

KEYSTONE BAY CONDOMINIUM ASSOCIATION, INC.

APPLICATION FOR PROPOSED PURCHASER OR LESSEE

LEASE_____ PURCHASE_____

NOTE: Two unrelated people must each fill out their own application and additional processing fees will apply.

(PLEASE PRINT) COMPLETE ALL QUESTIONS & FILL IN ALL BLANKS.

ADDRESS _____ UNIT NUMBER _____

Desired date of occupancy: _____ Purchase _____ Lease _____

Name: _____ DOB: _____ SS#: _____

Applicant Tel. Number: _____ Email: _____

Applicant 2: _____ DOB: _____ SS#: _____

Applicant 2 Tel Number: _____ Email: _____

() Single () Married () Widowed () Separated () Divorced

Number of people who will occupy the unit (adults over 18): _____

Driver license(s) #: _____, _____

Children (under 18) _____ Name and ages of children: _____

Emergency contact (name & phone number): _____

A.) Present address: _____

How long: _____

Name of Landlord/Mortgage Co.: _____ Phone: _____

B.) Previous address: _____

How long: _____

Name of Landlord/Mortgage Co.: _____ Phone: _____

C.) Current employer:_____

Approximate hire date:_____

Job Title / Position:_____Supervisor:_____

Supervisor Phone number: _____ Monthly Income: _____

D.) Previous employer:_____

From: _____ To: _____ Supervisor: _____

Supervisor Phone Number: _____ Job Title / Position:_____

E.) Applicant 2 Current employer:_____

Approximate hire date:_____Phone:_____

Department (if applicable):_____

Job Title / Position:_____Supervisor:_____

Monthly Income:_____

F.) Bank Reference:

Name of Bank:_____Phone:_____

Checking Acct. #:_____Length of time active/open:_____

Saving Acct. #:_____Length of time active/open:_____

G.) Character References: DO NOT LIST ANYONE YOU ARE RELATED TO

1. Name:_____Phone:_____

Address:_____Relationship: _____

2. Name:_____Phone:_____

Address:_____Relationship:_____

H.) QUESTIONS & ANSWERS

1. Have you ever been arrested and if so, what were the charges?

YES _____ NO _____

2. Have you ever been convicted of any misdemeanor or felony?

YES _____ NO _____

_____ Where: _____

_____ Where: _____

3. Have you ever been charged with a misdemeanor or felony where adjudication was withheld?

YES _____ NO _____

_____ Where: _____

_____ Where: _____

4. List all adjudicated traffic violations you have received in the past seven years:

CHARGE

CONVICTION

5. Has your driver's license ever been revoked? (If yes, when, how many times and reasons?)

YES _____ NO _____

6. Have you or your spouse/roommate ever been evicted?

YES _____ NO _____

I.) What is your intended use of the apartment?

J.) Please list vehicle information including make, model, tag and state of registration:

VEHICLE # 1

Make:_____Model:_____

Tag:_____Year:_____Color:_____

VEHICLE # 2

Make:_____Model:_____

Tag:_____Year:_____Color:_____

Applicant(s) hereby certify that they DO NOT HAVE any pets, nor do they intend to get any during the duration of the residency at Keystone Bay Condominium.

Applicant Signature _____

Applicant 2 Signature _____

Applicant (s) is/are aware that there is assigned parking in the garage with (1) assigned parking space per 1 bedroom unit and (2) parking spaces per 2 bedroom units.

Initials: _____

Applicant(s) is/are aware that there is a Rental Lease Addendum that must be signed by Landlord(s) and Tenant (s) before move in authorization is given by the Association.

Initials: _____

Applicant(s) is/are aware that there is a \$600.00 Security Deposit above and beyond any security required by landlord before move in authorization is given by the Association.

Initials: _____

Applicant(s) is/are aware that moving in or out of the Community is NOT ALLOWED on Sundays or evenings after 8:00 PM.

Initials: _____

Applicant(s) is/are aware that failure to abide by the Community Rules and Regulations constitutes a breach of the Rental Lease Addendum and can lead to eviction from the unit.

Initials: _____

Applicant(s) is/are aware that the leased premises are for residential use only and agree(s) to be mindful and respectful of neighbors and abide by the City of North Miami noise ordinance prohibiting loud, disruptive noise past 11:00 PM

Initials: _____

Applicant(s) is/are aware that all guests, relatives, visitors, workmen, etc. must abide by the Community Rules and Regulations and applicant(s) understand(s) that the Association may impose a fine to the renter for noncompliance by others.

Initials: _____

Applicant(s) is/are aware that approval of this rental application is conditioned in part upon the truth and accuracy of the information given by applicant(s) and the Association can rescind their approval upon discovery of any misrepresentation and falsification of information.

Initials: _____

The undersigned applicant(s) represent(s) the above statements are true and complete and authorize(s) verification of information and references given. It is understood that the \$600 security deposit received will be returned if applicant(s) are not accepted.

Applicant 1 Signature _____

Applicant 2 Signature _____

App Fee _____ Background _____ Addendum _____ Interview _____ Security deposit _____

Processing Fees: **\$150.00 per adult. Make check or money order payable to: Top Notch Management & Real Estate LLC**

Please include a copy of your lease or purchase contract as well as a color copy of the drivers license of all persons applying when submitting this application.

Allow up to 30 days for processing

Once your application is processed, a condo board member will contact you to schedule an interview for final approval

**ATTENTION:
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

**E-mail your completed application to topnotchmgt@outlook.com & mail processing fee check or money order to:
Top Notch Management & Real Estate
LLC Attention: Ana Gonzalez
16924 SW 215th Terrace
Miami, FL 33187**

*****For ZELLE Payments, Send to (305-300-5670)***
OR
CALL ANA GONZALEZ
AT: 305-300-5670
TO MAKE ALTERNATE ARRANGEMENTS**

DO NOT WRITE BELOW THIS LINE - CONDOMINIUM BOARD USE ONLY

Printed name & signature of applicant at the time of interview	Interview Date
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Printed name & signature of applicant at the time of interview	Interview Date
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BOARD NOTES &

RECOMMENDATIONS: _____
