doors. In addition, hang the clothes loosely so that air can circulate around them. Dry all wet clothing (including clothes wet from rain or perspirations) before putting in the closet.
4. Lessee agrees to immediately notify Management if he/she observes mold/mildew (including the smell of musty odors) and/or moisture conditions (from any source, including leaks), and allow management to evaluate and make recommendations and/or take appropriate corrective action. Lessee relieves Lessor from any liability for any personal injury or damage to property caused by or associated with moisture or the growth of or occurrence of mold or mildew on the premises. The following have reviewed the information above and certified, to the best of their knowledge, that they understand the information and will notify management of any water intrusion.

Signature Section – Prevention of Mold and Mildew Disclosure Signature Only
Owner or Owner’s Representative

Resident or Residents

_____ 00/00/2026

_____ 00/00/2026



ATTACHMENT D
FIRE EQUIPMENT TAMPERING DISCLOSURE

1. Please be advised that the injuring, destroying, removing, or interfering with the use of smoke detectors is a third-degree felony in accordance with Florida Statute §806.10 and is punishable by up to five (5) years imprisonment and a \$5,000.00 fine. Any person who willfully and maliciously injures, destroys, removes, or in any manner interferes with the use of, any tools, equipment, or other instruments or facilities used in the detection, reporting, suppression, or extinguishment of fire shall be guilty of a felony of the third degree, punishable by up to five (5) years imprisonment and a \$5,000.00 fine.
2. Damage to any smoke detector or other fire safety equipment located on or about the Premises by the Lessee, their guests or invitees shall be an event of default under this Lease and not withstanding any other provision of this Lease shall be grounds for immediate termination of this Lease in accordance with Florida Statute §83.56(2)(a).
3. No one in your household must disconnect or remove the smoke detector in the unit you occupy. Do not tamper with, hang anything from or obstruct the lights outside of your unit or the fire protection equipment in your unit; smoke detector and/or sprinklers. Tampering with fire protection equipment is grounds for termination of this Agreement and is punishable by law under Florida Statute §83.56(2)(a).
4. In addition to said conduct being criminal, it is extremely dangerous and puts the lives of your neighbors and friends in jeopardy in the event there is a fire on the premises.
5. Finally, if your criminal conduct has resulted in damage to the smoke detector or any other portion of the fire alarm system, you will be responsible for the associated costs. You will be notified of said costs.

Signature Section – Fire Equipment Tampering Disclosure Signature Only
Owner or Owner’s Representative

Resident or Residents

_____ 00/00/2026

_____ 00/00/2026



ATTACHMENT E
MEDICAL MARIJUANA USE and LANDLORD'S COMMITMENT
TO ENFORCEMENT OF CRIME/DRUG FREE ADDENDUM

- 1) This Addendum constitutes an Addendum to the above-described Lease Contract for the following described Premises:
_____, and is hereby incorporated into and made a part of such Lease Contract. Where the terms or conditions found in this Addendum vary or contradict any terms or conditions found in the Lease Contract, this Addendum shall control.
- 2) The Florida Medical Marijuana Legalization, Amendment 2 (2016) permits the limited use of medical marijuana in specific and limited circumstances. However, this is not the case under Federal law. Under Federal law, specifically the Controlled Substances Act (CSA), marijuana is still categorized as a Schedule I substance. This means that under Federal law, the manufacture, distribution, or possession of marijuana is strictly prohibited. Because the U.S. Department of Housing and Urban Development is controlled by the Federal government, it agrees that the use of marijuana, whether prescribed for medical reasons or not, is a criminal offense and will not be protected under the Fair Housing Laws. Therefore, Management is not required to accommodate the use of marijuana by a Resident(s), or guest, who is a current medical marijuana user.
- 3) The Premises listed above follows and complies with Federal law regarding marijuana use and is, and will continue to be, a drug free community. Possession, use, manufacture or sale of any illegal substance, including marijuana, or any use of marijuana by the Resident(s) and/or guests will result in immediate termination. If you have any questions or concerns about this policy, please speak to Management. This policy does not restrict lawful possession of FDA approved medications.
- 4) By signing below, the Resident(s) acknowledges his or her understanding of the terms and conditions as stated above, and his or her agreement to comply with those terms and conditions.

