



VILLA CATALINA A CONDOMINIUM.

Application for Consent to Lease or For Sale

This application form is fully completed to include a copy of all proposed sales/rental contracts, a photocopy of picture ID, a photocopy of valid, unexpired auto registration, two (2) letters of recommendation for each applicant over the age of 18,

a cashier's check or money order for the application fee, must be received by the Management office, at the address below, **no less than ten (10) working days prior** to the date action is desired of the Association. The Board of Directors will have ten days after the interview of an applicant.

****Missing or incomplete information will cause the application to be returned without action. ** Fees: (NON-REFUNDABLE)**

Application Fee: Money Order or Cashier's Check:

\$150.00 Per Person Over the age of 18 years old, payable to VTE Consulting LLC (\$175 per married couple with marriage certificate)

\$100.00 Impact fees payable to Villa Catalina Condominium

\$30.00 Money order or cashier's check made payable to VTE Consulting LLC per applicant over the age of 18 (Background check)

Please note that the application takes from 20-25 business days. If you would like to rush 7-10 business days, there is a fee of \$100.00.

******* No application will be considered and will be automatically denied if a national background check and full credit report cannot be conducted.**

ONCE THE SALE IS FINAL, IT IS IMPERATIVE THAT YOU FORWARD US A COPY OF THE WARRANTY DEED AND SETTLEMENT STATEMENT INDICATING THE DATE OF THE CLOSING AND NAME(S) OF THE OWNER). Without this information, we can't update our system.

Applicant Print: _____ Applicant Signature: _____ Date: _____

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Villa Catalina a Condominium
Email: Ninagarcia@vteconsultingllc.com or Office@vteconsultingllc.com

APPLICATION MUST BE COMPLETED IN FULL BY PROSPECTIVE TENANT(S) OR BUYER(S)

Restrictions:

New Residents must be interviewed and approved by the Association, with a (5) day advance notice of move-in or out.

- Residents are permitted to move into the building between the hours of 8:00 A.M. and 5:30 P.M. Monday through Saturday
- If you are having work done in your unit, it must be done between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday.
- All maintenance fees must be current at the time of application.
- All boxes are to be crushed and folded, taken to the dumpster in the parking area, and placed in the dumpster container. If boxes are not broken down, Unit will receive a Violation fine of \$100.00
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- **If sale, the buyer agrees to provide the Management Company with a copy of the Closing Statement no later than seven (7) days after the closing date. If a lease, you must provide a copy of the lease agreement.**

I certify that I have read and understand the above application and restrictions:

Unit #: _____

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

All Applicants must sign.

*****No excess furniture from move-in or out may be left by the dumpster area. A fine will be given to the unit owner, which will impact the security deposit.*****

Application for Consent to Lease or For Sale

This application and the attached Application for Occupancy must be completed in detail by the proposed Buyer/Tenant. Please attach a copy of the Sales Contract to this application or rental agreement.

The Seller (current owner) shall provide the Buyer with a copy of all the Condominium documents. Processing of this application will begin after all required forms have been completed, signed, and in the Management's office.

Application For: Lease _____ OR Sale _____

Applicant #1

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security #:	
Driver License State:	Driver License #:	
Phone Number #	Atl Phone #:	
Email:		

Employment of Applicant #1

Employer:	Position:
How Long at Present Job:	
Phone Number #:	
Address:	

Applicant #1:

Have you ever been arrested or convicted of a crime? YES or NO:		
Dates:	County /State Convicted in:	Charges:

Credit Score: _____

Applicant #1: Three References (Non-Related to Applicant)

Name:	Relationship:
1.	
2.	
3.	

Applicant #2

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security #:	
Driver License State:	Driver License #:	
Phone Number #	Atl Phone #:	
Email:		

Employment of Applicant #2

Employer:	Position:
How Long at Present Job:	
Phone Number #:	
Address:	

Applicant #2:

Have you ever been arrested or convicted of a crime? YES or NO:		
Dates:	County /State Convicted in:	Charges:

Credit Score: _____

Applicant #2: Three References (Non-Related to Applicant)

Name:	Relationship:
1.	
2.	
3.	

