



Welcome to Community Service Foundation Properties!

925 Lakeview Road
Clearwater, Florida 33756

Rental Office Phone: (727) 446-3532

Website: csfhome.org

Facebook: [Facebook.com/CommunityServiceFoundation](https://www.facebook.com/CommunityServiceFoundation)

Twitter: [@csfpinellas](https://twitter.com/csfpinellas)



Equal Housing Opportunity

1st Edition 4/2016

CSF Policies and Regulations

Rent Payments

Rent payments are due on the 1st day of each month. A late fee **will** be assessed if rent is not received in the rental office by the 5th of the month. For your convenience, you can make your rent payments on our website: csfhome.org

Pets

The rental lease prohibits pets to enter or reside **within** CSF properties or to be on the premises. Pet sitting is also prohibited

Parking

Backing a vehicle into parking spaces on CSF property is prohibited. The car's rear license plate must be visible to staff driving through the parking lot. Parking spaces are not assigned. Disabled parking rules must be followed.

Smoke Free Housing

In order to provide a healthier environment for our residents and guests, our properties are completely smoke free. The harmful effects of secondhand smoke and the fire dangers caused by smoking is too great to ignore. Effective 4/15/2016, smoking is prohibited anywhere on CSF property, including inside individual apartments. The smoke-free policy will be enforced.

Unit Condition

A unit inspection will be conducted by the rental agent prior to the lease signing. Any existing damages will be documented. During the term of the lease, the tenant is responsible for keeping the interior and exterior of their unit in a good, clean, and sanitary condition at all times. Tenant shall keep the window glass clean at all times and shall not cover any window in any manner which, in the opinion of Landlord, detracts from the appearance of the apartment building. Sheets are not to be used as curtains. No additional or replacement locks of any type **will** be installed on any door without the written permission of Landlord.

Porches and Patios

Porches and patios are not storage areas. Only potted plants, wind chimes, or outdoor type furniture is permitted on porches and patios. Bicycles, mops, mop buckets, clothing, etc are not to be stored on patios and porches. Towels, sheets, rugs, etc cannot be hung on porch rails or on fencing. Tenant must keep their yards litter free. Tenants will be charged \$25 per hour should Maintenance be required to pick up trash around their unit.

Grills/Hibachis/Outdoor Cooking Equipment

Due to NFPA (National Fire Protection Association) 1 Section 10.11.6.1 and 10.11.6.2, grills, hibachis, and other similar outdoor cooking/heating devices are not permitted on CSF property. Furthermore, per NFPA 58 LPG Section 8.3.5, these devices cannot be stored inside apartments.

Pest Control

CSF provides regularly scheduled control for common pests at all multi-family property on the 4th Wednesday of each month. Single family homes are not treated, therefore the responsibility of the tenant.

Tenant Vehicles

Tenant agrees to register their vehicle(s) with CSF by completing the required form. Tenant also agrees to keep the vehicle(s) in working condition, operable at all times, and have an unexpired plate otherwise it becomes an unauthorized vehicle.

Unauthorized Vehicles

Unauthorized vehicles **will** receive a written warning and then it **will** be subject to towing by an independent tow company. Unauthorized vehicles are blocking other vehicles, blocking access to the dumpster, a vehicle that is leaking a fluid that presents a hazard or threat to persons or property, any and all commercial vehicles, abandoned and/or inoperable vehicles (Vehicles that lack an engine, transmission, wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways), expired license plates, or parking outside of designated parking spaces, ie in the grass. Public parking is prohibited.

Unattended Children

Children under the age of 12 are to be under direct adult supervision at all times while on CSF property, including supervision within the rental unit.

Lock Outs

CSF **will** provide tenants with lock out service during business hours at no charge. The tenant requesting lock out assistance **will** be required to show a photo ID to CSF staff. For lock out service after hours or on holidays, you may contact a locksmith at your cost. The tenant **will** be responsible for any damage incurred.

