



10766 North Kendall Drive
Miami, Florida 33176-1416
305-271-0334
305-598-2435 (fax)

Non-Refundable Screening Fee
\$150.00 for first adult &
\$ 175.00 for married couples
\$100.00 for each additional adult
Cashier's Check or Money Order payable to:
SPANISH TRACE CONDOMINIUM

Date: _____

Name(s) of Applicant(s)

Address/Unit Number

THIS IS TO INFORM YOU OF OUR PROCEDURE TO PROCESS THE APPLICATIONS FOR TENANT LEASE APPROVALS SO YOU MAY PLAN ACCORDINGLY.

Please sign and return this form with your application.

In order to process your application, we do require:

1. Money order or cashier's check in the amount stated above, according to the number of adults applying.
2. Copy of Driver's License or Picture ID and Social Security Number
3. Two (2) Character Reference Letters
4. Copy of Warranty Deed
5. Copy of last two (2) paycheck stubs
6. Purchase Contract
7. **Mandatory attendance to a screening interview with all adults listed on the application**

(This information is for screening purposes only; it is confidential and under no circumstances is to be released to any person and/or organization)

The application process takes time and follow-up vital points.

When the administration completes the screening process, the application is forwarded to the Board of Directors who is solely responsible for the period of time they take to approve it.

Takes 5 to 10 working days to process this application.

The application process takes time and follow-up has vital points. We pride ourselves on being one of the fastest screening organizations. When the management company completes the screening process, the application is forwarded to the Board of Directors who is solely responsible for the period of time they take to approve it.

Thank you for your cooperation and understanding.

Applicant Signature: _____

PURCHASE

AUTHORIZATION FOR FILE DISCLOSURE

APPLICANT/TENANT CONSENT

I hereby consent to allow _____, through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow _____ and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent, or misleading information on an application may be grounds for denial of residency or subsequent eviction.

First Name: _____ Middle _____ Last: _____

Social Security Number: _____ Date of Birth: _____

Present Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ Email Address: _____

Driver's License Number/State I.D. Number: _____ State: _____

Have you ever been arrested? _____ Have you ever been convicted of any crime? Including Misdemeanors, DUI, etc.? _____
Any Criminal Charges now pending? _____ Any record(s) sealed or expunged? _____

Please explain: _____

Have you ever filed for Bankruptcy? _____ Have you ever been Evicted? _____
Have you broken a Lease? _____ Have you been Sued? _____

Please explain: _____

*For International Applicants only:

Passport Number: _____ Passport Country of Origin: _____

In accordance with the FCRA, proper identification is **required**. The applicant ID must include both a permanent picture and a signature and must not be expired. Common acceptable forms of identification are:

- **Driver's License, State ID Card • Passport • Military ID**

I hereby acknowledge receipt of "A Summary of your Rights Under The Fair Credit Reporting Act", and a list of Federal agencies responsible for enforcing my rights under the FCRA. I further acknowledge that I may have additional rights under state or local laws and that I have been informed that I may wish to contact a state or local consumer protection agency to learn about my rights. I hereby state and represent that the information in this application is complete and accurate. I certify that I am the person named above and that I am submitting this request for my own file disclosure.

Signed: _____

Date: _____



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APPLICATION FOR PURCHASE

- This application and the attached application for Occupancy must be completed in detail by the proposed Buyer.
- Please attach a copy of the Sales Contract to this application.
- The Seller (Current Owner) shall provide to the Buyer with a copy of all Condominium documents.
- Occupancy prior to final approval is prohibited.
- Processing of this application will begin after all required forms have been completed, signed and in the Management's office.

Date: _____ Unit Number: _____ Approximate Closing Date: _____

Seller's Name: _____ Telephone: _____

Seller's Address: (NOT of the unit to be sold): _____

Name and Telephone of Realtor: _____

BUYER(S) INFORMATION

NAME(S) of Proposed Buyer(s) (as will appear on Title)

a) _____ b) _____

NAME, AGE AND RELATIONSHIP of ALL other family members who will occupy the unit:

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. In making the foregoing application I represent to SPANISH TRACE CONDOMINIUM (hereinafter referred to as "the Condominium Association") that the purpose of this unit is:

As Permanent Residence _____ As Seasonal Residence _____ For Rental _____ Other _____ (Explain) _____

2. I hereby agree for myself and on behalf of all persons who may use the unit which I seek to purchase that we will abide by all the restrictions contained in the By-Laws, Rules and Regulations, Condominium Documents and restrictions which are or may in the future be imposed by the Board of Directors of the Condominium Association.
3. I understand that I will be present when guests, relatives or children who are not residents occupy the unit.
4. I have _____ have not _____ received from the current owner a copy of all the Condominium Documents and Rules and Regulations.
5. I understand that the acceptance for purchase of a unit I conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to final approval is prohibited.
6. I understand that the Board of Directors of the Condominium Association may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors or Community Association Screenings, its Agent, to make such investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors and Officers of the Condominium Association itself or Community Association Screenings, as Agent, shall be held harmless from any actions or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board. In making the foregoing application, I am aware that the decision of the Board of Directors will be final and that no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board.

