



TARPON LANDINGS CONDOMINIUM ASSOCIATION **CONTRACTOR/VENDOR APPROVAL RULES & PROCEDURES**

Before a construction project may begin, the following must be completed and submitted to the Tarpon Landings Association Office.

- 1.** Owner(s)/Owner Representative(s) are required to complete page 1 through page 8 of the Contractor/Vendor's packet. Refer to Owner/Agent Responsibilities Policy
- 2.** Contractors/Vendors must submit a copy of:
 - Contractor's License as applicable (plumbing, electrical, HVAC, etc.)
 - Liability Insurance in amount of \$1 million, naming Tarpon Landings Condominium Association as certificate holder.
 - Workers Comp or Workers Comp Exemption
- 3.** Common Area/Elevator Security Deposit
 - For all projects less than \$5,000, there is a \$500 security deposit for common areas/elevators.
 - For all projects that exceed \$5,000, individually or in the aggregate, there is a 10% security deposit but not to exceed \$10,000.

Preventative maintenance in your condo is exempt from a security deposit but contractor/vendor must submit License, Liability Insurance and Worker's Comp or exemption as applicable.

If the elevator will need to be locked out for the Contractors/Vendors to load or unload equipment and/or materials, the following items are required to be submitted at least 48 hours prior to requested lock out date:

**Completed Elevator Policy and Procedures form (pages 9 and 10)
Payment of all associated fees**

Once all items have been submitted, a conference call with Tarpon Landings Representative(s), the Contractor/Vendor, and the Unit Owner is required prior to approval. Note this call may be recorded for future use. Unit Owner/Owner Agent's will be responsible for coordinating the conference call with the Contractor/Vendor and Management Office, minimum 2 business days in advance.

***No construction project can begin until all documents are submitted, procedures followed, and conference call with an ARC member or Tarpon Landings representative is completed with all parties.**

CONTRACTOR/VENDOR APPROVAL AND REGISTRATION FORM

UNIT OWNER _____ Email: _____

GARAGE P1 or P2 GARAGE # _____ Address: _____ Silver King Blvd. Unit # _____

OWNER CELL PHONE _____ SECONDARY PHONE _____

START DATE _____ ESTIMATED # OF DAYS TO COMPLETE PROJECT _____

CONTRACTOR/VENDOR NAME & TITLE _____

CONTACT PHONE # _____ EMAIL _____

AGENT (if owner not present): _____ PHONE: _____

AGENT'S EMAIL _____

SCOPE OF WORK: (CHECK ALL THAT APPLY)

- | | | |
|------------------------------------------------|-------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> DEMO | <input type="checkbox"/> FOYER DOORS (Addendum) | <input type="checkbox"/> PAINT |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> REPAIRS | <input type="checkbox"/> BLINDS |
| <input type="checkbox"/> INDOOR FLOORING | <input type="checkbox"/> LANAI TILE (Addendum) | <input type="checkbox"/> CABINETS |
| <input type="checkbox"/> KITCHEN/APPLIANCES | <input type="checkbox"/> ELEVATOR FOYER | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> HVAC (REPLACE/REPAIR) | <input type="checkbox"/> GENERAL MAINTENANCE | <input type="checkbox"/> OTHER |

DESCRIPTION OF PROJECT:

A COPY OF THE FOLLOWING MUST BE SUBMITTED. CERTIFICATE HOLDER FOR INSURANCE MUST BE LISTED AS:

Tarpon Landings Condo Association, c/o Resort Management
6081 Silver King Blvd. Cape Coral, FL 33914

BUSINESS LICENSE WORKERS COMP LIABILITY INSURANCE

COMMON AREA/ELEVATOR SECURITY DEPOSIT ELEVATOR POLICY FORM & FEES

SUBCONTRACTOR(S)/VENDOR BEING USED: YES NO (If yes, see next page)

UNIT OWNER SIGNATURE: _____ DATE: _____

SIGNATURE OF VENDOR: _____ DATE: _____

SIGNATURE OF CONTRACTOR: _____ DATE: _____

APPROVED BY: _____ DATE: _____

APPROVED BY PRINT NAME: _____

SUBCONTRACTOR(S)

PROVIDE INSURANCE AND BOND FOR ALL SUBCONTRACTORS / VENDOR

SUBCONTRACTOR / VENDOR NAME _____

SUBCONTACT PHONE #: _____ EMAIL: _____

A COPY OF THE FOLLOWING MUST BE SUBMITTED. CERTIFICATE HOLDER FOR INSURANCE MUST BE LISTED AS:

