



Biscayne Beach Club Condominiums
Ramon J. Diego, Esq.
Florida Property Management Group Inc

Owner Application Check List

Once you have completed the application make sure you have:

___ Answered and filled in all questions of the application making sure you list everyone that will be living with you including children, spouses and other relatives. Make sure that you have also, filled in car information and pet information.

___ Made out your money orders or cashiers checks, to Biscayne Beach Club Condominium Association

___ Your lease or purchase contract attached to the back of the application.

___ Signed at the bottom of the first page understanding that this process takes time and that your credit and criminal history will be obtained

___ A copy of your Driver's License

___ A copy of your social security card

___ A copy of your car's registration

___ A money order or cashiers check.

*Please note this community has strict rules regarding the **size and weight of the pet and the number of pets that are allowed**. Contact the Association for any clarification and thank you for your application to....

Biscayne Beach Club Condominiums



Biscayne Beach Club Condominium Association
Ramon J. Diego Esq.
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Screening Fee is \$150.00 plus an additional \$25.00 for every application of the age 18 and over. Payment made only by **Money Order** or **Cashier's Check** and payable to: **Biscayne Beach Club Condominium Association**.

Date Printed : _____ Date Recieved in Office: _____

Name of Applicant(s)

Name of Seller:

Address

City-

Province/State-

Country-

Apt or Unit #

Postal/Zip code-

THIS IS TO INFORM YOU OF OUR PROCEDURE TO HANDLE APPLICATIONS FOR RENTAL/PURCHASE APPROVALS SO THAT YOU CAN PLAN ACCORDINGLY.

Please sign and return this form with your application.

1. Processing an application **takes time**.
2. Your **credit history** is checked through a credit reporting company.
3. Your references are thoroughly checked by telephone if the information on your background is not the same as in your application.
4. If required by the Community you are applying for, a Police Report may be obtained.
5. We forward your application to be approved by the Board of Directors of the Community you are applying to, which is solely responsible for the period of time they take to approve it. **(entire process could take from 15 to 30 days from receipt to approval)**

The application will not be processed unless the following items are enclosed:

1. Sales contract or a copy of the lease.
2. Money order made payable to the above named Association **(non-refundable)**
3. Your signature on this page understanding all of the above mentioned.
4. Copy of license, social security card and car registration.

Screening your application takes some time and follow-up is vital. Sometimes we must telephone several times to the people you list as references, not everyone is available during working hours. That is why we ask you for their home and office telephone numbers. The above information should give you an understanding why applications cannot be "rushed". Status on applications will ONLY be given to the prospective tenants, **NOT** Realtors or Title Companies or any THIRD parties involved.

Thank you for your cooperation and understanding.

I have read and understand all of the above information and have received a copy of this form upon signing.

Applicant _____ Dated ____/____/____

Applicant _____ Dated ____/____/____

**Application for screening
Biscayne Beach Club Condominiums
Ramon J. Diego, Esq.
Florida Property Management Group Inc.**

Name of Applicant (s) _____ Date: _____

THIS IS TO INFORM YOU OF OUR PROCEDURE TO HANDLE APPLICATIONS FOR RENTAL/PURCHASE APPROVALS SO THAT YOU CAN PLAN ACCORDINGLY.

Please sign and return this form with your application.

1. Processing an application takes time.
 2. Your credit history is checked through a credit reporting company.
 3. Your references are thoroughly checked by telephone if the information on your background is not the same as in your application.
 4. We forward your application to be approved by the Board of Directors of the Community you are applying to, which is solely responsible for the period of time they take to approve it. (entire process could take from 15 to 30 days from receipt to approval)
- The application will not be processed unless the following items are enclosed:**

Screening your application takes some time and follow-up is vital. Sometimes we must telephone several times to the people you list as references, not everyone is available during working hours. That is why we ask you for their home and office telephone numbers. The above information should give you an understanding why applications cannot be "rushed". Status on applications will ONLY be given to the prospective tenants, NOT Realtors or Title Companies or any THIRD parties involved.
Thank you for your cooperation and understanding.
I have read and understand all of the above information and have received a copy of this form upon signing.

Applicant # 1 _____ Dated ____/____/____
Signature.

Applicant # 2 _____ Dated ____/____/____
Signature.

Applicant # 3 _____ Dated ____/____/____
Signature.

Applicant # 4 _____ Dated ____/____/____
Signature.