Signature Section – Medical Marijuana Use and Landlords Commitment to Enforcement of Crime/Drug Free Addendum Signature Only
Owner or Owner's Representative

Resident or Residents

_____ 00/00/2026

_____ 00/00/2026



ATTACHMENT F
RESIDENT PARKING ADDENDUM

1. This Addendum constitutes an Addendum to the above-described Lease Contract for the following described Premises:
_____ and is hereby incorporated into and made a part of such Lease Contract. Where the terms or conditions found in this Addendum vary or contradict any terms or conditions found in the Lease Contract, this Addendum shall control.
2. You agree to properly register all vehicles with Management. If you get a new, replacement or temporary vehicle, you must notify us and revise your registration.
3. All Residents will be provided with a parking permit decal which must be properly displayed on the driver side rear window and clearly visible.
4. Unless your vehicle(s) has been assigned a specific space(s), you may park in any available space(s) in the parking areas, with the exception of spaces reserved for a particular use or any marked handicap space, unless you possess a government issued handicap decal or similar signage. Please be mindful of all Resident's in this community and ensure that any guests do not occupy parking spaces closest to the buildings.
5. You understand and accept that we have the right at any time, without notice, to tow unauthorized or non-registered vehicles from any parking space on the property.
6. You agree to use parking spaces in accordance with the terms of the Lease and Community Rules.
7. Any vehicles which are improperly parked or are in violation of the Addendum, the terms of the Lease or Community Rules will be towed at your expense. You agree that we shall not be liable to you for damages related to the physical towing nor any consequential damage you may incur through loss of use of the vehicle(s).
8. You acknowledge and understand that there are inherent risks to parking your vehicle on any part of the property, including damage, theft or loss to your personal property and vehicle. You understand that we will not be held liable for any damage or theft that may occur while your vehicle(s) is parked on any part of the property. Upon signing this Agreement you knowingly accept any and all risks of parking any vehicle(s) on the property.
9. Any action by you, any occupant, guest, or visitor that violates the Addendum shall constitute a violation of the Lease Contract and shall entitle us to any and all rights and remedies available under the Lease and Florida law for such material violation of the Lease Contract.
10. You understand and agree that any judgment of possession entered against you shall be a judgment for possession of any parking spaces which you are entitled to under this Addendum. Once such judgment is rendered and executed upon you, and/or the subject leased dwelling, you shall immediately remove all vehicles from the property parking areas. If you fail to remove your vehicle(s), we shall tow the vehicle(s) at your expense. You agree that we shall not be liable to you for damages you may incur through loss of use of the vehicle(s).

Signature Section – Resident Parking Addendum Signature Only
Owner or Owner's Representative

Resident or Residents

00/00/2026

00/00/2026



ATTACHMENT G ANIMAL ADDENDUM

1. This Addendum constitutes an Addendum to the above-described Lease Contract for the following described Premises: _____ and is hereby incorporated into and made a part of such Lease Contract. Where the terms or conditions found in this Addendum vary or contradict any terms or conditions found in the Lease Contract, this Addendum shall control.

2. X **NO APPROVED ANIMALS.** If this is checked, you are not allowed to have animals (including mammals, reptiles, birds, fish, rodents, and insects), even temporarily, anywhere in the dwelling or community unless we've authorized so in writing and were given reasonable accommodations to do so in advance. We will authorize support and/or service animals for Residents pursuant to the parameters and guidelines established by the Fair Housing Act, HUD regulatory guidelines, and any applicable state and/or local laws.

If you are found to have unauthorized animals in your unit, you may be subject to the following fees:

Initial charge of **\$150.00** per animal and, for every day the unauthorized animals are in the unit, a daily charge of **\$10.00** per animal.

3. **CONDITIONAL AUTHORIZATION FOR ANIMAL.** If this box is checked you affirmatively represent and warrant that as of the date of this Lease and throughout the term of the Lease each of the animals described below is suited for living in the community; does not pose a danger or threat of any kind to any person or property; has not displayed vicious, aggressive or dangerous behavior; and has never before injured you or any other person or animal or caused any damage to your or another person's property. You affirmatively represent and warrant that you have never had a claim or lawsuit filed against you or anyone else for an injury or damage caused by or related to your ownership or possession of the animal. You understand and agree that our approval of the animal to live in the dwelling is expressly conditioned upon truthful disclosures and representations above, that nothing occurs during the term of the Lease that would make the disclosures or representations inaccurate or untrue and that we would not have approved the animal had you disclosed that it was dangerous, unsuited for dwelling living, or had previously injured someone or damaged property. You may keep the animal that is described below in the dwelling until the Lease Contract expires.

