
**Royal Estates of Cooper City
c/o Miami Management, Inc.
1145 Sawgrass Corp. Parkway, Sunrise, Florida 33323
SCREENING APPLICATION PACKAGE**

Thank you for your interest in our community. We look forward to assisting you in the process of your application. The items listed below are required to be submitted along with this application. . If the application is not complete, the process will be delayed. Please allow **30 business days for the screening process.**

If you have any questions or require additional assistance, please do not hesitate to reach the screening department via email screenings@miamimanagement.com.

Items that must be submitted:

This Application must be completed in detail by the proposed buyer and/or tenant.

Include a copy of the lease agreement . No lease shall be for less than one (1) calendar year. Lease Renewals will need the approval of the Association. Purchases do not require approval

A copy of tag registration for all permanent vehicles.

Copy of valid photo identification and Social Security Card for each occupant residing in the unit that is 18 years or older.

Copy of latest bank statement with correct name and address of applicant.

Proof of income i.e., Pay stub, copy of last year's W-2 and/or bank statement if direct deposit is received for each applicant.

If self-employed, retired or disabled, proof of income is required, i.e., copy of last year's 1099 or 1040, letter from Social Security Administration and/or bank statement for each applicant.

Proof of employment letter from employer stating length of employment for each adult over the age of 18 who is employed and will be residing in the unit.

A \$150.00(NON-REFUNDABLE) screening fee per applicant/per adult over 18 years made payable to Royal Estate of Cooper City

A \$150.00(NON-REFUNDABLE) processing fee to Miami Management, Inc.

If Renting, a Security Deposit from the Unit Owner is required, in the amount of \$500.00. Credit card payments can be made with the screening department. Security Deposit will be refunded, **30 days after** termination of lease.

Please also note that Corporations, partnerships and/or other business entities are NOT permitted to purchase properties at this HOA.

The completed application MUST be submitted to the Association at least **30 working days prior to the desired date of occupancy. Please do not call the management company to rush or for repeated status updates.**

All maintenance assessment dues to the Association must be paid in full prior to application process.

- Occupancy prior to final approval is prohibited. Any owner who moves a tenant into a home/lot without the Associations approval will be subject to an immediate legal action, which can result in eviction.
- No lessee shall sublet or assign his interest in an apartment unit.
- If you are purchasing in this community and there is a special assessment, the special assessment is to be paid in full at closing.



EXECUTIVE RESEARCH, INC.

Resident Screening Services

DOCUMENTS REQUIRED CHECKLIST

Thank You for choosing our company as your screening service. Executive Research, Inc. will verify the information that the applicant provides on the application. To facilitate the processing of the application, the following information is required:

- ☐ Correct Name, Address (including zip code) and birth date
- ☐ Copy of social security and drivers license or passport (if applicable)
- ☐ Daytime phone number for both current and previous landlord
- ☐ Daytime phone number for both current and previous employer
- ☐ Proof of employment (Letter from employer, pay stub, copy of recent W-2)
- ☐ If self-employed, retired or disabled, proof of income is required (Copy of recent 1099 or 1040, letter from Social Security Administration and/or bank statement)
- ☐ Personal Reference letters from at least 3 references (Not including family members)
- ☐ Copy of recent bank statement with correct name and address of applicant
- ☐ Daytime phone number where applicant can be reached

ALL COPIES PROVIDED MUST BE LEGIBLE

If any of this information is not provided when application is submitted, it can cause a delay in the processing of the application.

Tenant/Owner Screening Portal

Thank you for your interest in our community.

Listed below you will find a direct link to our tenant/owner screening portal which allows you to apply online.

[HTTPS://WWW.MIAMIMANAGEMENT.COM/SCREENINGS/](https://www.miamimanagement.com/screenings/)

For any questions regarding the online system or application process please send email to Screenings at Screenings@miamimanagement.com

Kindly register for the property address you are applying to



[HOME](#)[CONTACTS](#)



Tenant/Owner Screening Portal

E-mail:

Password:

[Forgot your password?](#)

[Sign In](#)[Register](#)



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Register

Unit Address:

1234 SW 123st Miami FL 12345

Name:

Name

Last Name:

Last Name

e-mail(username):

e-mail

Password:

Password

Retype Password:

Retype Password

Phone Number:

(123)456-7890

Register

Cancel



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You have successfully registered your account. We will send a verification link to your email.



Tenant/Owner Screening Portal

E-mail:

bcortes@miamimanagement.com

Password:

.....

[Forgot your password?](#)

[Sign In](#)

[Register](#)

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Screening Portal Registration



screenings

To Britni Cortes



Thanks for signing up!