Applicant #3

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security #:	
Driver License State:	Driver License #:	
Phone Number #	Atl Phone #:	
Email:		

Employment of Applicant #3

Employer:	Position:
How Long at Present Job:	
Phone Number #:	
Address:	

Applicant #3:

Have you ever been arrested or convicted of a crime? YES or NO:		
Dates:	County /State Convicted in:	Charges:

Credit Score: _____

Applicant #3: Three References (Non-Related to Applicant)

Name:	Relationship:
1.	
2.	
3.	

Emergency Contact:

Name:	Relationship:
Phone:	
Name	Relationship:
Phone:	

VTE Consulting LLC, 1840 West 49 Street, Ste 233, Hialeah, FL 33012, 305-603-7879



VTE CONSULTING LLC
INTEGRITY DEFINES ALL ODDS

Rush: Yes ____ No ____ (additional fee required)

- ☐ 1) Fully completed Application
- ☐ 2) \$150.00 Money Order or Cashier's check per applicant - Made payable to VTE Consulting LLC
- ☐ 3) \$30.00 Background Check Money Order or Cashier's check per applicant- Made payable to VTE Consulting LLC
- ☐ 4) Reference letters per applicant (NO Relative may write a letter of recommendation)
- ☐ 5) U.S. Government-issued photo ID per applicant
- ☐ 6) Copy of Executed Lease or purchase contract- Must be fully executed
- ☐ 7) Sales Only: Please provide proof of income.
- ☐ 8) Copy of License (All Adults over the age of 18)
- ☐ 9) Signed and acknowledged receipt of Rules and Regulations.

If the above requirements are not met, the application will not be accepted. (No Exceptions)

Application and documentation received (Date): _____ Received By: _____

This document must be filled out by the office manager

GENERAL INFORMATION FOR OWNERS AND RESIDENTS OF RENTED UNITS

The purpose of this notice is to remind all owners, residents, tenants, and guests of the rules and regulations established for Villa Catalina Condominium.

The hallways, stairs, green areas, gardens, laundry rooms, parking areas, entrances, and other shared spaces are considered **common areas**. These areas are for the use of the entire community and must be shared with respect and cooperation. The Administration and Board of Directors are responsible for supervising and enforcing the proper use of these areas.

COMMUNITY RULES AND REGULATIONS

1. Parking and Obstructions

Parking is strictly prohibited in front of the garbage containers, on the grass or green areas, in front of entrances or exits, across parking areas, or in any area that obstructs access. No vehicle may be parked in these areas, even if the area is located behind or near the owner's assigned parking space. This rule applies to owners, tenants, residents, and guests.

The sidewalks, entrances, parking lot exits, stairs, hallways, and all other common elements of Villa Catalina Condominium may not be obstructed in any manner.

2. Proper Use of Common Areas

The common areas, including hallways, stairs, and parking areas, are not designated for recreation or sitting.

Proper clothing must be worn when using the common areas. Walking shirtless or barefoot is not permitted. Alcoholic beverages may not be consumed in the common areas. Running, playing, or engaging in recreational activities in the hallways or on the stairs is prohibited.

3. Disposal of Garbage

All garbage must be placed in tightly sealed plastic bags and deposited **inside the condominium's designated garbage containers**.

It is strictly prohibited to:

- Leave garbage bags in the hallway or in front of an apartment door;
- Drag garbage bags through the hallways, stairs, parking areas, or green areas and spill garbage;
- Throw objects, garbage, or garbage bags out of windows;
- Throw garbage bags down the stairs toward the garbage containers; or
- Leave garbage outside or behind the garbage containers.

All garbage must be placed properly **inside the designated garbage containers**.

Parents are responsible for supervising children and ensuring that garbage is properly disposed of. If garbage is dropped outside the containers, it must be picked up and placed inside the containers.

4. Feeding Animals

Feeding pigeons, ducks, raccoons, mice, rats, or any other animals in the common areas is strictly prohibited. Feeding animals can attract pests and create health and sanitation problems within the community.

5. Bicycles, Skateboards, and Roller Skates

Bicycles, skateboards, roller skates, and similar recreational equipment may not be assembled, stored, or used in the hallways or other common areas.

6. Noise and Disturbances

Creating disturbances, excessive noise, loud music, abusive behavior, or any other activity that disturbs the peace of the community is prohibited.

Special activities or events, such as birthday parties or other gatherings, must be reported to the Association at least **one week in advance**.

Owners and tenants are responsible for ensuring that their guests comply with all condominium rules and regulations.