Interior Lighting and Smoke/Carbon Monoxide Detector(s)

All light fixtures are furnished with functioning light bulbs at the time you take possession of the unit. Therefore, when replacement bulbs are needed, it will be necessary for you to purchase and install them. Smoke Detectors and Carbon Monoxide Detectors (where applicable) are installed and are not to be removed or tampered with by tenants.

Trash and Food Waste

Garbage must be placed into the dumpster in plastic trash bags that are tied shut and intact. If you have a large item that will not fit into the dumpster, please call the Solid Waste Department and request pick up (727-562-4920). If you have not made arrangements for pick up and our maintenance department has to remove the items, you will be subjected to a \$50 service charge payable to Community Service Foundation. No garbage or other refuse shall be stored on the premises for extended periods of time. All garbage and refuse shall be disposed of in a timely manner in receptacles provided by CSF.

Maintenance Requests

Non-Emergency maintenance requests can be submitted on our website csfhome.org or called in to the rental office. The required form that needs to be completed is included in the packet. If leaving the maintenance request on CSF voicemail, please indicate whether the maintenance crew can enter your apartment to make the repair in your absence or if you wish to be present for the repair. After hour emergency maintenance notifications should be called in to the emergency maintenance number. All maintenance requests must be submitted in writing even when called in.

Renter's Insurance

All tenant's are required to provide CSF proof of valid, current renter's insurance. New tenants are to provide proof of valid, current renter's insurance within 60 days of the lease signing. CSF does not maintain insurance to cover your personal property, personal injury, or your loss of use of the apartment.

Criminal Activity

The tenant agrees to notify the CSF rental office if you or any occupants are convicted of a felony or arrested for any crime related to drugs, violence, or destruction of property. Tenants are to ensure that their family and friends are not using the tenant's address as their mailing address. Criminal activity checks are conducted on all CSF properties weekly.

Tenant Guests

The tenant's guests/family will comply with all written rules, policies, and regulations. Tenant is responsible for the actions of their visiting guests and family. We may exclude and/or "No Trespass" from CSF property guests or others who, in our judgement, have been violating the law, violating this lease contract or any apartment rules, or disturbing the other residents, neighbors, visitors, or owner representatives. The tenant agrees that the landlord reserves the right to trespass any non-tenant from the leased premises and common areas.

Unauthorized Occupants

The apartment is to only be occupied by individuals identified on the lease agreement. Guests are permitted no more than 7 consecutive days, no more than 14 days in a year, without prior written consent from CSF. Tenants are to ensure that their family and friends are not using the tenant's address as their mailing address.

Tenant Behavior

Profane, obscene or loud language is absolutely prohibited on the premises. Tenant obligates himself and those under him, not to do or permit to be done anything that will annoy, harass, embarrass, discommode or inconvenience any of the other tenants or occupants in adjoining premises. The use of musical instruments, radios, televisions, stereos and tape recordings shall not be operated so as to harass, annoy or inconvenience any other tenant. Quiet hours between 11:00 o'clock PM until 8:00 o'clock AM will be enforced. No Tenant or Tenant's guests shall consume alcoholic beverages from the porches or yard areas.

CSF Right of Entry

Tenants have a basic right to privacy in their rental homes. CSF staff can enter a rental unit in the following circumstances: in case of emergency (such as a fire or serious water leak); to make needed inspections and repairs; or if CSF has reasonable cause to believe the tenant has abandoned the premises.

Except in cases of emergency, CSF staff will give tenants at least 12 hours' notice of their intent to enter and will enter only at reasonable times (between 8:30am and 5:00 pm).

Antennas, Cable, Satellite Dishes

No antennas or aerial wires of any description shall be hung from the windows or installed on the buildings. Satellite dishes may not be mounted on the roof or walls of the building and satellite service must be first authorized by CSF.

