

INSTRUCTIONS

APPLICATION FOR OCCUPANCY

SAILBOAT CAY CONDOMINIUM ASSOCIATION, INC. – MANAGEMENT

→ Each proposed occupant – buyer OR tenant – over the age of 18, is to be screened, in other words, each proposed occupant **MUST FILL OUT AN APPLICATION** and provide all required documents & fees.

→ The minimum requirements for approval are:

- We don't want any pets.
- Minimum credit score of 680 points (see FAQs for more information on this)
- Applicant must pass a background check (see FAQs for more information on this)

These requirements apply to **ALL APPLICANTS**.

→ Read the form carefully before filling it out. The application must be filled out completely.

→ If the information provided is not legible or is not complete and accurately filled out, *The Association* will not be liable or responsible for any inaccurate information and/or related reports (to *The Association*) caused by such omissions or illegibility.

→ The applicant(s) must sign, initial and / or date all forms and fields designated so.

→ A copy of the of the purchase or lease contract, must be attached to the application.

→ A copy of each applicant's ID must be attached to the application.

→ The application, the rest of the documents and all applicable fees must be delivered in person to our management office, Monday through Friday from 9 am till 12 pm; 13499 Biscayne Blvd., Suite #219. North Miami, FL 33181.

→ A personal interview of the applicant(s) by *The Association* is required for final approval, it's the last step. Interviews are in person and conducted Tuesdays and / or Thursdays at 12 PM in our office.

→ Applicant(s) will be furnished with a certificate of approval once the application process is completed; at which time they will be able to schedule the move in.

→ Once approval is provided, there is a \$100 non-refundable move in fee due per unit.

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FREQUENTLY ASKED QUESTIONS

Description of the application process

The application for occupancy of any unit, be it residential or commercial entails a background check that includes residence history verification, employment verification, eviction records check, a credit report and criminal background check.

(*) The Credit Score & Report is from TRANSUNION, calculated using VANTAGESCORE 4.0.

The background checks are performed by a third-party professional background check company.

The references provided by the applicant(s) for the purpose of verifications, will be either contacted by phone (a call during business days & hours) or an email depending on which type of contact information was provided.

If the applicant(s) notifies their references that they are going to be contacted by a professional background check company as part of an application for occupancy, the process will go faster. If an email was provided, please advise your references to check the spam folder.

Once the background check report is completed, *The Association* will evaluate it. If the minimum requirements are met, the applicant(s) is (are) then scheduled for an in-person interview.

If everything goes well, after the interview, an approval letter is provided.

What if the applicant(s) is foreign?

If the applicant(s) has been living in the USA for 2 years or more, then we will run a local background check.

If the applicant(s) has been living here for less than 2 years, then we must run an international background check. Please see page * for details on the extra information needed to process this.

FOR PURCHASES: What if this is an investment purchase and the applicant(s) will not be using the property as their homestead?

The same minimum requirements apply to all prospective residents and all prospective owners. All the information required in the application format must be furnished as well as the requested documents.

The application process is the same.

FOR PURCHASES: What if the contract to purchase is under a company name?

If this is the case, the articles of incorporation as well as the operating agreement for the company must be provided.

The company officer with the majority voting rights is the one who must apply for association approval.

To know which officer has majority voting rights, the operating agreement or shareholders agreement must be provided.

What are the application fees?

The application fee for a local background check is \$100 per applicant.

The application fee for an international background check is \$260 per applicant.

What are the accepted forms of payment?

We only accept payments via MONEY ORDER made out to “*Sailboat Cay Condominium Association, Inc.*”.

No cash. No credit cards. No personal checks. No exceptions.

Bank Name		Money Order	
		\$ 100.00	
PAY TO THE ORDER OF	<u>Sailboat Cay Condominium Association, Inc.</u>	Unit #	
<u>Application FEE</u>		<u>Payer's Signature</u>	
<u>Payer's First & Last Name</u>		PURCHASER'S SIGNATURE	
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0		PURCHASER BY SIGNING YOU AGREE TO THE TERMS ON THE REVERSE SIDE	

How long does the whole process take?

Please allow 10 – 20 business days for the application to be screened and reviewed for locals.

Please allow 20 – 30 days for foreign nationals.

