

WESTVIEW COMMUNITY ASSOCIATION, INC.

Vesta Property Services
13595 SW 134th Ave, Suite 108
Miami, FL 33186
P: 305.552.7855

ALL FEES ARE NON-REFUNDABLE

ALL APPLICATIONS TAKE 15 TO 20 BUSINESS DAYS TO PROCESS. NO RUSH. ONLY ONE SIDED ALLOWED.
APPLICATIONS MUST BE EMAILED OR MAILED TO OUR OFFICE (address above) NO DROP OFF ALLOWED
Please email the application to screeningse@vestapropertyservices.com

RESIDENT FORM

PAYMENT INFORMATION (All fees are per applicant unless married):

1. A \$50.00 fee (payable to Westview Community) **per applicant**, payable via money order.
2. A \$50.00 fee (payable to Vesta Property Services) **per applicant**, payable via money order.

ASSOCIATION REQUIREMENTS & INSTRUCTIONS (READ CAREFULLY):

1. The application must be completed entirely before submission is approved.
2. **Any person over 18 years old MUST submit an individual application. Fees are PER APPLICANT, unless married**
3. ALL APPLICANTS must provide their **MARRIAGE** certificate.
4. ALL APPLICANTS over 18 must obtain a criminal background or a police report from the Miami Dade Police Department.
5. A full copy of the lease/sales contract must be enclosed. Please note only the names on the contract will appear on the actual approval if granted.
6. Each applicant **MUST** submit a copy of the **driver's license**. Without these documents, **we WILL NOT accept the application**. If applicant lives in another country, a copy of VALID Visa/Passport is a **MUST**.
7. **Vaccination Record, registration and picture of the pet, if applicable.**

PLEASE NOTE THE FOLLOWING:

1. Application **MUST** be submitted to the association no less than twenty (20) business days before moving date or closing date
2. Should a potential occupant move in without prior written approval, the association will impose a \$100.00 FINE per day up to a thousand dollars (\$1,000.00) maximum in your account without any further notice. Occupancy prior to approval of the association is **PROHIBITED**.
3. Occupancy Regulations: NO more than two (2) occupants per room.
4. As prospective buyers and/or tenants will **NOT** be registered if the sellers and/or landlords are delinquent on their maintenance account and/or have any pending violations.

LEASE IS SUBJECT TO RENEWAL AT THE END OF THE LEASE TERM

WESTVIEW COMMUNITY ASSOCIATION, INC.

Screening Checklist:

Vesta Property Services

13595 SW 134th Avenue Miami, FL 33186 – Suite 108

One (1) months' rent security deposit is required from **ALL** homeowners **PRIOR** to the application package being processed.

- _____ 1. Global Background Application
- _____ 2. Screening & Processing Fees
- _____ 3. Three (3) year residential (Fill out resident history in the application)
- _____ 4. Highland No.1 Forms Completed
- _____ 5. Pet Registration Form
- _____ 6. Vesta Screening Contact form
- _____ 7. Complete fully executed lease/sale
- _____ 8. Signed parking decal form
- _____ 9. Copy of Vehicle registration & insurance
- _____ 10. Police Reports for ALL applicants over 18.
- _____ 11. Last 2 years W-2
- _____ 12. Last 2 paystubs

Please be advised that if any documents are omitted from your application it will be returned and you will be required to re-submit the application. The approval process may take up to twenty (20) days for approval unless notified otherwise. Please take this into regard when submitting a move in date.

GLOBAL BACKGROUND ANALYSIS, INC.



COMMUNITY ASSOCIATION SCREENING APPLICATION

DATE ___/___/___ PROPERTY ADDRESS: _____ PURCHASE ☐ LEASE ☐

OFFICE USE **ONLY**: ASSOCIATION NAME: _____

ACCOUNT #: _____ REQUESTED BY: _____

PERSONAL INFORMATION

APPLICANT 1:

First

Middle

Last

SOCIAL SECURITY # _____ - _____ - _____ DATE OF BIRTH _____ - _____ - _____

MARITAL STATUS _____ DRIVER LICENSE # _____ STATE _____

APPLICANT'S PHONE #: _____ APPLICANT'S CELL PHONE #: _____

APPLICANT 2:

First

Middle

Last

SOCIAL SECURITY # _____ - _____ - _____ DATE OF BIRTH _____ - _____ - _____

MARITAL STATUS _____ DRIVER LICENSE # _____ STATE _____

APPLICANT'S PHONE #: _____ APPLICANT'S CELL PHONE #: _____

OTHER OCCUPANTS (UNDER THE AGE OF 18):

