

ATRIUM CONDOMINIUM OWNERS ASSOCIATION, INC.

1075 93RD Street Bay, Harbor Islands, FL 33154

Lease / Purchase Application

Lease Check List

1. ☐ Are you service member? ____ Yes ____ No
2. ☐ One application per tenant, owner or married couple, completed and signed
3. ☐ Copy of valid driver license
4. ☐ Maintenance fees must be current for application to be approved
5. ☐ Copy of the lease or sales contract complete and executed
6. ☐ A non-refundable check or money order, payable to **Nautica Management LLC**, in the sum of \$100.00 per applicant or married couple for screening and administrative fee
7. ☐ Return completed package to: Nautica Management
1666 Kennedy Causeway, Suite 706
North Bay Village, FL 33141

Purchase Check List

1. ☐ Follow steps 1 through 4 and 6
2. ☐ A check or money order in the sum of \$250.00, payable to **Nautica Management LLC**, for ESTOPPEL letter
3. ☐ If required, a check or money order in the sum of \$200.00 for lender questionnaire payable to **Nautica Management LLC**

Office Procedure

1. ☐ Receive the complete package
2. ☐ Check background
3. ☐ Bring all information to the board for review
4. ☐ Schedule interview with the board or management agent

Interview

1. ☐ Resident received copy of Rules & Regulations from Board member or management agent
2. ☐ Certificate of Lease or Purchase Approval completed and signed by Board member or management agent

Board Member

Agent

Date

Moving Procedure

1. ☐ Schedule with management at least 2 business days in advance of move

**Processing of all applications will begin after all required forms have been completed and signed.
Applications will be completed within 14 working days, unless you are a service member.**

ATRIUM CONDOMINIUM OWNERS ASSOCIATION, INC.
1075 93RD Street Bay, Harbor Islands, FL 33154

Applicant Information

APPLICATION TYPE: Lease ☐ Purchase ☐		UNIT MONTHLY RENT:		UNIT #:
Realtor Name:			Agent Cell:	
Email:				
Applicant Name:				DOB:
SSN:	DL#:	Passport #:		
Email:		Cell Phone:		
Co-Applicant Name:				DOB:
SSN:	DL#:	Passport #:		
Email:		Cell Phone:		
Current address:				
City:		State:	ZIP Code:	
(Please circle) Own Rent		Monthly payment or rent:		How long?
Landlord Name:			Landlord Phone:	
Previous address:				
City:		State:	ZIP Code:	
(Please circle) Own Rent		Monthly payment or rent:		How long?
Landlord Name:			Landlord Phone:	

Employment Information

Applicant Current Employer:				
Employer address:				How long?
City:	State:		ZIP Code:	
Phone:	Office:	Fax:		
Email:				
Position:	(Please circle) Hourly Salary		Annual income:	
Co-Applicant Current Employer:				
Employer address:				How long?
City:	State:		ZIP Code:	
Phone:	Office:	Fax:		
Email:				
Position:	(Please circle) Hourly Salary		Annual income:	

Banking Information

Bank Name:		Branch Address:		
City:	State:		ZIP Code:	
Checking Account #:		Savings Account #:		

Other Occupants

Name:	DOB:	Relationship:
Name:	DOB:	Relationship:
Name:	DOB:	Relationship:
Name:	DOB:	Relationship:

ATRIUM CONDOMINIUM OWNERS ASSOCIATION, INC.
1075 93RD Street Bay, Harbor Islands, FL 33154

Emergency Contact		
Name:		Relationship:
Phone:	Email:	
Parking Information		
Parking Space # 1:	Office:	Decal #:
Make & Model:	Tag Number:	Color:
Make & Model:	Tag Number:	Color:
Please attach copy of Valid Driver License, Registration and Insurance Card		

Privacy Release

AUTHORIZATION TO RELEASE BANKING, CREDIT, RESIDENCE AND EMPLOYMENT INFORMATION

Most banks, financial institutions, mortgage companies and employers require your signature and name printed to verify information. Please complete the form below:

You are hereby authorized to release information to the below mentioned party, or their attorney or Representative, and any and all information they request concerning my banking, credit, residence to my/our Application for Occupancy.

**DESIGNATED PARTIES: The Atrium Condominium Owners Association, Inc.
& Nautica Management LLC**

I / We hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid parties.

I have read and agree to the provisions as stated.

Applicant Signature

Date

Print Name

Co-Applicant Signature

Date

Print Name

ATRIUM CONDOMINIUM OWNERS ASSOCIATION, INC.
1075 93RD Street Bay, Harbor Islands, FL 33154

Move In Authorization

All Parties Purchasing or Renting:

The Board of Directors and/or Management Agent will interview all applicants prior to move in to review the rules and regulations of The Atrium Condominium Owners Association.

Move In or Out Procedures:

Moving of furniture or household items in or out of the building is allowed from 9:00 AM to 5:00 PM, Monday through Friday. Weekend and off hours moving is strictly prohibited.

Occupants moving in or out must notify Nautica Management at (305) 575-2690 or adriana@nauticamanagement.com at least 48 hours in advance of scheduled move date.

Unit owners will be responsible for ALL damages by unit owner, tenant(s), or anyone assisting in the move. This includes damages by paid movers.

All boxes, containers, etc. from the move must be removed from the premises or broken down and put in garbage dumpster on ground floor. Any trash or boxes left in trash room will result in a violation notice to the unit owner.

BOXES MUST NOT BE PUT IN THE TRASH CHUTE, IT WILL JAM!

Please make sure that the lobby door is never left open.

Failure to follow these procedures in their entirety will result in violation notices and fines to the unit owner, and any unauthorized tenants will be subject to eviction by the Association.

This signed authorization must be presented to the property manager or association employee on the day of the move in.

Property Manager Signature

Date

Applicant Signature

Date

ATRIUM CONDOMINIUM OWNERS ASSOCIATION, INC.
1075 93RD Street Bay, Harbor Islands, FL 33154

Third Party Lease Agreement

This third party lease agreement is being voluntarily entered into as a stipulation for lease approval. This agreement is an addendum to the lease agreement and does not represent the entire agreement.

All payments due to the condominium association are due on the first day of each month and will be late on the eleventh day of the same month. On the eleventh day, if the monthly assessments have not been received, for any reason, all rents due from lessee will be due and payable in full to The Atrium Condominium Owners Association, Inc. Rent will continue to be paid to the condominium association until the account balance is brought to zero. All rents received, will be applied to the account balance.

Notice of invocation of this agreement may be by any means whatsoever with official written notice within 10 days of invocation.

This agreement will remain in force for the length of the lease and any subsequent renewals.

Richard Muller, CAM, Property Manager
Atrium Condominium Owners Association, Inc.
c/o Nautica Management, LLC

Date

Unit Owner Signature

Date

Print Name

Lessee Signature

Date

Print Name