7. Speed Limit

The maximum speed limit within the condominium property and parking areas is **5 miles per hour**.

8. Pets

All pets must be properly registered, vaccinated, and kept on a leash when being walked in the common areas.

All required documentation must be provided to the Administration, including proof of registration and required vaccinations.

No pet may be walked in the common areas unless it is properly registered with the Association and all required documentation has been provided.

Owners must clean up and properly dispose of their pets' waste.

The Association must also be notified of any birds, parrots, or other pets kept in a unit, as required by the condominium rules.

9. Commercial and Recreational Vehicles

Commercial vehicles and recreational vehicles, including boats, jet skis, trailers, and similar vehicles, are prohibited from being parked in the Association's parking areas unless specifically authorized by the Association's rules.

10. Vehicle Repairs and Flammable Materials

Performing mechanical repairs, oil changes, or other vehicle maintenance is strictly prohibited in the condominium parking areas.

The storage of flammable substances, explosives, or hazardous chemicals inside units or parking areas is strictly prohibited.

11. Moving Schedule

Moving into or out of the community must be scheduled in advance and coordinated with the Board of Directors. Moving is permitted Monday through Friday between **9:00 a.m. and 5:00 p.m.**, unless otherwise approved.

12. Complaints Regarding Condominium Services

Any complaint regarding condominium services must be submitted in writing to the Board of Directors.

PET RULES

Dogs weighing more than **25 pounds** are not permitted in the Association, as provided by the applicable Association rules.

All permitted dogs must be walked on a leash, and owners are required to pick up and properly dispose of all pet waste.

The owner must provide a letter or documentation from a veterinarian and/or the appropriate city or governmental authority stating the animal's breed, current weight, expected adult size, and proof of all vaccinations required by the State of Florida. The pet must also have the required registration and identification tag.

VIOLATIONS

Violations of these rules and regulations may result in fines ranging from **\$100.00 to \$1,000.00**, as permitted by the condominium's governing documents and applicable law.

**Administration and Board of Directors
Villa Catalina Condominium**

Signature

Date

INFORMACIÓN GENERAL PARA PROPIETARIOS Y RESIDENTES DE UNIDADES ALQUILADAS

El propósito de este aviso es recordar a todos los propietarios, residentes, inquilinos y visitantes las reglas y regulaciones establecidas para el Villa Catalina Condominio.

Los pasillos, escaleras, áreas verdes, jardines, lavanderías, áreas de estacionamiento, entradas y demás espacios compartidos se consideran **áreas comunes**. Estas áreas son para el uso de toda la comunidad y deben compartirse con respeto y cooperación. La Administración y la Junta Directiva son responsables de supervisar y hacer cumplir el uso adecuado de estas áreas.

REGLAS Y REGULACIONES DE LA COMUNIDAD

1. Estacionamiento y obstrucciones

Está estrictamente prohibido estacionar frente a los contenedores de basura, en el césped o áreas verdes, frente a las entradas o salidas, atravesado en las áreas de estacionamiento o en cualquier lugar que obstruya el acceso. Ningún vehículo puede estacionarse en estas áreas, aunque el área se encuentre detrás o cerca del espacio de estacionamiento asignado al propietario. Esta regla aplica a propietarios, inquilinos, residentes y visitantes.

Las aceras, entradas, salidas de los estacionamientos, escaleras, pasillos y todos los demás elementos comunes del Condominio Villa Catalina no pueden ser obstruidos de ninguna manera.

2. Uso adecuado de las áreas comunes

Las áreas comunes, incluyendo los pasillos, escaleras y áreas de estacionamiento, no están destinadas para actividades recreativas ni para sentarse.

Se requiere vestir apropiadamente al utilizar las áreas comunes. No está permitido caminar sin camisa o descalzo. Está prohibido consumir bebidas alcohólicas en las áreas comunes. También está prohibido correr, jugar o realizar actividades recreativas en los pasillos o escaleras.

3. Disposición de la basura

Toda la basura debe colocarse en bolsas plásticas completamente selladas y depositarse **dentro de los contenedores de basura designados del condominio.**

Está estrictamente prohibido:

- Dejar bolsas de basura en los pasillos o frente a la puerta de un apartamento;
- Arrastrar bolsas de basura por los pasillos, escaleras, áreas de estacionamiento o áreas verdes y derramar basura;
- Lanzar objetos, basura o bolsas de basura por las ventanas;
- Lanzar bolsas de basura por las escaleras hacia los contenedores; 
- Dejar basura afuera o detrás de los contenedores.