Name

DATE OF BIRTH _____

Name

DATE OF BIRTH _____

Name

DATE OF BIRTH _____

DO YOU OWN PETS? YES ☐ NO ☐ IF YES, NUMBER OF PETS: ☐ BREED(S): _____ WEIGHT(S): _____

RESIDENT HISTORY

CURRENT STREET ADDRESS: _____
Street City State Zip

MOVE IN DATE OF PRESENT ADDRESS: _____ MOVE OUT DATE: _____
Month Day Year Month Day Year

CURRENT LANDLORD'S NAME: _____ PHONE#: _____

FAX#: _____ MONTHLY RENT PAYMENT \$: _____

REASON FOR MOVING: _____

GLOBAL BACKGROUND ANALYSIS, INC.



IF LESS THAN ONE (1) YEAR MUST PROVIDE PRIOR LANDLORD:

PRIOR STREET ADDRESS: _____
Street City State Zip

MOVE IN DATE OF PRIOR ADDRESS: _____ MOVE OUT DATE: _____
Month Day Year Month Day Year

PRIOR LANDLORD'S NAME: _____ PHONE#: _____

FAX#: _____ MONTHLY RENT PAYMENTS \$: _____

REASON FOR MOVING: _____

EMPLOYMENT HISTORY

APPLICANT 1:

PRESENT EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ PHONE _____ SUPERVISOR _____

PHONE#: _____ FAX#: _____ EMAIL: _____

EMPLOYED FROM: _____ - _____ - _____ TO: _____ - _____ - _____ GROSS WEEKLY SALARY _____ TIPS _____

APPLICANT 2:

PRESENT EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ PHONE _____ SUPERVISOR _____

PHONE#: _____ FAX#: _____ EMAIL: _____

EMPLOYED FROM: _____ - _____ - _____ TO: _____ - _____ - _____ GROSS WEEKLY SALARY _____ TIPS _____

IF LESS THAN ONE (1) YEAR MUST PROVIDE PRIOR EMPLOYER:

APPLICANT 1:

PREVIOUS EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ PHONE _____ SUPERVISOR _____

PHONE#: _____ FAX#: _____ EMAIL: _____

EMPLOYED FROM: _____ - _____ - _____ TO: _____ - _____ - _____ GROSS WEEKLY SALARY _____ TIPS _____

APPLICANT 2:

PREVIOUS EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ PHONE _____ SUPERVISOR _____

PHONE#: _____ FAX#: _____ EMAIL: _____

EMPLOYED FROM: _____ - _____ - _____ TO: _____ - _____ - _____ GROSS WEEKLY SALARY _____ TIPS _____

Applicant has submitted the sum of \$ _____, which is a non-refundable payment for a background/ credit check processing, and verification of the application. Global Background Analysis, Inc. is hereby authorized and given the right to verify by reasonable means all of the information disclosed by the applicant(s) including, but not limited to credit check, criminal history, eviction/civil records, land lord verification, and verification of employment; in this application, any additional documents in the application packet, exhibits and/or attachments. Applicant(s) certify that all the information disclosed to Global Background Analysis, Inc. is true and correct. Furthermore, applicant(s) certify it has not knowingly omitted any information from tis application, any additional documents in the application packet, exhibits and/or attachments. In addition, the applicant(s) authorizes Global Background Analysis, Inc. to provide a copy of the completed screening report to the property owner and/or landlord or its agents or a assignees.

APPLICANT 1 SIGNATURE: _____ PRINT NAME: _____ DATE _____

APPLICANT 2 SIGNATURE: _____ PRINT NAME: _____ DATE _____

GLOBAL BACKGROUND ANALYSIS, INC.



Criminal Record Waiver

Date:

Dear Sir/Madam:

Our resident selection policy obligates us to verify certain information about all members of families living in or applying for admission to our developments. Specifically, we wish to avoid admitting a family or anyone of whose family members is involved in criminal activity, which would adversely affect the health, safety, or welfare of other residents. To comply with this requirement, we ask your cooperation in supplying information on the criminal records (if any) of the persons listed below.

Using the numbers below, please indicate whether any family members or any other occupants have been arrested or convicted of any crimes relating to the following:

1. Homicide/Murder
2. Rape or Child Molesting
3. Burglary/Robbery/Larceny
4. Threats or Harassment
5. Assault or Fighting
6. Destruction of Property/Vandalism
7. Drug Use/Possession/Traffic
8. Child Abuse/Domestic Violence
9. Public Intoxication
10. Receiving Stolen Goods
11. Fraud
12. Prostitution
13. Disorderly Conduct
14. Other: _____

Applicant's Release

I hereby authorize the release of the information requested.