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Some more information about moving in and big deliveries

- Moves and / or deliveries are allowed with a previously confirmed reservation by management.
- They are allowed from Monday to Friday from 9 am to 4 pm **provided all three elevators are working.** No holidays, and no exceptions. There are 2 time slots: from 9 am to 12:30 pm, and from 12:30 pm to 4 pm. Please specify which slot you want to use when making your reservation.
- When one of the elevators is out of service, the schedule is from 10 am to 2 pm only, on Tuesdays, Wednesdays & Thursdays. No exceptions.
- For big deliveries, please try to narrow down the time window as much as possible.
- Your reservation for the use of the service elevator must be confirmed by management via email.
- The reservation also entails a \$200 refundable security deposit.

Accepted payment is ONLY money orders made out to "Sailboat Cay Condominium Association, Inc."

Bank Name		Money Order	
		\$ 200.00	
PAY TO THE ORDER OF Sailboat Cay Condominium Association, Inc.		Unit #	
Security Deposit for the Service Elevator		Payer's Signature	
Payer's First & Last Name		PURCHASER'S SIGNATURE	
1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0		PURCHASER BY SIGNING YOU AGREE TO THE TERMS ON THE REVERSE SIDE	

There is a drop box in the door of the office (Suite #219) for your convenience. If you do drop off a payment, we kindly request that you label it properly, so we know who it's from and what it's for.

- You can't use the service elevator after your allotted time. If you exceed your time, you will be fined. You can however reserve another day if you think it will not be enough time.
- Our waste collection does not take bulk trash (junk), so please don't leave anything in the garbage room in the lobby or the garbage room on your floor. If you do, you will be fined. If you need a junk removal service, we are happy to recommend one.
- After you finish moving or once the delivery is completed, please notify the security guard so they can inspect all the common areas for damages and garbage. They give management the OK for the return of the security deposit.

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APPLICATION CHECKLIST

- ✓ Application format filled out, dated, initialed, and signed.
One per each applicant.
- ✓ Copy of all applicant's government issue photo ID.
- ✓ Copy of the contract for purchase including all addenda, or lease.
- ✓ (If applicable)
Copy of the company's articles of incorporation.
- ✓ (If applicable)
Copy of the company's operating / shareholders agreement.
- ✓ Application FEE in the form of a Money Order made out to "*Sailboat Cay Condominium Association, Inc*".

Incomplete applications will not be processed until all required documents and fees are received.

Please remember to allow 10 – 20 business days for the application to be screened and reviewed for locals, and 20 – 30 days for foreign nationals.

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APPLICATION FOR OCCUPANCY

SAILBOAT CAY CONDOMINIUM ASSOCIATION, INC. – MANAGEMENT

APPLICATION TO →	PURCHASE ☐	LEASE ☐	UNIT:
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A ABOUT THE UNIT - GENERAL INFORMATION

CURRENT OWNER			
FULL NAME			
COMPANY			
Cell N°		Email	
Postal Address			

REALTOR FOR THE CURRENT OWNER			
FULL NAME			
COMPANY			
Cell N°		Email	

PROPERTY MANAGER FOR THE UNIT (if applicable)			
FULL NAME			
COMPANY			
Cell N°		Email	

B ABOUT THE APPLICANT(S) – GENERAL INFORMATION

REALTOR FOR THE APPLICAN(S)			
FULL NAME			
COMPANY			
Cell N°		Email	

DESIRED DATE OF OCCUPANCY		Is this an investment property? (Y/N)	
N° of people for occupancy (adults over 18)		N° of people TOTAL occupancy	
NAME & DATE OF BIRTH OF ALL PROSPECTIVE RESIDENTS			
1		3	
2		4	

FOR INTERNAL USE ONLY – DO NOT FILL OUT THIS PART					
Application Received		Application Fees			
Report Requested		Report Received			
INTERVIEW DATE					
Adults		P		UNIT	
Children		Vehicles			
MOVE IN		MOVE OUT			

1 APPLICANT'S INFORMATION

APPLICANT 1 – GENERAL INFORMATION					
FIRST NAME		MIDDLE NAME		LAST NAME(S)	
SNN		DOB			
Cell N°		Email			
Please check the status that applies	SINGLE	MARRIED	SEPARATED	DIVORCED	