**Tarpon Landings Condo Association, c/o Resort Management,
6081 Silver King Blvd. Cape Coral, FL 33914**

_____**BUSINESS LICENSE** _____**WORKERS COMP** _____**LIABILITY INSURANCE**

SUBCONTRACTOR(S)

PROVIDE INSURANCE AND BOND FOR ALL SUBCONTRACTORS/VENDOR

SUBCONTRACTOR/VENDOR NAME: _____

SUBCONTACT PHONE #: _____ EMAIL: _____

A COPY OF THE FOLLOWING MUST BE SUBMITTED. CERTIFICATE HOLDER FOR INSURANCE MUST BE LISTED AS:

**Tarpon Landings Condo Association, c/o Resort Management,
6081 Silver King Blvd. Cape Coral, FL 33914**

_____**BUSINESS LICENSE** _____**WORKERS COMP** _____**LIABILITY INSURANCE**

SUBCONTRACTOR(S)

PROVIDE INSURANCE AND BOND FOR ALL SUBCONTRACTORS/VENDOR

SUBCONTRACTOR/VENDOR NAME: _____

SUBCONTACT PHONE #: _____ EMAIL: _____

A COPY OF THE FOLLOWING MUST BE SUBMITTED. CERTIFICATE HOLDER FOR INSURANCE MUST BE LISTED AS:

**Tarpon Landings Condo Association, c/o Resort Management,
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_____**BUSINESS LICENSE** _____**WORKERS COMP** _____**LIABILITY INSURANCE**

TARPON LANDINGS CONDOMINIUM ASSOCIATION

Contractor / Vendor Rules and Regulations

January 2, 2024

1. These rules shall be known and referred to as the Contractor/Vendor Rules and Regulations (the "Rules").
2. Any defined term used herein shall have the same meaning and definition ascribed to it in the governing documents, as the same may be amended from time to time.
3. The term "Contractor" and/or "Vendor" when used herein, shall mean, and refer to any all persons or entities hired or retained to do any work at the Condominium Property or in the Units, including cleaners. These Rules shall govern and control all Contractor/Vendors and all work that is performed at the Condominium Property, including the Units.
4. Non-compliance with these Rules may require access to the Owner's Unit by the **Association** or its authorized agents. Unauthorized projects and those not in compliance with Florida law, the governing documents and/or these Rules, may, in the sole discretion of the Association, be subject to being immediately stopped or enjoined, indefinitely, by the **Association** and/or the imposition of fines and other remedies permitted under **Florida law**, the governing documents, and these Rules.
5. The Owner or an approved agent must be available on site when work is being performed on the Condominium Property for said Owner.
6. The **Association and the Architectural Review Committee ("ARC")** shall have the power and authority to carry out and enforce the **Rules**. Belligerent behavior on the part of any owner, contractor, or vendor will not be tolerated.
7. Owners shall provide the **ARC** with prior notice of all alterations, additions, improvements, any and all work that is to be undertaken by the Owner(s), whether it relates to portions of the Condominium Property or the Units, prior to any such alterations, additions, improvements, or work commencing. The Notice shall include information that is reasonably required by the **ARC** from time to time, to include information such as, but not limited to, the proposed scope of work, start and completion dates, the name and contact information for the Contractor/Vendor performing the work.
8. **No work will commence without a signed copy of these Rules, the lanai tile addendum (Tarponlandings.com/policies page) and any other such document that the Board shall require of the unit owner and contractor/Vendor upon presentation of a proposed project.**
9. Association and ARC reserves the right to limit the number of major projects permitted per elevator stack. A cooperative effort will be made by the Tarpon Landings Condominium Association to coordinate with homeowner's lockout periods that involve multiple vendor projects per stack.

