

Ten Sixty Cooperative Apartments

PROSPECTIVE SALE/RENTAL

APPLICATION

ONENESS MANAGEMENT, LLC.

PHONE. 305-204-5812

EMAIL:MGMT@ONENESSMGMT.COM

Ten Sixty Cooperative Apartments
C/o ONENESS MANAGEMENT,LLC.

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PROCEDURE THAT YOU MUST FOLLOW TO SELL, TRANSFER

AND/OR RENT YOUR APARTMENT

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1. If you plan to sell, transfer and/or rent your apartment, you should notify the Board of Directors or the Management Company, at least one month in advance of your anticipated decision. When you request your Application, you will receive the following forms:

A. Prospective Sale/Rental Application to be completed by the Applicant(s) with authorization to conduct an employment and credit check and to verify the references outlined in such application.

B. Authorization for Release of Residence and Employment Information in connection with the above Application and signed by the prospective buyer and/or renter.

C. Copy of the existing "Rules and Regulations" of the CO-OP so that the prospective resident will be familiar with such Rules and Regulations before they move in.

2. Once the above documents have been completed and signed, they should be emailed to

mgmt@onenessmgmt.com

3. To cover the cost of the Screening process, please include with this a Non-Refundable fee of \$150.00 for each adult (Only two people are allowed per rental unit), \$150.00 if married (marriage certificate required) \$150 for corporations payable to ONENESS MANAGEMENT,LLC. **Please pay by Zelle to: accounting@onenessmgmt.com**

4. When all of the above is received by the Board of Directors, the investigation process will start and it will take a minimum of fifteen (15) days to be completed. No Application will be processed if the present owner is delinquent with the Association in maintenance fees.

When the investigation is completed, this application will be turned over to the Admission Committee for a physical interview with the Applicant. Only after the approval of the Board's Committee will the Applicant be allowed to move in.

5. The hours permitted to move in and out of the Building are as follows:

Monday through Saturday == From 8:00 a.m. to 4:30 p.m.

No moving on Sundays.

6. It is very important that the new Applicants, whether they are renters or buyers, that before they move in they know that they have to abide by the by-laws and Rules and Regulations. It is stipulated in the State of Florida Condominium Statutes that when you sign a contract whether it is for rental or buying, you are automatically bound by these governing documents.

Please note that a minimum credit score of 650 is recommended to apply.

**THE BOARD OF DIRECTORS OF
Ten Sixty Cooperative Apartments**

Ten Sixty Cooperative Apartments.

C/o ONENESS MANAGEMENT, LLC.

TO PREVENT ANY DELAY IN THE PROCESSING OF YOUR APPLICATION PLEASE ENSURE YOU HAVE COMPLETED THE FOLLOWING:

1. Requirements to be fulfilled by all applicants

- a) Fill out the Application and complete all of the information Requested in the form.
- b) Write (N/A) if "Not Applicable" or information is "Not Available" and sign it.
- c) Pay the non refundable application fee of \$150 for each adult, \$150.00 if married (marriage certificate required) and \$150 for Corporations to cover the Certificate of Approval processing fees. Fees payable only via Zelle to **accounting@Oneness**
- d) Signed the Acknowledgement of the rules and regulation form.

2. Documents to be attached to the Application

- a) Authorization to verify employment information and references completed and signed.
- b) Copy of the Lease or Purchase/Sale Contract.
- c) Copy of valid ID with picture and signature of adult occupants.
- d) Signed the Acknowledgement of the rules and regulation form.
- e) Proof of Income (last 3 pay stubs, bank statements or tax returns).

The process of approval may take up to 15 (fifteen) business days.

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C/o ONENESS MANAGEMENT,LLC.

PROSPECTIVE RESIDENT/OWNER APPLICATION

_____ **PURCHASE** _____ **LEASE**

APPLICANT(S) NAME: _____ **AGE:** _____

D.O.B: _____ **PHONE #:** _____

EMAIL: _____

PROPERTY ADDRESS: _____

NAMES OF OTHER ADULTS: _____

NAMES OF MINORS: _____ **AGE:** _____

PHONE #: _____ **EMAIL:** _____

_____ **AGE:** _____

DRIVER'S LIC. NO.: _____

APPLICANTS' OCCUPATION: _____

NAME OF EMPLOYER: _____ **PHONE:** _____

ADDRESS: _____

HOW LONG EMPLOYED: _____ (YRS. /MO.) **ANNUAL INCOME \$** _____

NUMBER OF AUTOMOBILES OWNED BY APPLICANT (S):

TAG _____ **MAKE:** _____ **YEAR:** _____ **COLOR:** _____

TAG _____ **MAKE:** _____ **YEAR:** _____ **COLOR:** _____

PRESENT ADDRESS _____

HOW LONG DID YOU RESIDE THERE: _____

LANDLORD'S NAME: _____ **PHONE#:** _____

PERSONAL REFERENCES (NO RELATIVES)

NAME ADDRESS TEL. NUMBER

1. _____ 2.