Your account has been created, you can login with the following credentials after you have activated your account by clicking the url below.

Username: bcortes@miamimanagement.com

Password: As entered on the registration portal.

Please click this link to activate your account:

<http://www.miamimanagement.com/screenings/control/verify.php?email=bcortes@miamimanagement.com&hash=0deb4e4ee6b4507d73db9ce194e8a42c>



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CONTACTS

Your account has been verified, you may now log in.



Tenant/Owner Screening Portal

E-mail:

bcortes@miamimanagement.com

Password:

.....

[Forgot your password?](#)

Sign In

Register

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APPLY



Tenant/Owner Screening Portal

Welcome screening department

Get Started

Logoff

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APPLY

Miami Management, Inc.

Online Application for Purchases, Leases and Additional Occupants.

To begin the application process you will need the following items listed on the cover page below.

Files cannot exceed 6mb and must be in PDF or JPEG format.

PLEASE
DOWNLOAD OR
PRINT THIS FIRST
PAGE PRESENTED
TO YOU AS THIS IS
THE COMMUNITY
COVER PAGE AND
LIST ALL
REQUIREMENTS
THAT MUST BE
PROVIDED AND
UPLOADED



3743.pdf

1 / 1



76%



1



14275 SW 142 Avenue Miami, Florida 33186
Office: 305.378.0130 | Fax: 305.378.0259
Toll Free: 1.800.273.4603
www.miamimanagement.com

Maple Ridge at Ave Maria Homeowners Association, Inc.

SCREENING APPLICATION PACKAGE

Thank you for your interest in our community. We look forward to assisting you in the process of your application. The items listed below are required to be submitted along with this application. If the application is not complete, the process will be delayed. Please allow 14 to 21 business days for the screening process. If you have any questions or require additional assistance, please do not hesitate to reach The screening department at screenings@miamimanagement.com or via phone at 305-259-1407.

Items that must be submitted:

- ☐ This Application must be completed in detail by the proposed buyer and/or tenant.
- ☐ Include a copy of the lease agreement or sales contract. No lease shall be for less than thirty (30) days and maximum 2 per year. Lease Renewals will need the approval of the Association.
- ☐ Vaccination report and picture of each pet. Maximum 3 pets are allowed per unit.
- ☐ Copy of valid photo identification for each occupant residing in the unit that is 18 years or older.
- ☐ Clear and legible copy of each applicant's Social Security Card. Applicants without a social security number must show proof of a permitted stay in the U.S. with a Visa.
- ☐ A daytime phone number for both current and previous landlord, if applicable.

☐ A \$150.00(NON-REFUNDABLE) screening fee per applicant/per adult over 18 years

☐ A \$150.00(NON-REFUNDABLE) processing fee

[HOME](#)[CONTACTS](#)[APPLY](#)

Move-In Address

☒ Rent ☐ Own ☐ Additional Occupant

Property Address:

5633 CASSIDY LN

State:

FL

Apartment Number:

Zip Code:

34142

City:

AVE MARIA

Desired date of occupancy:

[Back](#)

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Applicant's Information

Name: *

Phone Number 1:

Phone Number 2:

Marital Status:

☒ Single ☐ Married ☐ Divorced ☐ Separated

Mailing Address:

☐ Check if applicant is currently serving in the military.

SSN: *

☐ Check this box if you don't have an SSN

Date of Birth:

Driver's Licence Number or Passport:

Gender

☒ Male ☐ Female

Have you been convicted of a crime?

☐ Yes ☒ No

Charges:

Dates:

County/State Convicted In:

[Back](#)[Next](#)

Marital Status:

☐ Single ☒ Married ☐ Divorced ☐ Separated

Mailing Address:

TEST Mailing Address

****Please ensure if you are married and add your spouse as a co applicant they follow this step correctly as shown in this sample****

☐ Check if applicant is currently serving in the military.

☒ Is this applicant married to a previously entered applicant?

SELECT



None



None

XXXXXXXX



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Current Address

☒ Tenant ☐ Owner ☐ Lease Renewal

Date of Residency(From):

Date of Residency(To):

Reason for Moving:

Lease Term:

Landlord Name:

Landlord Last Name:

Landlord Phone:

Landlord Fax:

Landlord Email:

[Back](#)[Next](#)

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PLEASE
SELECT
TENANT,
OWNER OR
LEASE
RENEWAL
FOR WHAT
APPLIES
TO YOU



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APPLY

Previous Address

☐ None

☐ Tenant ☒ Owner

Address

City

FL ▼

zip

Date of Residency(From):

Date of Residency(To):

Reason for Moving:

Lease Term:

Landlord Name:

Landlord Last Name:

Landlord Phone:

Landlord Fax:

Landlord Email:

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Employment

Have you been employed in the last five years?