But we may terminate this authorization sooner if your right of occupancy is lawfully terminated or if in our judgment you and your animal, your guests, or any occupant violate any of the rules in this Addendum.

4. **PET FEE.** A one-time pet fee of \$150.00 will be charged per animal, unless stated otherwise in this Addendum. We will not consider this pet fee the general fee for all purposes. It is our policy to not charge a pet fee for support animals. The pet fee is non-refundable. The total pet fee for your animal(s) is \$ _____.

5. **LIABILITY NOT LIMITED.** The additional pet fee under this Animal Addendum do not limit Residents' liability for property damages, cleaning, deodorization, defleaing, replacements, or personal injuries.

6. **DESCRIPTION OF ANIMAL(S).** You may keep only the animal(s) described below. You may not substitute any other animal(s). Neither you nor your guests or occupants may bring any other animal(s)—mammal, reptile, bird, amphibian, fish, rodent, arachnid, or insect—into the dwelling or community.

Animal's Name: _____

Type: _____ Breed: _____

Color: _____ Weight: _____

Date of last rabies shot: _____

Animal's Name: _____

Type: _____ Breed: _____

Color: _____ Weight: _____

Date of last rabies shot: _____

7. **ANIMAL RULES.** You are responsible for the animal's actions at all times. You agree to abide by these rules:

- The animal must not disturb the neighbors or other Residents, regardless of whether the animal is inside or outside the dwelling.
- Dogs, cats, and support animals must be housebroken. All other animals must be caged at all times. No animal offspring are allowed.
- Inside, the animal may urinate or defecate *only* in these designated areas: Cats only in litter boxes.
- Outside, the animal may urinate or defecate *only* in these designated areas: Grassy areas away from buildings.
- Animals may not be tied to any fixed object anywhere outside the dwellings.
- You must not let an animal other than support animals into laundry rooms, offices, package/mail room, or other dwellings.
- Your animal must be fed and watered inside the dwelling. Don't leave animal food or water outside the dwelling at any time.
- You must keep the animal on a leash and under your supervision when outside the dwelling. We or our representative may pick up unleashed animals and/or report them to the proper



**ATTACHMENT G
ANIMAL ADDENDUM**

authorities. We may impose reasonable charges for picking up and/or keeping unleashed animals.

- Unless we have designated a particular area in your dwelling or on the grounds for animal defecation and urination, you are prohibited from letting an animal defecate or urinate *anywhere* else on our property. If we allow animal defecation inside the dwelling in this Addendum, you must ensure that it's done in a litter box with a kitty litter-type mix. If the animal defecates anywhere on our property, you'll be responsible for immediately removing the waste and repairing any damage. Any waste that is not removed immediately will result in a \$50.00 fee for each instance. Despite anything this Addendum says, you must comply with all local ordinances regarding animal defecation.
- You will have the animal vaccinated and/or receive any shots or medical care as required by law. You will also obtain any licenses and/or permits for the animal as required by law. We may request proof of necessary vaccinations, licenses or permits at any time. Your failure to provide us such information is a material breach of this Lease Contract.

8. **ADDITIONAL RULES.** We have the right to make reasonable changes to the animal rules from time to time if we distribute a written copy of any changes to every Resident who is allowed to have animals.

9. **VIOLATION OF RULES.** If you, your guest, or any occupant violates any rule or provision of this Animal Addendum and we give you written notice, you must permanently remove the animal from the premises within the time period specified in our notice. We also have all other rights and remedies set forth in the Lease Contract, including damages, eviction, and attorney's fees to the extent allowed by the law.

10. **COMPLAINTS ABOUT ANIMAL.** You must immediately and permanently remove the animal from the

premises if we receive a reasonable complaint from a neighbor or other Resident or if we, in our sole discretion, determine that the animal has disturbed neighbors or other Residents.