Important Phone Numbers and Community Guide

CSF Staff Directory

Perry Bean, Executive Director	perry@csfhome.org	727-461-0618 ext. 4
Diana Williams, Housing Programs Manager	dwilliams@csfhome.org	727-461-0618 ext. 2
Marilyn Minor, Executive Assistant	admin@csfhome.org	727-461-0618 ext. 5
Carey Schatzer, Housing Counselor	cschatzer@csfhome.org	727-461-0618 ext. 3
Ed Thiebe, Development Director	ethiebe@csfhome.org	727-873-8731
Curley Caporuscio, Maintenance		727-446-3532
Chris Stringfield, Maintenance		727-446-3532

Important Community Phone Numbers

Clearwater Police Non-Emergency	727-562-4420
Animal Services	727-582-2600
Consumer Protection	727-464-6200
Pinellas Suncoast Transit Authority	727-540-1900
Pinellas County Sheriff	727-582-6200
St Pete-Clearwater Airport	727-453-7800
Pinellas County Utilities	727-464-4000
Pinellas County FL Department of Health	727-507-4346
FL Emergency Information	800-342-3557
Pinellas County School Board	727-588-6000
Tornado Reports	888-437-1239
Duke Energy (power outage)	800-228-8485
Clearwater Gas	727-562-4980
Bright House Networks	888-289-8988
WOW Cable	866-745-3685
Car Care Ministry	727-710-0262
FL Domestic Violence Hotline	800-500-1119
Habitat for Humanity Pinellas	727-536-4755
Pinellas County Health and Community Services	727-464-8400

Walmart Neighborhood Market (Open 24 hours)

2171 Gulf to Bay Blvd, Clearwater, FL 33765

(727) 431-4900

1803 N. Highland Ave, Clearwater, FL 33770

(727) 441-4320

Walmart Super Center (Open 24 Hours)

990 Missouri Ave N, Largo, FL 33770

727-587-7822

Walgreens—24 Hour Pharmacy

14004 Walsingham Rd, Largo, FL 33774

727-596-5722

1477 Main St, Dunedin, FL 34698

727-733-3176

CVS—24 Hour Pharmacy

13998 Walsingham Rd, Largo, FL 33774

727-595-2521

30387 US Highway 19 N, Clearwater, FL 33761

727-781-2955

Publix

619 S Fort Harrison Ave, Clearwater, FL 33756

(727) 443-5700

1295 S Missouri Ave, Clearwater, FL 33756

(727) 442-8606

1555 S Highland Ave, Clearwater, FL 33756

(727) 442-5511

200 Island Way, Clearwater, FL 33767

(727) 441-2439

Winn-Dixie

2460 E. Bay Drive, Largo, FL 33771

(727) 535-1322

Save-A-Lot

1209 Cleveland St, Clearwater, FL 33755

(727) 443-5024

Hospitals and Urgent Care

Morton Plant Hospital

300 Pinellas St, Clearwater, FL 33756

727-462-7000

Bayside Urgent Care Center

1001 S Ft Harrison Ave #101, Clearwater, FL 33756

(727) 441-5044

Largo Medical Center Clearwater ER

2339 Gulf to Bay Blvd, Clearwater, FL 33765

(727) 588-5200

BayCare Alliant Hospital

601 Main St, Dunedin, FL 34698

(727) 736-9999

Largo Medical Center

201 14th St SW, Largo, FL 33770

(727) 588-5200

St. Joseph's Children's Specialty Center - Mease Countryside

3253 N McMullen Booth Rd #100, Clearwater, FL 33761

(727) 725-6966



MAINTENANCE REQUEST

Community Service Foundation

925 Lakeview Road
Clearwater, FL 33756

Phone: (727) 461-0618
Fax: (727) 443-6287
Online: csfhome.org

Date of Request _____

Resident Name _____

Resident Phone _____

Unit Address _____

Which Room? _____

Description of Problem _____

I authorize CSF Maintenance staff to enter my residence in my absence to complete all work requested/required. I understand that completing this request may take multiple days.