Applicant Names:	SS#	DOB	Crime #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

BACKGROUND INVESTIGATION AUTHORIZATION

I. I understand that an investigative report may be generated on me that may include information as to my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that Global Background Analysis, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Global Background Analysis, Inc. to do so.

II. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.

III. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.

IV. I hereby authorize, without reservation, any one contacted by Global Background Analysis, Inc., to furnish the information described in Section I.

V. I hereby authorize, without reservation, Global Background Analysis, Inc., to contact my present employer for employment verification/references.

APPLICANT: COMPLETE THE FOLLOWING:

☐ Credit & Criminal

☐ Criminal Only

Signature

Today's Date

Please print full name

Unit #

The following information is required, it is confidential and will not be used for any other purposes.

Please print other names you have used

Social Security Number - Your Social Security Number will be used in order to confirm your identity for purposes of completing an accurate background investigation and credit check.

Date of Birth - Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation.

Home Address

City

State

Zip

Driver's License Number and State

Name as it appears on License

Have you ever been arrested, convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record? ☐ No ☐ Yes **If yes, please explain:** (Make sure to include the city/state/county and the year the crime occurred for each conviction.) **IF YOU PROVIDE FALSE INFORMATION, YOU WILL BE AUTOMATICALLY DENIED.**

Have you ever been evicted from any leased premise? ☐ No ☐ Yes

FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE:

In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated it is in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statue(s).

Global Background Analysis, Inc.

2420 Brickell Avenue, Ste 307-B, Miami, FL 33129

Phone: (305) 857-0200 | Fax: (305) 857-0110

www.globalbackground.net email: applications@globalbackground.net

Screening Application Addendum

Property Address _____
Street City/State Zip

Current Owner(s):

Last	First	MI
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Cell Phone: _____ Email: _____

- Owner(s) please note that pursuant to Florida Statutes, Section, if the Parcel is occupied by a tenant and you are delinquent in paying any monetary obligation due to the Association, the Association may make a written demand to the tenant to pay to the Association the future monetary obligations related to the Parcel, and the tenant must make such payment. If owner(s) and/or Tenant(s) have a security deposit these funds may be transferred to the maintenance obligations, but must be replaced for the tenant to continue to live in the community and the maintenance must be kept to date.
- Any person over the age of 18 must submit individual application unless married, and pay fee per application.
- Acceptance of the processing fee does not in any way constitute approval of this transaction.
- Applicant(s) will abide by all of the restrictions contained in the Bylaws, Rules & Regulations which are or may be imposed by HOA.
- Each applicant **MUST** submit copy of **DRIVER LICENSE**, without these documents, we **WILL NOT** accept the application.
- Applicant(s) understand that any violation of terms, provisions, conditions, and covenants of the HOA documents provides causes for immediate action as therein provided or termination of the leasehold under appropriate circumstances.
- Owner(s) is responsible for the cost of eviction of any tenant(s) upon request of the association.
- The Tenant(s) has received by the owner copies of the association rules & regulations and understand the association's policy prior to submitting application.
- Any pending violation must be corrected prior to approval. Violation of the Rules & Regulations which are not complied with either by the tenant and/or the owner as requested by the association may be corrected by the association and the cost will be deducted from the security deposit or charged to the owners account.

Applicant(s) Name(s):

Last	First	MI
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Last	First	MI
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Cell Phone: _____ Email: _____

If approved, once approval is ready, who should we contact **FOR PICK UP**:

Name: _____

Cell Phone: _____ Email: _____

WESTVIEW COMMUNITY ASSOCIATION, INC.

Acknowledgement of Rules and Regulations

I, _____ and
who will reside at _____ at _____ Westview
Community Association acknowledge that I have read and understand the Rules and
Regulations given by Westview Community Association. I understand that any and all persons
living in my home over the age of 18 will be registered and approved by the association and any
unapproved tenants will be evicted at the homeowners' expense.

Tenant/Buyer's Signature

Date

Print Name:

Tenant/Buyer's Signature

Date

Print Name:

Landlord/Seller's Signature

Date

Print Name:

WESTVIEW COMMUNITY ASSOCIATION, INC.

Acknowledgment of Association Requirements

I, _____ & _____ who will
reside at _____ in Westview Community Association Inc.
acknowledge that I/we have read and understand the rules set by Westview Community Association
within their rules and regulations along with the requirements listed below.