11. **LIABILITY FOR DAMAGES, INJURIES, CLEANING, ETC.** You and all co-residents will be jointly and severally liable for the entire amount of all damages caused by the animal, including all cleaning, defleaing, and deodorizing. This provision applies to all parts of the dwelling, including doors, walls, windows, screens, appliances, tile, cabinets, as well as landscaping and other outside improvements. If items cannot be satisfactorily cleaned or repaired, you must pay for us to replace them completely. Payment for damages, repairs, cleaning, replacements, etc. are due immediately upon demand. As owner of the animal, you're strictly liable for the entire amount of any injury that the animal causes to a person or anyone's property. You'll indemnify us for all costs of litigation and attorney's fees resulting from any such damage.

12. **MOVE-OUT.** Prior to moving out, (30days), a \$300.00 fee will be due immediately to deflea and deodorize the unit to protect future Residents from possible health hazards, regardless of how long the animal was there.

13. **JOINT AND SEVERALLY RESPONSIBILITY.** Each Resident who signed the Lease Contract must sign this Animal Addendum. You, your guests, and any occupants must follow all animal rules. Each Resident is jointly and severally liable for damages and all other obligations set forth in this Animal Addendum, even if the Resident does not own the animal.

14. **GENERAL.** You acknowledge that no other oral or written agreement exists regarding animals. Except for written rule changes under paragraph 7 above and Paragraph 17 within the Lease Contract. Our representative has no authority to modify this Animal Addendum and the animal rules are considered part of the Lease Contract described above.

Signature Section – Animal Addendum Signature Only
Owner or Owner's Representative

Resident or Residents

_____ 00/00/2026

_____ 00/00/2026



ATTACHMENT H
PACKAGE ACCEPTANCE ADDENDUM

1. This Addendum constitutes an Addendum to the above-described Lease Contract for the following described Premises: _____ and is hereby incorporated into and made a part of such Lease Contract. Where the terms or conditions found in this Addendum vary or contradict any terms or conditions found in the Lease Contract, this Addendum shall control.

2. **PURPOSE OF ADDENDUM.** By signing this Addendum, you acknowledge we cannot sign for, or accept, U.S. mail and privately-delivered packages or other items on your behalf, subject to the terms and conditions set forth herein, including but not limited to items delivered to your door and within the designated package/mail room.

3. **TIME LIMITATION.** Due to limited storage space, we must ask that you pick up your package as soon as possible. You also agree that we shall have no duty whatsoever to hold or store any package in the designated package/mail room for more than 5 days after receipt. Accordingly, you should notify management if you are going to be away from the premises and expect to receive packages. After said time, you agree that any such package is deemed abandoned and you authorize us to return the package to its original sender.

4. **DUTY OF CARE, INDEMNIFICATION, ASSUMPTION OF RISKS AND WAIVER.** As to any package shown delivered, you understand and agree that we have no duty to notify you of such package, nor do we have any duty to maintain, protect, or deliver said package to you, nor do we have any duty to make said package available to you outside disclosed business hours. Any packages or personal property delivered the

_____ shall be at your sole risk, and you assume all risks whatsoever associated with any loss or damage to your packages and personal property. You, your guests, family, invitees, and agents hereby waive any and all claims against us or our agents of any nature regarding or relating to any package or item received by us, including but not limited to, claims for theft, misplacing or damaging any such package, except in the event of our or our agent's gross negligence or willful misconduct. You also agree to defend and indemnify us and our agents and hold us harmless from any damage caused to us or our agents by any package received to the _____ for you. You also authorize us to throw away or otherwise dispose of any package that we, in our sole discretion, deem to be dangerous, noxious, or in the case of packaged food, spoiled, and waive any claim whatsoever resulting from such disposal.

5. **SPECIAL PROVISIONS.** The following special provisions control over conflicting provisions of this printed form:

The _____ does not accept packages on behalf of Residents but instead has arranged for package room to be made available for Residents use. This service is provided by ButterflyMX and the terms of service are governed by the Agreement between ButterflyMX and Resident. Owner is not a party to the ButterflyMX Agreement with Resident, and Resident agrees that pursuant to the terms of this Addendum, Owner owes no duty and is not liable for losses to Resident associated with the acceptance of packages by ButterflyMX, by Owner, or otherwise.

Signature Section – Package Acceptance Addendum Signature Only
Owner or Owner’s Representative

Resident or Residents

_____ 00/00/2026

_____ 00/00/2026



**ATTACHMENT I
VALET WASTE RESIDENT LEASE ADDENDUM**

Valet trash service will be provided for each resident **5 nights per week (no pick-up Friday, Saturday, or holidays)**. The cost for trash collection is included in your rental rate and stated in the Lease Contract under section 10 and in the Community Rules and Regulations. A container will be provided to each resident and must be used in conjunction with the valet service.