CONTRACTOR/VENDOR HOURS OF ACCESS AND OPERATION

10. All personnel of all Contractor/Vendors, including **home watch services** and **cleaning companies**, are required to sign in with the Tarpon Landings office each day and receive a wristband. The office is in **Building 3 (6021) P1**.
11. Hours of operation: Contractors/Vendors can be on-site to unload and stage starting at **8:00 am, Monday through Friday. No work that will cause noise can begin before 8:30 am. Weekend/legal holiday work is not allowed.**
All Contractors/Vendors must stop work at **4:30 pm** and need to be off property by **5:00 pm**. Reserved elevators will be returned to normal service by **4:30 pm**.
12. **Doors will not be blocked open.** The unit owner will supply security fob to the Contractor/Vendor to prevent **P1 entry doors from being blocked open.**

Initials: Unit Owner _____ Contractor/Vendor _____

EMERGENCY

Emergency electrical, plumbing and HVAC repairs may, however, be made on weekends, legal holidays and after working hours upon notice to the Property Manager or a TLCA Board member for pre-approval. Emergency repairs will be performed **ONLY** by a Contractor/Vendor who has filed with the Association a Certificate of Liability Insurance and Worker's Compensation, if applicable, naming the Association as the Certificate Holder and a copy of their Florida contractor's license for that trade. The complete list of Contractor/Vendors may be found on Tops under the "Documents" section, file "Frequently Used Vendors".

An electrical emergency is one that results in a total loss of electrical power to a unit or loss of electrical power to the HVAC system.

A Plumbing emergency is any condition that entirely deprives a unit of hot or cold-water delivery, of sewage service, or any domestic, sanitary, or sprinkler plumbing leak that presents the likelihood of flooding or damage to the unit or surrounding units.

HVAC emergency is the failure of an air-conditioning compressor, condenser, or an air handler or any combination thereof which results in an **occupied** unit not being able to maintain a temperature of 70 degrees Fahrenheit. Roof access for HVAC repairs can only be provided during daylight working hours. Contact the property manager or a Board Member to provide access to the roof through the 11th floor vestibules.

FLOORING INSPECTIONS

13. Installation of flooring and tile will require inspection of progress by the **ARC**, its agent, or the Property Manager. This inspection must be scheduled at least **24 hours in advance**. Flooring installed over underlayment without approval will be subject to removal and reinstallation at the unit owner's cost.

PARKING, ENTRY, AND STORAGE

14. No parking, loading, or unloading is permitted in **P1/P2 common areas**. Owner garages may be used if the vehicle(s) fit with the garage door down. Garage doors should always remain closed.
15. Temporary loading and unloading can take place between the buildings during work hours only, with vehicles to be moved promptly when loading or unloading is complete with a maximum time of 2 hours.
16. All Contractor/Vendor staff will utilize the **lower level P1** entrances only for entry and bringing in materials. ***Furniture (Delivery/Removal) Vendors and non-contractor installed appliances may use P2 level***
17. No materials may be stored in any common area or community parking areas.
18. **No Smoking or vaping in the garages, common areas, on any unit lanai, or anywhere on the property at any time.** Contractors/Vendors may not play any music that is audible to residents outside a unit where they are working.

REFUSE AND SURPLUS MATERIALS

19. All materials removed from any residence shall be disposed of offsite by the Contractor/Vendor and must be bagged in minimum 7mm tear resistant bags and put into wheeled carts when going into any elevator.
20. Trash rooms, dumpsters, and trash chutes are not to be used by any Contractor/Vendor. Dumping debris and any type of grout, paint or plaster down Association drains, sewers or anywhere on property is not allowed and may result in a cleaning charge.
21. No washing of materials, tools, or cleaning of paint containers at the property. No disposal of any material in drains.

Initials: Unit Owner _____ Contractor/Vendor _____

PERMISSIBLE WORKSPACE

22. Cutting of material and fabrication work is to take place in the residence, in the owner's garage with door closed to minimize noise and dust, or on the street side lanai only. No work is to occur on lanais other than the street side. Railings will be covered, and protection must be present to prevent material from falling from the lanai.
23. All smoke detectors and sprinklers inside the unit, the elevator foyer and stairwells must be covered with an approved cover to prevent dust from triggering a fire alarm and all smoke detectors must be uncovered at the end of the project.
24. Leaving stairwell or fire exit doors open may cause fire alarms to trigger – do not leave doors open.
25. The unit owner will be responsible for a charge for all costs associated with a **false fire alarm** due to Contractor/Vendor noncompliance with these Rules and Regulations.
26. **Rooftop and common area doors are connected to our fire alarm system and cannot be removed under any circumstances.**
27. Contractors/Vendors and their associates are prohibited from utilizing or from being present in the swimming pool area, club house, or club house restrooms, and from bringing guests or family members onto the property.