_____ 3.

BANK REFERENCES:

BANK'S NAME: _____

ACCOUNT NO: _____

I understand that any false statement in this application is sufficient grounds for Ten Sixty Cooperative Apartments not to approve this application. application. The applicant hereby authorizes the Association to conduct a background check at its discretion, which may be performed through the screening software of the Association's choice. In the event that a background record or credit history cannot be accessed within the United States, the applicant agrees to provide a formal police report from their country of origin to complete the verification process.

Date: _____ Applicant's Signature _____

Applicant's Signature _____

SPOUSE INFORMATION

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Name _____ Birth Date _____

Driver's License No. _____ Employer _____

_____ Position _____ How Long _____

_____ Telephone _____

MINOR INFORMATION

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Name _____ Birth Date _____

School _____ Grade _____

Name _____ Birth Date _____

School _____ Grade _____

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ADDITIONAL PERSONAL REFERENCES

=====

Name Relationship Telephone _____

OTHER INFORMATION

HAVE YOU EVER

Filed for Bankruptcy Yes____ No____ If Yes, when_____ Been

served an eviction notice or asked to vacate a property you were renting? Yes____ No____

Willfully or intentionally refused to pay rent when due? Yes ____No ____ If Yes, when? _____

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DISCLOSURE

I/ We, the undersigned, understand that ONENESS MANAGEMENT,LLC. is the agent and representative of Ten Sixty Cooperative Apartment. and that said agent's fees for screening this application amounting to a non refundable application fee of **\$150.00** for each adult, **\$150.00 if married (marriage certificate required) and \$150.00 for Corporations** will be paid by us,. The undersigned acknowledges that this written notice was received prior to the undersigned receiving a sale and/or lease agreement.

I/We declare the foregoing information is true and correct, and I/We hereby authorize you to conduct an employment and credit check and to verify our references.

Applicant's Signature // Date

Co-Applicant's Signature // Date

Owner's Signature // Date

The owner/lessee in consideration of the approval of the foregoing Application, hereby agrees to appoint Ten Sixty Cooperative Apartments as the owner/lessee authorized Agent and attorney-in-fact for the purpose of bringing and maintaining action for eviction, injunction or such other legal actions necessitated by lessee's failure to comply with and abide by the terms, provisions, conditions and restrictions of the Declaration of Covenants, Conditions and Restrictions, Bylaws, or Rules and Regulations of Ten Sixty Cooperative Apartments presently in effect or as amended from time to time. Lessee further agrees to reimburse Ten Sixty Cooperative Apartments for any and all attorney's fees and costs incurred by the Association in connection with such action.

Date // Applicant's Signature

Date // Owner's Signature

Rules & Regulations

Unit #: _____

Print Name: _____

Owner, Occupant or Property Manager? _____

Date: _____

Please carefully read each of the rules and regulations and acknowledge your complete understanding of each by signing below.

THE BOARD OF DIRECTORS HAS THE RIGHT TO APPROVE OR DISAPPROVE THE APPLICANT WITHIN THIRTY (30) DAYS OF RECEIPT. ALL APPLICANTS MUST BE INTERVIEWED BY A BOARD OF DIRECTOR PRIOR TO MOVE-IN.

THERE SHALL BE NO MORE THAN TWO (2) RESIDENTS AT ANYTIME RESIDING IN ANY UNIT AT TEN-SIXTY COOPERATIVE APARTMENTS.

NO DOGS ALLOWED ON PREMISES. A RESIDENT MAY HAVE NO MORE THAN 2 CATS PER UNIT AND SUCH CAT(S) ARE NOT PERMITTED OUTSIDE ANY UNIT OR TO ROAM AT ANYTIME ON THE COOPERATIVE **PROPERTY**.

- a) No Cooperative unit shall be leased or rented without prior written approval by the Board of Directors, which approval shall not be unreasonably withheld.
- b) The Board shall have the right to require that a substantially uniform form of Lease be used.
- c) No lease may be made for less than a 1 year period without prior written approval of the Board.
- d) No transient accommodations may be provided.
- e) No unit shall be leased more than one time in any calendar year without prior written approval of the Board.
- f) The member renting his/her unit is not released from any liability or obligation under this Declaration.
- g) All Leases shall be subject to the terms of Cooperative By Laws and Rules and Regulations which may, from time to time, be promulgated in the Association.
- h) Lessee's failure to comply with terms hereof shall be deemed a Default under said Lease.
- i) Each Lease shall further provide that same may not be altered, modified or amended without prior written consent of the Board.

PLEASE BE RESPECTFUL OF OUR BUILDING AND YOUR NEIGHBORS

Acknowledgement of Rules

Occupant:

Name: _____

Phone: _____

Signature: _____ Date: _____

Property Manager:

Name: _____

Company Name: _____

Phone: _____