Containers with bagged trash should be placed outside front door only between the hours of 5:00pm - 7:00pm. Service will begin at **7:00pm**. All trash must be in bags and securely tied. Bags must be placed inside the container. No trash will be collected without the use of the container. No loose trash will be collected. All boxes must be broken down and flattened.

After collection, residents are required to bring containers inside by **9:00am** the following morning. Containers are the property of the _____ LLC. It is the responsibility of each Resident(s) to keep his or her container clean. There will be a **\$35.00** charge to the Resident(s) if an additional or replacement container is needed, or if container is not left in the apartment at move-out.

If any Resident misses service on any of the designated nights, it is their responsibility to bring trash to the designated dumpster area or keep the trash inside his or her apartment until the next collection evening.

Containers/trash may NOT be left out for any reason during non-designated times. If not complied with, Resident(s) will receive a warning. If after the first warning the Resident(s) is again in violation, his or her container will be removed and/or a fine of \$25.00 per bag will be issued. If containers are left out after 9 am the day after pickup, a \$25.00 fee will be assessed. If this problem continues beyond that, valet service for that Resident will be terminated and disposing of trash will become the Resident’s responsibility, but the Resident’s rental rate will remain the same.

By signing this addendum, you are stating that you are fully aware of the rules for the valet trash service and the penalties that may be incurred.

Signature Section – Valet Waste Resident Lease Addendum Signature Only
Owner or Owner’s Representative

Resident or Residents

_____ 00/00/2026

_____ 00/00/2026
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ATTACHMENT J

AFFORDABLE HOUSING RELEASE OF INFORMATION FOR ELIGIBILITY

APPLICANT "RELEASE OF INFORMATION FOR PROGRAM ELIGIBILITY FORM" for Manatee County Affordable Housing Programs

Instructions: Each adult member of the household who is 18 years of age or older must sign a Release of Information for Program Eligibility Form prior to the receipt of benefit. Additional signatures must be obtained from new adult members whenever they join the household or whenever members of the household become 18 years of age.

I/We _____, the undersigned hereby authorize _____, LLC, to release without liability, information regarding my/our employment, income, assets and/or expenses to **Manatee County Government**, for purposes of verifying information provided, as part of determining eligibility and continued participation in an Affordable Housing Program. I understand that only information necessary for determining eligibility can be requested.

TYPES OF INFORMATION TO BE VERIFIED FOR ALL FUNDING

I/We understand that previous or current information regarding me/us may be required. Verifications and inquiries that may be requested include, but are not limited to: rental and mortgage verification, personal identity, employment history, hours worked, salary and payment frequency, commissions, raises, bonuses and tips; cash held in checking/savings accounts, stocks, bonds, certificate of deposits (CD), Individual Retirement Accounts (IRA), interest, dividends, etc.; payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits; unemployment, disability and/or worker’s compensation; welfare assistance; net income from the operation of a business; alimony or child support payments, etc.; and medical expenses, child care expenses, etc. I/We are aware that all information and documents provided are a matter of public record in accordance with Chapter 119, FS.

ORGANIZATIONS / INDIVIDUALS THAT MAY BE CONTACTED FOR ALL FUNDING

Organization/Individuals that may be asked to provide written/oral verification are, but not limited to past and/or present employers, banks, financial or retirement institutions, unemployment agency, welfare agency, alimony/child support provider, Social Security Administration, Veteran’s Administration, etc.

FEDERAL FUNDING PRIVACY ACT NOTICE STATEMENT

The Department of Housing and Urban Development (HUD) is requiring the collection of the information derived from this form to determine an applicant’s eligibility in an Affordable Housing Program and the amount of assistance necessary using local, State and/or Federal funds. This information will be used to establish level of benefit for the Affordable Housing Program, to protect the Government’s financial interest, and to verify the accuracy of the information furnished. It may be released to appropriate Federal, State, and local agencies when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in a delay or rejection of your eligibility approval. HUD is authorized to ask for this information by the National Affordable Housing Act of 1990.