ELEVATOR USAGE AND PROTECTION

28. Elevator reservations must be made with the management office at least **48 hours** in advance. (For Move In/Move Out and for major projects requiring elevator lockout.) Elevator usage and protection/padding must be requested at least **48 hours** in advance of any job using the Elevator Policy and Procedures form with fees paid at time of application.
29. Prior to the beginning of any work, ram board covering the entire floor must be installed by the Contractor/Vendor using (only) painter's tape in service elevator and access hallway inspected by property staff. Unit numbers must be clearly displayed on Ram Board. Ram board may remain in place through the week for ongoing jobs but must be removed by the Contractor on **Friday by 4:30 or before any weekend or holiday, and at the end of any job**. Removed ram board is Contractor/Vendor property and will not be disposed of at this property. Ram board must be reinstalled and inspected before work can resume. Contractors/Vendors are to use the elevator with ram board and elevator pads ONLY.
30. **Tile machines are not allowed in any elevator unless special floor padding is installed and inspected by staff.**
31. Any damage done to elevators, common areas, and/or other units will be billed directly to the unit owner. Repairs will be completed by an **Association** approved contractor, not by the party doing the damage.
32. Contractors/Vendors are responsible for cleaning up the elevator and elevator tracks. **Elevator tracks must be vacuumed, not swept**, daily and all work areas must be cleaned before leaving the property each day. Tarpon Landing staff will check this daily.
33. **Designated Elevator**-Contractors and Vendors are to use the designated padded service elevator only. Contractors and Vendors using elevators must be in compliance at all times with the elevator usage and protection policy. Contractors and Vendors in violation of the elevator policy will be subject to an immediate termination of all elevator usage rights. For repeat offenders, elevator rights could be suspended for five days, or more.
34. It is the responsibility of the unit owner and Contractor/Vendor to understand the limits of elevator dimensions and roof access door dimensions before undertaking any project that might be affected by these dimensions:

Inside Dimensions of Elevator Cab Maximum:

**Cab Width: 75" / Cab Depth: 52" / Cab Height: 102" / Doors: 84" high, 41" wide /
Weight Capacity 2500 lbs.**

Roof Access Door Dimensions:

Roof access door clearances on each building limit the size of air conditioning equipment and other items being transferred to the roof to a **maximum width of 32 inches**.

Initials: Unit Owner _____ Contractor/Vendor _____

FLOORING SPECIFICATION

- 35. The **Association** shall not approve the installation of hard and/or heavy surface floor coverings for which approval is required unless the aggregate sound isolation and acoustical treatment carries a minimum Sound Transmission **Classification (SIC) of fifty (50)** and a minimum Impact Isolation **Classification (IIC) of forty-eight (48)**. The installation of the foregoing materials shall be performed in a manner that provides proper mechanical isolation of the flooring materials for any ridged part of the building structure, whether of the concrete subfloor (vertical transmission) or adjacent wall and fittings (horizontal transmission).

DAMAGE DEPOSIT

- 36. Prior to the commencement of any project, a common area/elevator damage deposit is required. For all projects where the single or aggregate contract value does not exceed \$5000, a minimum \$500 damage deposit is required. For projects where the single or aggregate contract value exceeds \$5000, a damage deposit of 10% will be required. In no case shall the damage deposit exceed \$10,000, for all work involving build- outs, tear outs, demolition, maintenance, rehabilitation, renovation, remodeling, upgrading, or any other home improvements including electrical, plumbing, HVAC, framing, carpentry, cabinetry, glazing, carpeting, tile, other floorings, drywall, or painting work or any combination thereof. The **ARC** shall oversee the charging and collection of the damage deposit in the form of a check. Checks will be deposited in an escrow account and returned within 14 business days following completion of a project less any damages incurred and/or fees. Tarpon Landings Condominium Association and the ARC reserve the right to require a \$10,000 common area security deposit.
- 37. If repair costs occur under these Rules, the **Association** may deduct the amount from the damage deposit.

CONTRACTOR/VENDOR DUMPSTERS

- 38. If Contractors/Vendors need to park a dumpster on-site for disposal of trash and materials, they must contact the **Tarpon Point** for permission and location for contractor/vendor dumpsters. 239-471-0264.

MAINTENANCE OF LICENSING AND INSURANCE INFO

- 39. Contractor/Vendor is responsible for providing updated licensing and/or insurance documentation immediately upon expiration/renewal. Although Home Watch and Housekeepers are considered vendors per definition in this document, they are not required to maintain certificates of Insurance or Licenses due to the scope and nature of their work. Any damage that occurred because of their work will be the responsibility of the homeowner for whom the Home Watch, Housekeeper or cleaner is working at the time.