1. In making the foregoing application I represent to the Board of Directors that the purpose for the purchase of this unit is
AS PERMANENT RESIDENT () AS SEASONAL RESIDENT () 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 _____
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 of purchase of a unit is 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 Community Association may cause to be institute such an investigation of my background as the Board may deem necessary. Accordingly, I specially authorize the board of Directors or their agents 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 Community Association itself, or Community Association Screenings, as Agent shall be held harmless from any action or claim by me in connection with use of the information contained herein or any investigation conducted by the Board.

In making the forgoing application, I am aware that the decision of the Board of Directions of the Condominium Association will be final and that no reason will be given for any action taken by the Board. I agree to be governed by the determination of the Board.

Applicant _____ Co-Applicant: _____

APPLICATION FOR PURCHASE

This application and the attached Application for Occupancy must be completed in detail by proposed owner or lessee. Please attach a copy of the proposed lease to this application.

Usually, no unit may be leased for a less than one (1) year. Please consult your condominium documents for specific information. Processing of this application will only begin after all required forms have been completed, signed and are handed in to the Association's office
Occupancy prior to final approval is prohibited

Today's Date: _____ Unit Number _____ Approximately Closing Date _____

1.

New Owner's Name: _____

Home No: _____ Is this the number you want programmed on gate YES () NO ()

Cell Phone No: - _____ Is this the number you want programmed on gate YES () NO ()

Work No: _____ Fax Number: _____

Email Address: _____

Alternative mailing address: _____

City: _____ State: _____ Zip Code: _____

2.

New Owner's Name: _____

Home No: _____ Is this the number you want programmed on gate YES () NO ()

Cell Phone No: - _____ Is this the number you want programmed on gate YES () NO ()

Work No: _____ Fax Number: _____

Email Address: _____

Alternative mailing address: _____

City: _____ State: _____ Zip Code: _____

APPLICANT INFORMATION

NAME(S) of proposed tenant/buyer(s) (as will appear on title/lease)

(a) _____ (b) _____

NAME, AGE and RELATIONSHIP of ALL proposed occupants of the unit:

1.

NAME _____ AGE _____

RELATIONSHIP: _____ S.S. # _____

Driver's License # _____ D.O.B. _____

2.

NAME _____ AGE _____

RELATIONSHIP: _____ S.S. # _____

Driver's License # _____ D.O.B. _____

3.

NAME _____ AGE _____

RELATIONSHIP: _____ S.S. # _____

Driver's License # _____ D.O.B. _____

4.

NAME _____ AGE _____

RELATIONSHIP: _____ S.S. # _____

Driver's License # _____ D.O.B. _____

APPLICATION FOR OCCUPANCY

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

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

Present address (NOT) the address you are moving to:

(City) (State) (Zip) (Home telephone)

Present Landlord/Mortgage Company
(Not for the address you are moving to):

(Landlord/Mortgage Company) (Telephone)

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

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

Children: _____ Pets: _____
How many and ages Description and weight

Total Number of people to occupy premises: _____

Is Co-Applicant spouse () Yes () No. If not, specify relationship: _____

IN case of Emergency, notify: _____

Telephone: _____

Has the applicant or co-applicant been convicted (or arrested) of a felony (crime) (Check one): YES __ NO __

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)

NAME, ADDRESS & PHONE OF RELATIVE: _____

PET REGISTRATION FORM

Please refer to your community's documents for a more precise description on how many pets are allowed per home if any. The most common rules pertaining to owner's pets and their behavior are the following:

- 1. All pets and their actions are the responsibility of the Owner/Tenant .**
 - 2. All pets must meet the weight requirements (25 – 30 pds no exceptions) of the community.**
 - 3. No Birds, No Snakes, and No Fish Tanks larger than 10 Gallons are permitted.**
 - 4. Dogs must be walked on a leash and it is the Pet owners' responsibility to pick up the waste after the pet. (No Exceptions). This is not just a community law but also a Miami-Dade county law.**
 - 5. Pets must not be a nuisance to any neighbor (Eg. Excessive barking, barking loud enough to wake up neighbors will not be tolerated.)**
- Any Owner not following the Rules will be subject to a Fine, etc.**
Any Tenant not following the rules and regulations may cause a fine to be issued to themselves and/or the Owner and they may be reevaluated and Evicted without further discussion.

Please list the types of pets that will be residing in your home

Pet 1:

Type _____ Color: _____ Weight: _____
(Ex: Cat, Dog)

Pet 2:

Type _____ Color: _____ Weight: _____
(Ex: Cat, Dog)

All vaccine records for each pet must be kept up to date at the management office.

Signature of Buyer _____ Print Name _____

Signature of Buyer _____ Print Name _____

Signature of Buyer _____ Print Name _____

Vehicle Registration Form

Please refer to your community's documents for a more precise description on how many vehicles are allowed per home. The most common rules pertaining to owner's vehicles and their parking are the following:

1. No commercial vehicles allowed.

2. Depending on the community the time allowed for any guest to stay parked in a visitors parking is between 24 thru 48 hours.