Signature of Applicant

Signature of Co-Applicant



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APPLICATION FOR APPROVAL

Applicant: _____
(Last) (First) (Middle)

Co-Applicant: _____
(Last) (First) (Middle)

Present address (Not the address you are moving to): _____
(Street)

(City) (State) (Zip) (Home Telephone)

Who do you pay rent to or who do you
pay your mortgage to: _____
(Name) (Telephone)

Social Security Number: _____
(Applicant) (Co-Applicant)

Date of Birth: _____
(Applicant) (Co-Applicant)

Children: _____
(How many and ages)

Total Number of people to occupy premises: _____

Is Co-Applicant spouse? ☐ Yes ☐ No If not, specify relationship: _____

In case of emergency, notify: _____ Telephone: _____

Vehicle 1, type and color: _____ Tag Number: _____

Vehicle 2, type and color: _____ Tag Number: _____

EMPLOYMENT INFORMATION:

(Applicant's Employer) (Employer's Address)

(Position) (Date of Employment) (Employer's Telephone)

(Co-Applicant's Employer) (Employer's Address)

(Position) (Date of Employment) (Employer's Telephone)



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Name, Address & Phone of Relative: _____

Bank Reference: _____
(Name) (Location)

(Type of Account) (Account Number) (Telephone) (Date Opened)

Character References OTHER THAN RELATIVES:

1. _____
(Name) (Home Telephone) (Office/Work Telephone)

2. _____
(Name) (Home Telephone) (Office/Work Telephone)

Approval is hereby granted to Spanish Trace Condominium Association (hereinafter referred to as the "Condominium Association" or *Community Association Screenings*, as Agent, to investigate all information supplied on this application and a full disclosure of pertinent facts may be made to the Condominium Association, who is also authorized to obtain a credit rating through a credit reporting agency.

(Signature of Applicant) (Signature of Co-Applicant)

Association Name: Spanish Trace Condominium Association

Property address: _____

Application for Unit # _____ Date _____

THIS APPLICATION MUST BE COMPLETED IN FULL BY PROSPECTIVE TENANTS OR OWNERS



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**AUTHORIZATION FOR RELEASE
OF BANKING, RESIDENCE, EMPLOYMENT,
CREDIT AND POLICE INFORMATION**

I/We _____
hereby authorize the release of information to the Credit Agency and their Attorneys or Representatives, and *Community Association Screenings*, as Agents, concerning my banking, credit, residence, employment or police records in reference to this application for housing with the Spanish Trace Condominium Association.

I/We understand that the Board of Directors of Spanish Trace Condominium Association may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors of Spanish Trace Condominium Association, or *Community Association Screenings*, as Agents, to make such investigation and agree that the information contained in the attached application may be used in such investigation.

Furthermore, I/We release the Board of Directors of Spanish Trace Condominium Association, *Community Association Screenings*, as Agents, (To include: Employees, Officers, Directors, Brokers, Agents, and Representatives of the foregoing) and all persons and firms providing or receiving information in this report, from any and all claims or liability which might arise from the release, transmission, assembly, interpretation of information, denial of application or other adverse action.

I/We are also authorizing the Management Agent/Company to furnish the Lessor with a copy of the Credit and Police Reports.

Applicant Signature

Date

Co-Applicant Signature

Date



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SPANISH TRACE CONDOMINIUM ASSOCIATION

EACH NEW TENANT IS REQUIRED TO SIGN THIS STATEMENT BEFORE HE OR SHE MOVES INTO THE UNIT, WHICH STATES THAT HE OR SHE:

- 1) DOES NOT HAVE A PET THAT VIOLATES THE ASSOCIATION'S RULES AND REGULATIONS**
- 2) DOES NOT INTEND TO BRING A PET INTO THE CONDOMINIUM PROPERTY; AND**
- 3) THAT IN THE EVENT THAT HE OR SHE VIOLATES THE RULES REGARDING PETS, HE OR SHE WILL BE SUBJECTED TO PAY A FINE AND/OR IF NECESSARY, THE COST OF ATTORNEY'S FEES, AND HAS 24 HOURS TO REMOVE THE PET.**

Tenant's Signature

Date

Co-Tenant's Signature

Date

WITNESS BY ASSOC. REP.



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Name (Print): _____ Unit # _____ Date: _____

Signature: _____ Please read & initial each square below.