- I certify that I have read a copy of the documents for Westview Community Association Inc.
along with the Rules and Regulations for the Association. I agree that I will fully abide by
these Rules and Regulations. Full CCR can be found in the association documents.
- I have included a copy of the sales contract/lease agreement along with my application
- I will also supply a copy of the warranty deed to the Association no later than forty-five (45)
days after closing.
- I will inform the Association of any additions or deletions made to the warranty deed, as this
affect who is or is not an owner of said property.
- I certify that I have read the first page of the application which states all the requirements needed
to apply Westview Community Association Inc. along with all the requisites within the screening
checklist.

Buyer/Lessee Signature: _____

Buyer/Lessee Signature: _____

Move in date: _____ (DO NOT LEAVE BLANK)

Please note: Move in is only allowed Monday – Friday from 8:00 AM to 6:00 PM.

Saturday, 11 AM – 6 PM.

No overnight parking of moving trucks is allowed.

No dumping of bulk trash such as mattress, bed frames, tables & etc. If anything is disposed all fees
associated with this will be billed to the owner.

WESTVIEW COMMUNITY ASSOCIATION, INC.

Acknowledgment of Association Dumping Regulations

I _____ & _____

who will reside at _____

will not dispose of any bulk trash or non-household trash in or around the trash containers and will dispose at my nearest dumping station. If seen doing so you will be charged a minimum fee of \$250.00.

Buyer/Lessee Signature:

Date

Buyer/Lessee Signature:

Date

Move in date: _____ (DO NOT LEAVE BLANK)

WESTVIEW COMMUNITY ASSOCIATION, INC.

GATE ACCESS CONTROL INFORMATION SHEET

Name of Owner(s):	Transponder# 1	Transponder # 2	Transponder # 3	
	Transponder# 4	Transponder# 5	Parking Boss:	Parking Boss:
Property Address:	Phone # 1 Entry System:		Phone # 2 Entry System:	

Owner(s) of Record Contact Information

Cellular Phone #	Email Address:		
Mailing Address (if NOT living in the community):			
City:	State:	Zip Code:	

Approved Tenant(s) Contact Information/ Date Approved: _____

First & Last Name:	Cell Phone #:	Email Address:

All Tenants MUST have been approved through the screening process to have gate access!

Registered Vehicle Information / Attached Copies of Documents & must be under your name or must bring authorization letter

Make / Model / Color:	Vehicle Identification Number:	Tag Number:
VEH 1:		
VEH 2:		
VEH 3:		
VEH 4:		

VERY IMPORTANT:

- The phone number for the gate entry system **MUST** be of the person who is currently residing at the property with a local number. If there is a tenant, we need the tenant's phone number and not the owners.
- There will be only **ONE (1)** gate access code per home, not per a person!
- Please see the attached notice for a list of all required documents.
- Any changes or programming can take up to 48 hours.

Resident's Print Name: _____ Date: _____

Resident's Signature: _____



VestaPropertyServices.com

KINDLY PROVIDE VEHICLE DETAIL(S) IN THIS SPACE ALONG WITH COPIES OF REGISTRATION(S):

MAKE **MODEL** **TAG #:**

THANK YOU



305.552.7855
13595 SW 134 AVE #108
Miami, FL 33186

VestaPropertyServices.com

PET REGISTRATION FORM

Name: _____

Address: _____

Telephone Number: _____

Name, Breed, Age & Weight of Pet(s):

1. Name: _____ Breed: _____

Age: _____

Approximate weight of pet (full-grown): _____ . Lbs.

2. Name: _____ Breed: _____

Age: _____

Approximate weight of pet (full-grown): _____ . Lbs.

Please include: color picture of pet, dog tag identification, current vaccinations, documents and veterinarian information.

I do not own a pet. Signature: _____

Signature: _____

Please remember all dogs are to be walked on a leash at all times and all excrement must be picked up by the dog owner. All pets must be on a leash at all times while outside your unit and under control and care by a responsible adult.

Signature: _____

Date: _____

Signature: _____

Date: _____



305.552.7855
13595 SW 134 AVE #108
Miami, FL 33186
VestaPropertyServices.com

SCREENING APPLICATION CONTACT FORM

Address: _____

Name(s) of applicants:

1. _____

Phone #: _____ Email: _____

2. _____

Phone #: _____ Email: _____

3. _____

Phone #: _____ Email: _____

4. _____

Phone #: _____ Email: _____

By signing this form, you understand that we will use this contact information to inform you of any application changes or concerns. It is your responsibility to answer phone calls and check your emails from Vesta Property Services regarding applications.