3. No abandoned vehicles (Example: expired tag, flat tires, not in moving condition.)

Any owner not following the rules and regulations may be subject to a fine.

Any tenant not following the rules and regulations may cause a fine to be issued to the owner and they may be reevaluated and evicted without further discussion.

Vehicle 1:

Make: _____ Model _____

Color: _____ Tag Number _____

Vin # _____

Vehicle 2:

Make: _____ Model _____

Color: _____ Tag Number _____

Vin # _____

A copy of each registration for every vehicle being registered must be sent to management company before this application may be processed.

Signature of Buyer

Print Name

Signature of Buyer

Print Name

BANK REFERENCE: (Bank Reference is Optional)

(Name)	(Location)
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(Type of Account)	(Account Number)	(Telephone)	(Date opened)
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CHARACTER REFERENCES OTHER THAN RELATIVES: (This section must be filled out)

1. (Name)	(Home Telephone)	(Office/work phone)
-----------	------------------	---------------------

2. (Name)	(Home Telephone)	(Office/work phone)
-----------	------------------	---------------------

3. (Name)	(Home Telephone)	(Office/work phone)
-----------	------------------	---------------------

Approval is hereby granted to Biscayne Beach Club Condominium Association, (hereinafter referred to as the "Condominium Association" or FPM Group, 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: Biscayne Beach Club Condominium Association

Property Address and Unit #:

City

State

Zip Code

Application for Unit #

Today's Date:

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

The buyer for property address 15560 S.W. 104th Terrace Unit #611 Miami, Florida 33196 in Biscayne Beach Club Condominiums has been made aware that she is purchasing a property **AS IS** and as such will be **monetarily responsible** for **any and all repairs** which are necessary to make the aforementioned unit **solvent and livable**. This includes but is not limited to **Smoke Detectors, Fire Extinguishers, Air Conditioners**, any and all **Interior Construction** such as drywall for partition and ceiling areas, windows and doors (including front and porch access doors and laundry doors), and fixtures such as Kitchen and Bathroom sinks, cabinets and tubs. Any and all work which must be done at Biscayne Beach Club Condominiums concerning any and all Units **MUST** be executed by a **Licensed and Insured company** which has **Workers' Compensation coverage** for any and all personnel who will be at the proposed job site at any time and **MUST** be **Approved** by the **Association Board BEFORE** work of any kind begins. The buyer has also been made aware and has agreed to the fact that **ANYONE** other than the buyer who would be living in the unit in question **MUST** be approved by the Association Board before they move in to the aforementioned unit or said person or persons **would NOT** be able to live in the unit in question. Additionally, if criminal status or other pertinent situations concerning the person or persons who would be living in the unit in question change during the period of time they are living in the unit, **they may be re-evaluated by the Association Board and evicted with proper notice**. Furthermore, the buyer has also been made aware of the current financial state of the condominium and is comfortable with her decision to purchase a unit in Biscayne Beach Club Condominiums at this time.

Buyer - Print Name _____

Signature

Board Representative - Print Name _____

Signature

BISCAYNE BEACH CLUB CONDOMINIUM ASSOCIATION, INC.
A Florida Non For Profit Corp.
15600 SW 104th Street
Miami, Florida 33196

CONTRACT ASSIGNING RENT TO CONDOMINIUM
ASSOCIATION

THIS AGREEMENT is entered into on this ____ day of _____,
2018 between _____ hereinafter ("Owner") and
BISCAYNE BEACH CLUB CONDOMINIUM ASSOCIATION, INC.,
hereinafter ("Association")

NAME: _____

ADDRESS: _____

_____ ("Property").

TELEPHONE: _____

FACSIMILE: _____

The above mentioned Parties hereby agree to the following terms:

1. If at any time during the ownership of the above reference property the Owner becomes delinquent to the Association for any and all assessments (i.e. monthly assessments, special assessments, violation fees, etc.) while the Owner has the above reference property rented and/or leased, the Owner hereby assigns any and all portions of the rent collected to the Association.
2. The Owner assigns any and all portions of the rent required to bring the Owner's delinquent account with the Association current to the Association.

3. The Association will notify the Owner and the Renter(s) in writing as to the delinquency after the account is delinquent Fifteen (15) days. If the account is not brought current within fifteen days of receipt of this written notice the Owner hereby grants the above mentioned portion of the rent to the Association without further notice.

Owner: _____ Date _____

Association: _____ Date _____

Position: _____