☒ Yes

☐ No

Employment information

☐ Self-Employed

Date of Employment

From

To

Employer

Company

Address

City

FL ▼

zip

Hired Date:

Position:

Annual Income:

Supervisor:

Supervisor Phone:

Supervisor Fax:

Supervisor Email:

Back

Add Another Job

Remove Last Job

Reset

Next



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APPLY

Other sources of income

☐ None

Source:

Example: Alimony

Amount:

Amount

Back

Add Income Source

Remove Income Source

Reset

Next

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Pets

☐ None

Name:

Breed:

Coloration:

Age:

Weight:

Sex:

☒ Male ☐ Female

☐ Spayed/Neutered

☐ Declawed

[Back](#)[Add Another Pet](#)[Remove Last Pet](#)[Reset](#)[Next](#)



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Vehicles

☐ None

Make:

Model:

Year:

Color:

License Plate Number:



Plate

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Add Another Vehicle

Remove Last Vehicle

Reset

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Bank Account

☐ None

Bank Name:

Bank Phone:

Routing Number:

Account Number:

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Emergency Contacts

☐ None

Name:

Relationship:

Phone:

Email:

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Add Contact

Remove Last Contact

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Personal References

Please refrain from using relatives as references.

Name:

Last Name:

Phone:

Email:

Back

Add Reference

Remove Last Reference

Reset

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Upload Documents

Select Document (pdf):

[Choose File](#) No file chosen

File

Type

Delete

Type:

Proof of ID*

Add Document

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Done

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APPLY

PLEASE SELECT YES TO ADD
ANY ADDITIONAL APPLICANT
THAT WILL LIVE IN THE UNIT
OR IS REFLECTED ON THE
CONTRACT THAT IS 18 OR
OLDER. THIS POPUP MESSAGE
WILL APPEAR AFTER EACH
APPLICANT FINISHES THEIR
PROFILE.

Do you want to add a co-applicant?

(Please be aware that this only applies for persons that are 18 years or older)

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No

Yes

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Minors

☐ None

Name:

Last Name:

Date of Birth:

Relation to main applicant:

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Add Minor

Remove Last Minor

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APPLY

screening department

Add

Remove

Review application

Reference Number: SA-7509809

Main contact email: bcortes@miamimanagement.com

Unit Reference Number: 3743-S40386

**YOU MAY ADD AN APPLICANT
AT THIS POINT OR REMOVE AN
APPLICANT BEFORE
PROCEEDING, ONCE YOU LEAVE
THIS PAGE YOU WILL NOT BE
GIVEN THE OPTION TO ADD OR
REMOVE AN APPLICANT AGAIN.**

Warning: Each applicant has individual files, please make sure the information is correctly distributed.

**PLEASE ENSURE ALL REQUIRED DOCUMENTS ARE
UPLOADED**

Edit

Uploaded Files

Name

Type

Download

Screening App Link.pdf

Proof of ID



Print

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CONTACTS

APPLY

Please review the rules and regulations of the community that you are applying for:



SKM_C22720081211040

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72%



1



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RULES AND REGULATIONS

FOR

MAPLE RIDGE AT AVE MARIA HOMEOWNERS ASSOCIATION

In order to keep the Homeowners and Association Property a desirable place to live for all Owners, the following Rules and Regulations are made a part of the Homeowners Association Declaration. Without limiting any of the provisions of requirements hereof, the specific references to Declarant or Architectural Control Board approval set forth in this Article or elsewhere in this Homeowners Association Declaration shall not be construed as a limitation of the requirements of this Article.

Alterations and Additions. No material alteration, addition or modification to a Parcel, Lot or Home, or material change in the appearance thereof, shall be made without the prior written approval of the Architectural Control Board or Declarant.

Above Ground Pools. Above ground pools are not permitted within the Maple Ridge at Ave Maria HOA

Artificial Vegetation. No artificial grass, plants or other artificial vegetation, or rocks or other landscape devices, shall be placed or maintained upon the exterior portion of any Parcel, Lot or Home without the prior written approval of the Architectural Control Board or Declarant.

Leasing of Residential Parcels. Entire Residential Parcels may be rented provided the occupancy is only by the lessee, his family and guests. No fraction or portion may be rented. No bed and breakfast facility may be operated out of a Home. Individual rooms of a Home may not be leased on any basis. No transient tenants may be accommodated in a Residential Parcel. All leases or occupancy agreements shall be in writing and a copy of all leases of Residential Parcels shall be provided to Association. All purchases shall be on forms approved by the Association and shall provide that the Association shall have the right to terminate the purchase upon default by the tenant in observing any of the provisions of the Association Documents or other applicable provisions of any agreement, document or instrument governing the Maple Ridge HOA.