- ☐ No Tenant shall sublet the unit.
- ☐ No nuisances (as defined by Association) shall be allowed on the Condominium Property by residents or guest.
- ☐ No improper, offensive, hazardous or unlawful use shall be made of the Condominium Property or any part thereof.
- ☐ Unit shall not be used for commercial or business purposes, units should be single-family residences.
- ☐ Tenants must comply with the Rules & Regulations, Tenants must read & understand the rules and must willing to abide by them.
- ☐ Pet(s) are not permitted. (No Dogs allowed)
- ☐ Guest(s) of (s) Tenant shall not occupy the unit unless the Lessee is in residence.
- ☐ No immoral, improper, offensive or unlawful actions will not be tolerated on Condominium property.
- ☐ Resident shall not allow anything to be thrown or fall from windows, doors and balcony and/or patio(s).
- ☐ No Resident shall permit family members, guest, and/or visitors to make any loud or disturbing noises that will interfere with right, comforts the privacy of others. (For example: Television, Stereo equipment should be set at a reasonable volume level at all times. Music and instruments practice is not permitted)

- ☐ Loud vehicle noises within the common grounds must be avoided.
- ☐ Barbecue are not permitted on Balconies, Patios and/or common areas.
- ☐ No Auto repairs shall be made on the condominium property.
- ☐ No Commercial Vans, Boats, Recreational Vehicles, etc. shall be parked or left on the Condominium property.
- ☐ Patios & Balconies are not to be used as storage.
- ☐ Trash shall not be left outside the door and hallways.
- ☐ Clothing, towels or rugs shall not be hanged in the patios or balconies.
- ☐ No planting (ornamental plants, trees, and bushes) is allowed on any of the common areas without prior written approval of the Board of Directors.
- ☐ No signs, advertisements, notice shall be exhibited on any part of the exterior of unit or common areas.
- ☐ Reverse parking is not permitted on the Condominium property.
- ☐ No alcoholic beverages are permitted in the pool area.
- ☐ Tennis courts are exclusively for playing tennis.
- ☐ Speed limit 15 MPH

✓ **These Rules are created in order to maintain a safe and desirable community**

✓ **We expect all Tenants/Residents to comply**

✓ **Appropriate action will be taken by the Board of Directors against violators and Fines will be imposed**

✓ **See Rules & Regulations Manual for the complete rules & regulations**



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Nombre(Impronta): _____ Unidad # _____ Fecha: _____

Firma: _____ Por favor, Lea y coloque sus Iniciales en cada cuadro

☐ No está permitido que ningún arrendatario sub-alquile la unidad

☐ No está permitido ningún tipo de molestia a los vecinos del Condominio (Según los reglamentos de la asociación)

☐ No se Permite ningún Acto Inapropiado o ilegal que sea Realizado dentro del Condominio o a sus alrededores

☐ No está permitido el uso de los apartamentos para ningún fin comercial o de Negocios, solamente está permitido para el uso de Vivienda Familiar

☐ Todos los Inquilinos deben cumplir las Reglas y Regulaciones, Los inquilinos deberán leer y comprender los reglamentos del condominio y comprometerse con hacerlos cumplir

☐ No está Permitido tener Mascotas, **LOS PERROS NO ESTAN PERMITIDOS**

☐ No es Permitido Prestar el Apartamento si el Inquilino Principal NO está viviendo dentro del Apartamento

☐ No se Permitirá bajo ninguna circunstancia Acciones Inmorales, Impropias, Ofensivas o Ilegales dentro de la propiedad del Condominio

☐ No Sera permitido bajo ninguna Circunstancia que ningún inquilino lance o tire objetos desde las ventanas o balcones

☐ No será permitido que ningún inquilino, familiar de inquilino o visitas del inquilino sea causante de ruidos que interfirieran con la Comodidad de los Vecinos de la Comunidad (Televisiones o Equipos de sonidos con volumen Alto, No se Permite practicas de Grupo de Músicas en los Aptos)

- ☐ Vehículos con Ruidos altos y Tormentosos no son permitidos en la Propiedad
- ☐ No se Permite hacer BBQ's en los Balcones, en los patios ni en Áreas Comunes
- ☐ No se permiten hacer reparaciones mecánicas a vehículos dentro de la propiedad.
- ☐ No se Permiten Vehículos Comerciales, Botes, Vehículos de uso Vacacional parqueados en la Propiedad.
- ☐ No se permite Almacenajes en los Balcones y los Pasillos.
- ☐ No se permite dejar bolsas de Basura en los pasillos o Afuera de su puerta
- ☐ No se permite tenderas de ropa en los balcones o Patios.
- ☐ No se Permite plantar (Arboles ornamentales, naturales o Arbustos) en la propiedad sin aprobación de la Junta Directiva
- ☐ No se Permite colocar en ninguna de las áreas comunes, Anuncios de Venta
- ☐ Todos los vehículos deben ser estacionados de forma frontal y No de forma contraria
- ☐ No se Permiten bebidas alcohólicas en el área de la Piscina
- ☐ La cancha de Tenis es uso exclusivo para jugar TENIS
- ☐ Velocidad permitida dentro de la propiedad 15 MPH
- ✓ **Estos Reglamentos han sido creados con el Propósito de Mantener una comunidad Segura y Eficiente**
 - ✓ **Esperamos que cada uno de los Inquilinos y Residentes cumplan los Reglamentos**
 - ✓ **Se Pondrán Multas a todo Residente que No cumpla con los reglamentos**
 - ✓ **Es muy importante que Usted lea el Manual completo de las Reglas y Regulaciones**