VIOLATIONS

- 40. Should any Contractor/Vendor or Unit Owner fail to comply with these Rules, the **Association (including the ARC)** shall be entitled to all remedies afforded to it, under Florida law, the governing documents, these Rules and/or the Guidelines, Rules and Regulations for the Architectural Review and Compliance Committee, and any other rules that may be promulgated by the **Association**, from time to time. These remedies include but are not limited to, the sending of notices or warning letters and/or the right to recover any amounts for damages that are, in the sole discretion of the Association, caused by the failure to adhere to these rules.
- 41. All damages, costs, expenses, fees (**including but not limited to attorneys’ fees and costs**) or damages incurred because of a violation of these Rules, Florida law, the governing documents or any other rules promulgated by the **Association**, shall be the responsibility of the Unit Owner, in addition to the responsible person or entity. In all such instances, the Unit Owner and the responsible person, or entity, shall be jointly and severally liable.

THREE STRIKE RULE: In the event a Contractor/Vendor or Unit Owner violates or fails to follow these Rules, they will receive a written “**strike**” notice from the **Association (including the ARC.)** Upon issuance of a third “**strike**” notice to the Contractor/Vendor for failure to observe these Rules the **Association and/or ARC** shall have the right to suspend the Contractor/Vendor from entering onto the Condominium Property and from performing further work at the Condominium Property, for such time period as the **ARC** deems reasonably necessary, based on the facts and circumstances of each case and the nature and severity of the violation (including any past violations), to deter future violations and/or to protect the best interests of the community. Any decision by the **Association** or the **ARC**, to suspend a Contractor/Vendor under this provision, shall be presumed to be valid and reasonable and shall be binding. In levying fines or imposing suspensions under these Rules, **the Association and the ARC shall follow the procedures set forth in Ch. 718 of the Florida Condominium Act and the Bylaws.**

Initials: Unit Owner _____ Contractor/Vendor _____

42. The Tarpon Landings Board of Directors has authorized the **ARC**, and its individual members, to have all the powers and authority of the Board to act or to not act in anticipation of, and/or in, response to any emergency as defined below.

43. For purposes of these Rules only, an “**emergency**” shall also exist, when any work is about to be commenced or has commenced on or in the condominium property, including the Units, that: (1) is in violation of the governing documents, Florida law or these Rules and/or (2) in the reasonable belief of any member of the **Association** or the **ARC**, may cause damage to the condominium property or the Units. In any such instance, the **Association**, the **ARC**, or any Board or Committee Member, may take any act or omission that he/she reasonably believes is in the best interest of the **Association**, including but not limited to, issuing cease and desist notices or accessing a Unit to take such action as may be necessary to protect the Unit, other Units, the Common Elements, Limited Common Elements and/or Condominium Property. In exercising authority under this provision, the provisions of **Ch. 718 of the Florida Condominium Act and the provisions of the Bylaws shall apply to the Association and the ARC.**

44. **The Association Board of Directors** may impose additional requirements or instructions from time to time to enhance the safe operations of the building and the safety and convenience of Owners and Residents.

I/We have read and understand the above Contractor/Vendor Rules and Regulations and further acknowledge that we are fully responsible for compliance with these rules and regulations, including any fines or fees. All contracts are between the unit owner and the contractor/vendor - the Association has no liability for contractor/vendor workmanship or payment.

Signature: Unit Owner _____ Contractor/Vendor _____

CONTRACTOR, ELEVATOR, POLICIES AND PROCEDURES USAGE ACKNOWLEDGEMENT

(To be completed by Unit Owner or Unit Owner's Agent)

Unit Owner's Name _____ Unit Owner's E-Mail _____

Address: _____ Silver King Blvd. Unit # _____

Unit Owner's Cell # _____ Garage P1 or P2 Garage # _____

Request for Contractor elevator **use and inspection** at \$50 per day.
Number of days requested _____

Contractor Elevator request for ARC approved long-term projects assessed at \$50 per day not to exceed \$1000 per project.

If the number of days the elevator is used exceeds the initial request, additional elevator usage fees must be paid in full before your security deposit will be returned.

If the number of days prepaid for elevator usage exceeds the number of days used, the difference in the form of a refund will be issued along with the security deposit.

Request for contractor elevator **lockout** use/padding/inspection reservation at \$100 per day, limit two consecutive days.