Toda la basura debe colocarse correctamente **dentro de los contenedores de basura designados.**

Los padres son responsables de supervisar a sus hijos y asegurarse de que la basura sea depositada correctamente. Si se deja caer basura fuera de los contenedores, debe recogerse y colocarse dentro de los contenedores.

4. Alimentación de animales

Está estrictamente prohibido alimentar palomas, patos, mapaches, ratones, ratas o cualquier otro animal en las áreas comunes. Alimentar animales puede atraer plagas y crear problemas de salud y salubridad dentro de la comunidad.

5. Bicicletas, patinetas y patines

Está prohibido ensamblar, almacenar o utilizar bicicletas, patinetas, patines y equipos recreativos similares en los pasillos u otras áreas comunes.

6. Ruidos y disturbios

Está prohibido causar disturbios, producir ruidos excesivos, escuchar música a un volumen extremadamente alto, tener comportamientos abusivos o realizar cualquier otra actividad que perturbe la tranquilidad de la comunidad.

Las actividades o eventos especiales, como fiestas de cumpleaños u otras reuniones, deben ser informados a la Asociación con al menos **una semana de anticipación.**

Los propietarios y los inquilinos son responsables de asegurarse de que sus visitantes cumplan con todas las reglas y regulaciones del condominio.

7. Límite de velocidad

El límite máximo de velocidad dentro de la propiedad del condominio y las áreas de estacionamiento es de **5 millas por hora.**

8. Mascotas

Todas las mascotas deben estar debidamente registradas, vacunadas y mantenerse con correa cuando sean llevadas a caminar por las áreas comunes.

Toda la documentación requerida debe ser entregada a la Administración, incluyendo prueba de registro y las vacunas requeridas.

Ninguna mascota puede ser llevada a caminar por las áreas comunes a menos que esté debidamente registrada con la Asociación y se haya entregado toda la documentación requerida.

Los propietarios deben recoger y desechar correctamente los excrementos de sus mascotas.

La Administración también debe ser notificada sobre cualquier ave, loro u otra mascota que se mantenga dentro de una unidad, según lo requieran las reglas del condominio.

9. Vehículos comerciales y recreativos

Está prohibido estacionar vehículos comerciales y vehículos recreativos, incluyendo botes, motos acuáticas, remolques y vehículos similares, en las áreas de estacionamiento de la Asociación, salvo que esté específicamente autorizado por las reglas de la Asociación.

10. Reparaciones de vehículos y materiales inflamables

Está estrictamente prohibido realizar reparaciones mecánicas, cambios de aceite u otro tipo de mantenimiento de vehículos en las áreas de estacionamiento del condominio.

Está estrictamente prohibido almacenar sustancias inflamables, explosivos o productos químicos peligrosos dentro de las unidades o en las áreas de estacionamiento.

11. Horario para mudanzas

Las mudanzas hacia o desde la comunidad deben programarse con anticipación y coordinarse con la Junta Directiva. Las mudanzas están permitidas de lunes a viernes entre las **9:00 a.m. y las 5:00 p.m.**, salvo que se obtenga una autorización diferente.

12. Quejas relacionadas con los servicios del condominio

Cualquier queja relacionada con los servicios del condominio debe presentarse por escrito a la Junta Directiva.

REGLAS PARA LAS MASCOTAS

Los perros que pesen más de **25 libras** no están permitidos en la Asociación, según lo establecido por las reglas aplicables de la Asociación.

Todos los perros permitidos deben ser llevados con correa, y los propietarios están obligados a recoger y desechar correctamente todos los excrementos de sus mascotas.

El propietario debe proporcionar una carta o documentación de un veterinario y/o de la autoridad municipal o gubernamental correspondiente que indique la raza del animal, su peso actual, el tamaño que se espera que alcance en la adultez y prueba de todas las vacunas requeridas por el Estado de Florida. La mascota también debe tener el registro y la placa de identificación requeridos.

VIOLACIONES

Las violaciones de estas reglas y regulaciones pueden resultar en multas de entre **\$100.00 y \$1,000.00**, según lo permitido por los documentos que rigen el condominio y las leyes aplicables.

**Administración y Junta Directiva
Villa Catalina Condominio**

Firma

Día