APPLICANT 1 – RESIDENCE HISTORY					
CURRENT ADDRESS					ZIP CODE
Please check the status that applies	RENT	OWN	FAMILY HOME	FRIEND'S HOME	
MOVE IN DATE					
Name of Landlord				Phone N°	
Landlord's email				Monthly Rent	

PREVIOUS ADDRESS					ZIP CODE
Please check the status that applies	RENT	OWN	FAMILY HOME	FRIEND'S HOME	
MOVE IN DATE		MOVE OUT DATE			
Name of Landlord				Phone N°	
Landlord's email				Monthly Rent	

APPLICANT 1 – EMPLOYMENT INFORMATION					
CURRENTLY EMPLOYED BY				Phone N°	
Employer contact email				Fax N°	
Address					ZIP CODE
Job Title or Position					Start date
Supervisor's name				Monthly income	

PREVIOUSLY EMPLOYED BY				Phone N°	
Employer contact email				Fax N°	
Address					ZIP CODE
Job Title or Position					Start date
Supervisor's name				Monthly income	

APPLICANT 1 – VEHICLE INFORMATION									
No of Vehicles									
Driver's License									State
1	Color		Year		Make		Model		License Plate
2	Color		Year		Make		Model		License Plate
3	Color		Year		Make		Model		License Plate

APPLICANT 1 – EMERGENCY CONTACT			
Full name			Phone N°
Address			Relationship



1 DISCLAIMER & ACKNOWLEDGEMENT

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APPLICANT #1 INITIALS _____

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing this application.

APPLICANT #1 INITIALS _____

I authorize any person, organization or company listed on this application to furnish you with any and all information. I also authorize you to request and receive such information.

APPLICANT #1 INITIALS _____

I agree to abide by the rules and regulations of the Condominium and accept and acknowledge that they may be changed and / or amended.

APPLICANT #1 INITIALS _____

If the fire alarm goes off in my unit, be it by neglect, disconnection, the presence of smoke, or any other; and the Fire Department comes because of that, the responsibility of the fine issued will be mine. (MDFRD fines are in the order of \$1,000.00)

APPLICANT #1 INITIALS _____

By signing, the applicant recognizes that *The Association* or their agent will investigate the information supplied, and a full disclosure of pertinent facts may be made to said association. The investigation may be made of the applicants' character, general disposition, personal characteristics and how they make a living, as applicable.

A credit report will also be included, and to be eligible for approval the applicant's credit score must be of at least 680*.

* Credit Score & Report from TRANSUNION, using VANTAGESCORE 4.0

APPLICANT'S SIGNATURE: _____

APPLICANT'S FULL NAME: _____

DATE: _____





EXAMPLE ID

EVERY APPLICANT MUST PROVIDE A COPY OF
THEIR VALID GOVERNMENT ISSUED PHOTO ID

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2 APPLICANT'S INFORMATION

APPLICANT 2 – GENERAL INFORMATION							
FIRST NAME			MIDDLE NAME			LAST NAME(S)	
SNN				DOB			
Cell N°				Email			
Please check the status that applies	SINGLE		MARRIED		SEPARATED		DIVORCED

APPLICANT 2 – RESIDENCE HISTORY						
CURRENT ADDRESS					ZIP CODE	
Please check the status that applies	RENT	OWN	FAMILY HOME		FRIEND'S HOME	
MOVE IN DATE						
Name of Landlord				Phone N°		
Landlord's email				Monthly Rent		

PREVIOUS ADDRESS					ZIP CODE	
Please check the status that applies	RENT	OWN	FAMILY HOME		FRIEND'S HOME	
MOVE IN DATE			MOVE OUT DATE			
Name of Landlord				Phone N°		
Landlord's email				Monthly Rent		

APPLICANT 2 – EMPLOYMENT INFORMATION					
CURRENTLY EMPLOYED BY				Phone N°	
Employer contact email				Fax N°	
Address					ZIP CODE
Job Title or Position					Start date
Supervisor's name				Monthly income	

PREVIOUSLY EMPLOYED BY				Phone N°	
Employer contact email				Fax N°	
Address					ZIP CODE
Job Title or Position					Start date
Supervisor's name				Monthly income	