By clicking the sign button you are agreeing to the following:

I acknowledge that I have read and received the Rules and Regulations for Maple Ridge at Ave Maria. I accept and agree that as a resident/owner of Maple Ridge at Ave Maria, I will comply with all rules & regulations as set forth in the Documents.

I hereby authorize all persons, educational institutions, banks and other financial institutions, current and former employers, current and former landlords, credit reporting agencies, governmental agencies and other organizations, agencies and entities to provide Executive Research, Inc. with any information which Executive Research, Inc. may request.

In connection with my Application for Occupancy to Maple Ridge at Ave Maria, I hereby authorize Executive Research, Inc. to perform an investigation of my credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living and employment/work history, and to provide the information of the investigation to Maple Ridge at Ave Maria and/or unit owner. I hereby release and discharge Executive Research, Inc. and Maple Ridge at Ave Maria from any and all claims, damages, liabilities, costs and expenses arising from the retrieving and reporting of such information. The Applicant acknowledges that Maple Ridge at Ave Maria and/or its agent, Executive Research, Inc. may verify the information supplied by the Applicant in this Application, may obtain credit reports and may investigate the Applicant's credit worthiness, credit standing, character, general reputation, personal characteristics and mode of living. The investigation may include a verification of bank accounts, credit history, residential history and employment/work history, search of the public records of governmental agencies and interviews with character references and others. The Applicant hereby authorizes and consents to Maple Ridge at Ave Maria and/or its agent, Executive Research, Inc., to perform such verification and investigation.

Please provide an email address for each applicant so they can receive a link to sign the application. You will be able to continue after all signatures are collected.

If the applicants have already signed and you're still not able to see the "Next" button, please click refresh.

screening department

screening department's email

Send Email

Refresh

Screening Application



screenings

To Britni Cortes



Reply



Reply All

Greetings Mr/Ms screening department,

You're receiving this email because screening department added you as a co-applicant for a residential screening application. Please follow the link below to sign the agreement:

<http://www.miamimanagement.com/screenings/?sign=f07d7b01b4b3d90f6134aeced5f071a7&hash=2bed216f110156a929c68e5816f2a4a5>

By clicking the sign button you are agreeing to the following:

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The Applicant acknowledges that Maple Ridge at Ave Maria and/or its agent, Executive Research, Inc. may verify the information supplied by the Applicant in this Application, may obtain credit reports and may investigate the Applicant's credit worthiness, credit standing, character, general reputation, personal characteristics and mode of living. The investigation may include a verification of bank accounts, credit history, residential history and employment/work history, search of the public records of governmental agencies and interviews with character references and others. The Applicant hereby authorizes and consents to Maple Ridge at Ave Maria and/or its agent, Executive Research, Inc., to perform such verification and investigation.

screening department

Sign

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I hereby authorize Executive Research, Inc. to perform an investigation of my credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living and employment/work history, and to provide the information of the investigation to Maple Ridge at Ave Maria and/or unit owner. I hereby release and discharge Executive Research, Inc. and Maple Ridge at Ave Maria from any and all claims, damages, liabilities, costs and expenses arising from the retrieving and reporting of such information.

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Please provide an email address for each applicant so they can receive a link to sign the application. You will be able to continue after all signatures are collected.

If the applicants have already signed and you're still not able to see the "Next" button, please click refresh.

screening department

*screening
department*

Next

Payment Information

THIS IS THE LAST STEP IN THE APPLICATION, YOU MAY PAY WITH ANY CREDIT OR DEBIT CARD EXCEPT AMERICAN EXPRESS.

☐ **Expedited processing (\$50)**

This applies to background check only (credit and criminal). This does not apply to the entire application process.

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Screening Breakdown (1 Applicant(s))

- screening department

1 x \$150.00
Marriage Discount:
\$0.00

Screening Fee Total (Maple Ridge at Ave Maria)	\$150.00
Pet Deposit	\$0.00
Move-In Deposit	\$0.00
Move-In Fee	\$0.00
Elevator Fee	\$0.00
Coupon Booklet Fee	\$0.00
Security Deposit	\$0.00
Processing Fee (Charged on a different transaction)	\$150.00
Convenience Fee	\$10.50

Total

\$310.50

**Please note that convenience fees are not refundable.*

**Multiple charges will appear on your statement.*



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[APPLY](#)

Your application was submitted successfully, we will notify you by email if further action is needed. Thanks for using our system.

Your application reference number is SA-6149708

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