Tenant/Buyer Signature

Date

Tenant/Buyer Signature

Date

RULES AND REGULATIONS FOR
WESTVIEW COMMUNITY ASSOCIATION, INC

The following Rules and Regulations govern Westview Community Association Inc. All initially capitalized terms not defined herein shall have the meanings set forth in the Declaration for Westview Community Association Inc.. These Rules and Regulations have been promulgated by the Board, and are subject to change from time to time.

1. The entrances, and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property; nor shall any carts, bicycles, carriages, chairs, tables or any other similar objects be stored therein.

2. The personal property of Unit Owners must be stored in their respective Units.

3. No garbage cans, supplies or other articles shall be placed on the patios and terraces, or on any Common Elements except for designated trash areas, if any. No linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, fences, patios, terraces, if any, or other portions of the Condominium Property.

4. No Unit Owner shall permit anything to fall from a window or door of the Condominium Property, nor sweep or throw from the Condominium Property any dirt or other substance into any of the patios, terraces or upon the Common Elements.

5. All refuse must be deposited in tied plastic bags and placed in areas designated for refuse disposal.

6. No Unit Owner, tenant, visitor, licensee or invitee shall park any type of motor vehicle other than in marked parking spaces.

7. No Unit Owner shall make or permit any disturbing noises in his Unit by himself or his family, servants, employees, agents, visitors or licensees, nor permit any conduct by such persons that will interfere with the rights, comforts or conveniences of other Unit Owners. No Unit Owner shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his Unit in such a manner as to disturb or annoy other residents. No Unit Owner shall conduct, nor permit to be conducted, vocal or instrumental instruction at any time which disturbs other residents.

8. No radio or television installation may be permitted in any Unit which interferes with the television or radio reception of another Unit.

9. No sign, advertisement, notice, lettering or descriptive design shall be exhibited, posted, displayed, inscribed or affixed to the exterior of a Unit or in, on or upon any part of the Condominium Property, except signs used or approved by Association. All signs shall be subject to design standards approved or adopted by the Architectural Control Committee, as defined in the Master Declaration.

10. Association shall have the right to retain a pass key to all Units for the purpose of access to such Units during reasonable hours, when necessary for the maintenance, repair, or replacement of any Common Elements or for making emergency repairs which are necessary to prevent damage to the Common Elements or to another Unit or Units. If a lock is altered or a new lock installed the Unit Owner shall provide Association with an additional key and security code, if applicable.

11. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any Unit or on the Common Elements.

12. Employees of Association are not to be sent out by Unit Owners for personal errands. The Board shall be solely responsible for directing and supervising employees of Association.

13. A Unit Owner who plans to be absent during the hurricane season must prepare his Unit prior to his departure by designating a responsible firm or individual to install and remove hurricane panels, if any, and care for his Unit should the Unit suffer hurricane damage, and furnish Association with the name(s) of such firm or individual. Such firm or individual shall be subject to the approval of Association.

14. Food and beverages may not be consumed outside of a Unit except on terraces or patios which are Limited Common Elements appurtenant to the Unit.

15. A Unit Owner shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, terraces, patios, or windows of the Building; provided, however, an American flag and official flags that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard may be displayed as permitted by the Act. Curtains and drapes (or linings thereof) which face exterior windows or glass doors of Units shall be subject to disapproval by the Board, in which case they shall be removed and replaced with acceptable items. No Unit Owner shall install a screen enclosure, glass enclosure, or the like, to or upon the outside walls of the Building or on the Common Elements or Limited Common Elements without the prior written consent of the Board. Without limiting the foregoing, Association may not refuse the request of a Unit Owner for a reasonable accommodation for the attachment on the mantel or frame of the door of the Unit Owner of a religious object not to exceed 3 inches wide, 6 inches high, and 1.5 inches deep.

16. Unit Owners and occupants of Units shall park their bicycles and tricycles only within the Unit.

17. These Rules and Regulations shall not apply to the Developer, nor its agents or employees, and contractors, nor to Institutional First Mortgagees, nor to the Units owned by either the Developer or such Institutional First Mortgagees, unless the Rules of the Florida Department of Business and Professional Regulation or the Act require otherwise. All of these Rules and Regulations shall apply, however, to all other Unit Owners and occupants even if not specifically so stated in portions hereof. The Board shall be permitted (but not required) to grant relief to one or more Unit Owners from specific Rules and Regulations upon written request therefore and good cause shown in the sole opinion of the Board.