APPLICANT 2 – VEHICLE INFORMATION									
No of Vehicles									
Driver's License								State	
1	Color		Year		Make		Model		License Plate
2	Color		Year		Make		Model		License Plate
3	Color		Year		Make		Model		License Plate

APPLICANT 2 – EMERGENCY CONTACT			
Full name			Phone N°
Address			Relationship



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FIRST NAME			MIDDLE NAME			LAST NAME(S)	
SNN				DOB			
Cell N°				Email			
Please check the status that applies	SINGLE		MARRIED		SEPARATED		DIVORCED

APPLICANT 3 – RESIDENCE HISTORY						
CURRENT ADDRESS					ZIP CODE	
Please check the status that applies	RENT	OWN	FAMILY HOME		FRIEND'S HOME	
MOVE IN DATE						
Name of Landlord				Phone N°		
Landlord's email				Monthly Rent		

PREVIOUS ADDRESS					ZIP CODE	
Please check the status that applies	RENT	OWN	FAMILY HOME		FRIEND'S HOME	
MOVE IN DATE			MOVE OUT DATE			
Name of Landlord				Phone N°		
Landlord's email				Monthly Rent		

APPLICANT 3 – EMPLOYMENT INFORMATION					
CURRENTLY EMPLOYED BY				Phone N°	
Employer contact email				Fax N°	
Address					ZIP CODE
Job Title or Position					Start date
Supervisor's name				Monthly income	

PREVIOUSLY EMPLOYED BY				Phone N°	
Employer contact email				Fax N°	
Address					ZIP CODE
Job Title or Position					Start date
Supervisor's name				Monthly income	

APPLICANT 3 – VEHICLE INFORMATION										
No of Vehicles										
Driver's License									State	
1	Color		Year		Make		Model		License Plate	
2	Color		Year		Make		Model		License Plate	
3	Color		Year		Make		Model		License Plate	

APPLICANT 3 – EMERGENCY CONTACT			
Full name			Phone N°
Address			Relationship



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APPLICANT 4 – GENERAL INFORMATION							
FIRST NAME			MIDDLE NAME			LAST NAME(S)	
SNN				DOB			
Cell N°				Email			
Please check the status that applies	SINGLE		MARRIED		SEPARATED		DIVORCED

APPLICANT 4 – RESIDENCE HISTORY						
CURRENT ADDRESS					ZIP CODE	
Please check the status that applies	RENT	OWN	FAMILY HOME		FRIEND'S HOME	
MOVE IN DATE						
Name of Landlord				Phone N°		
Landlord's email				Monthly Rent		

PREVIOUS ADDRESS					ZIP CODE	
Please check the status that applies	RENT	OWN	FAMILY HOME		FRIEND'S HOME	
MOVE IN DATE			MOVE OUT DATE			
Name of Landlord				Phone N°		
Landlord's email				Monthly Rent		

APPLICANT 4 – EMPLOYMENT INFORMATION					
CURRENTLY EMPLOYED BY				Phone N°	
Employer contact email				Fax N°	
Address					ZIP CODE
Job Title or Position					Start date
Supervisor's name				Monthly income	

PREVIOUSLY EMPLOYED BY				Phone N°	
Employer contact email				Fax N°	
Address					ZIP CODE
Job Title or Position					Start date
Supervisor's name				Monthly income	

APPLICANT 4 – VEHICLE INFORMATION										
No of Vehicles										
Driver's License									State	
1	Color		Year		Make		Model		License Plate	
2	Color		Year		Make		Model		License Plate	
3	Color		Year		Make		Model		License Plate	

APPLICANT 4 – EMERGENCY CONTACT			
Full name			Phone N°
Address			Relationship



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APPLICANT'S SIGNATURE: _____

APPLICANT'S FULL NAME: _____

DATE: _____





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* EXTRA INFORMATION FOR INTERNATIONAL BACKGROUND CHECK ONLY

FROM THE APPLICANT'S MOTHER

FIRST NAME	
MIDDLE NAME	
FIRST LAST NAME	
SECOND LAST NAME	

FROM THE APPLICANT'S FATHER

FIRST NAME	
MIDDLE NAME	
FIRST LAST NAME	
SECOND LAST NAME	

FROM THE APPLICANT: LAST RESIDENCE ADDRESS ABROAD

Address Line 1	
Address Line 2	
City	
State / Province	
Zip Code	
Country	