PRIVACY INFORMATION PROTECTION

In accordance with the Privacy Act of 1974, as amended, and other federal privacy-related laws, guidance, and best practices, Manatee County Government and the Department of Housing and Urban Development (HUD) are committed to protecting the privacy of individuals’ information stored electronically or in paper form. When collecting and handling Personally Identifiable Information (PII) and/or Sensitive Personally Identifiable Information, all involved staff will be required to follow reasonable and appropriate standards. Collection of PII is limited to the sole purpose of fulfilling the need for which it is collected. Any partnering agencies will be required to follow minimum standards set forth by HUD for protecting and managing access to PII.

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/we have a right to review this file and correct any information found to be incorrect.

I/We authorize the Manatee County Government and the U.S. Department of Housing and Urban Development to obtain information about me and my household that is pertinent to eligibility for participation in an Affordable Housing Program.

Signature Section – Release of Information Signature Only

Head of Household

Spouse or Adult Member (circle one)

_____/00/00/2026
Sign/Print

_____/00/00/2026
Sign/Print



**ATTACHMENT K
MOVE-IN UNIT CHECKLIST**

Initial each that apply (notate any discrepancies):

Unit is in clean condition:

Tenant _____ Manager _____

All appliances are included, in working condition and clean:

Microwave-____ Refrigerator-____ Stove-____

Tenant _____ Manager _____

No damage to unit or items that need replacing (i.e. light bulbs, countertops, etc):

Tenant _____ Manager _____

No missing or broken blinds:

Tenant _____ Manager _____

All keys received by Resident(s) (one set of unit and mailbox key):

Tenant _____ Manager _____

All keys work for corresponding locks (door & mailbox):

Tenant _____ Manager _____

A/C is fully functional (hot & cold, clean filter):

Tenant _____ Manager _____

All running water is operational (hot & cold):

Tenant _____ Manager _____

Toilet flushes properly, sink & bathtub drain:

Tenant _____ Manager _____

***By signing you acknowledge all the above to be true and agreed upon (Refer to section 5 of Lease Agreement).**

Signature Section – Move-In Unit Checklist Signature Only

Head of Household

Spouse or Adult Member (circle one)

Sign/Print 00/00/2026

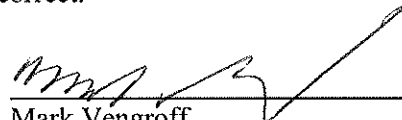
Sign/Print 00/00/2026

EXHIBIT D

AFFIDAVIT

BEFORE ME, the undersigned authority, duly authorized to take acknowledgments and administer oaths, personally appeared Mark Vengroff ("Affiant") who deposes and says under penalties of perjury that:

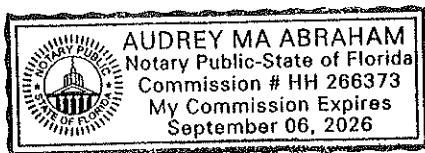
1. Affiant is the Manager of Venice Avenue Apartments, LLC, a Florida limited liability company (the "Company").
2. Affiant has personal knowledge as it relates to the Company and the matters contained in this Affidavit.
3. Company is party to certain agreements with a governmental entity.
4. Company is not owed by the government of a foreign country of concern; the government of a foreign country of concern does not have a controlling interest in the entity; nor is the entity organized under the laws of or have its principal place of business in a foreign country of concern, as "foreign country of concern" is defined in Section 287.138, F.S.
5. Company is in compliance with the requirements of Section 287.138, F.S.
6. Company is not on the forced vendor list as defined in Section 287.1346, F.S.
7. Company does not engage in forced labor and human trafficking practices as defined in Section 787.06, F.S.
8. Affiant acknowledges the foregoing representations will be relied upon to establish compliance with the law.
9. Under penalties of perjury, I declare that I have read the foregoing affidavit and the facts or matters stated or recited herein are true and correct.

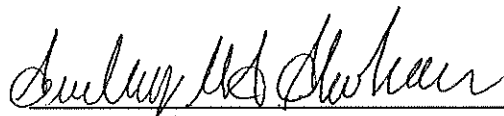


Mark Vengroff

STATE OF FL
COUNTY OF Sarasota

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 22 day of April, 2026, by Mark Vengroff.





Notary Public
Print Name: Audrey Ma Abraham
My Commission Expires: _____

Personally Known (OR) Produced Identification _____
Type of identification produced _____