Number of days requested _____

CONTRACTOR / VENDOR

Company Name _____

Contact Person _____ Phone _____

ELEVATOR USAGE AND PROTECTION

1. Elevator reservations must be made with the management office at least **48 hours** in advance. (For Move In/Move Out and for major projects requiring elevator lockout.) Elevator usage and protection must be requested at least 48 hours in advance of any job using the Elevator Policy and Procedures form with fees paid at time of application.
2. Prior to the beginning of any work, ram board covering the entire floor must be installed by the Contractor/Vendor using (only) painter's tape in the service elevator and access hallway inspected by the property staff. Unit numbers must be clearly displayed on Ram board. Ram board may remain in place through the week for ongoing jobs but must be removed by the Contractor on **Friday by 4:30 or before any weekend or holiday, and at the end of any job**. Removed Ram board is Contractor /Vendor property and will not be disposed of at this property. Ram board must be reinstalled and inspected before work can resume. Contractors/Vendors are to use the elevator with ram board and elevator pads ONLY.
3. **Tile Machines are not allowed in any service elevator unless special floor padding is installed and inspected by staff.**
4. Any damage done to elevators, common areas, and/or other units will be billed directly to the unit owner. Repairs will be completed by an **Association** approved contractor, not by the party doing the damage.
5. Contractors/Vendors are responsible for cleaning up the elevator and elevator tracks. Elevator tracks must be vacuumed, not swept, daily and all work areas must be cleaned before leaving the property each day. Tarpon Landing staff will check this daily.
6. It is the responsibility of the unit owner and Contractor/Vendor to understand the limits of elevator dimensions and roof access door dimensions before undertaking any project that might be affected by these dimensions.

Roof Access Door Dimensions: Roof access door clearances on each building limit the size of air conditioning equipment and other items being transferred to the roof to a maximum width of 32 inches.

Inside Dimensions of Elevator Cab Maximum:

Width - 75"

Depth - 52"

Height - 102"

Doors – 84" high X 41" wide

Weight Capacity - 2,500 lbs Max

ACKNOWLEDGEMENT

I have read and understand the above Elevator Policies and Procedures.

I understand elevator reservations must coincide with an available date on the **Association's** reservation calendar on a first come, first serve basis, and that elevator will be inspected for damage before and after use.

I/We agree that all work performed or delivered to improve and /or furnish my Unit by the above party is to be performed on my behalf, by such party as my agent. I assume full responsibility for damages caused by such agent, whether to any person or property and hereby agree to indemnify and hold harmless Tarpon Landings Condominium Association, Inc. (**the "Association"**) for any damages claimed by any party. If any damage occurs, the **Association**, its management, or agents, in their sole discretion will determine if any deductions from the amount of the security deposit is required, or if it is necessary to withhold the entire deposit for repairs and charge my assessment account for cost of repair or replacement of **Association** property that exceeds the amount of the deposit.

I/We hereby agree to indemnify and hold harmless Tarpon Landings Condominium Association (**"Association"**), including its employees or agents, from any claims against the Association arising from any situation in connection with my move-in or any elevator reservation request.

Unit Owner Signature _____ Date _____

Agent of Unit Signature _____ Date _____

Agent Printed Name _____

Make check payable to Tarpon Landings Condominium Association

Project Completion:

When your project is completed, please submit the "Deposit Return Request Form" to receive any remaining unused contractor elevator usage fees and common area/elevator security deposit. Any additional contractor or elevator usage fees will need to be paid at that time.



Construction / Elevator / Clubhouse Deposit Request Form

Please complete this form in full and submit it to the Association Office.
Deposit return requests will not be submitted without this completed form.

Owner: _____ Building: 6021 or 6061 or 6081 Unit #: _____

Mail check to: _____

Description of work: _____ Date completed: ____/____/____

Amount of deposit: \$ _____ Check # you used: _____

Deposit type: Construction Y/N Elevator Y/N Clubhouse Y/N

Owner's signature _____ Date of request: ____/____/____

===== **Following is for Association use ONLY** =====

Deposit amount received \$ _____ Date deposit received: ____/____/____

Deposit still held confirmed by: _____

GL code: _____ Pay from ESCROW bank account.

Approved by: _____ Date approved: ____/____/____

Tarpon Landings Condominium Association, Inc.
6021 Silver King Blvd.
Cape Coral, FL 33914
(239) 541-8710