

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

IMPORTANT!! PLEASE READ

Please fill out this application completely and upload to the following website <http://www.miamimanagement.com/screenings>. An incomplete application will not be accepted.

Miami Management, Inc.
C/O Ileana Sainz
14275 SW 142 Ave
Miami, FL 33186

Please contact Britni Cortez if you have any questions pertaining to the application and its status. Contact information is as follows:

email:
bcortes@miamimanagement.com
screenings@miamimanagement.com

NO EXCEPTIONS!!!

This application may take up to 20 business days (4 weeks) to process. There is **NO** rush service available. Please take this into consideration when planning a move-in or closing date.

Thank you,
The Board of Directors

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

ATTENTION ALL APPLICANTS

UNDER NO CIRCUMSTANCES

“NO EXCEPTIONS MADE”

WILL AN APPLICATION BE

PROCESSED IN LESS

THAN THE TWENTY (20) BUSINESS

DAYS REQUIRED!

**(The 20 days will start to run from the moment all the documents
are complete)**

Sign: _____

Date: _____

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When a unit is owned by more than one entity, all owners must sign or provide proper power of attorney. Please complete all required forms and affidavits. Upon receipt of all completed paperwork, your application will be processed. An incomplete application will not be accepted. **Please allow at least 20 business days (4 weeks)** for the processing of the application. When you submit the application package, the following items must be provided:

☐ **Single applicants or married couples pay a \$150.00 application fee and each additional applicant pays \$150.00 (non-refundable).** (Any person 18 years and older must apply).
**Additional fees may apply for international background checks.

☐ Processing fee \$150.00 (non-refundable) payable to Miami Management.

☐ FOR LEASE APPLICATIONS ONLY – **Tenants** are required to provide a **\$250.00 security deposit** towards damages to any common element (refundable).

☐ FOR LEASE APPLICATIONS ONLY - **Completed and notarized** Addendum to Lease located on pages 13 and 14 (owner and applicants on the lease agreement must sign page 14).

☐ A copy of **local police report** for each applicant age 18 and older.

☐ A copy of a **valid picture ID** for each applicant and resident age 18 and older.

☐ A copy of the **social security cards or U.S. resident visa** for each applicant and resident age 18 and older.

☐ A copy of each **vehicle registration** that will be parked in the community.

☐ FOR LEASE APPLICATIONS –An executed copy of a lease for only a one-year term containing all of the pertinent terms and conditions of such lease. The copy must be legible. (All individuals 18 years and older must be on lease and all minors must be listed as a resident on the lease agreement).

☐ FOR SALE APPLICATIONS – Provide an executed copy of the sales contract. The copy must be legible.

Checks or money orders are the only forms of payment accepted

I acknowledge that I have received and read the Horizons Condominium Rules and Regulations and specific building guidelines, prior to applying to the Association and I acknowledge that all residents and guests (including children) of this unit will abide by the regulations.

Print Name (Applicant)

Signature (Applicant)

Date

Print Name (Spouse/Additional Applicant)

Signature (Spouse/Additional Applicant)

Date

Print Name (Additional Applicant)

Signature (Additional Applicant)

Date

Print Name (Additional Applicant)

Signature (Additional Applicant)

Date

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APPLICATION FEES, DEPOSITS & OTHER FEES

<u>PROCESSING FEE</u>	\$150.00	<i>(Payable to Miami Management)</i>
<u>APPLICATION FEE</u>		<i>(Payable to Horizons #3 Condominium)</i>
Single person	\$150.00	
Married Couple	\$150.00	<i>(Copy of marriage certificate required)</i>
Additional Applicant(s)	\$150.00 ea.	
<i>**Additional fees may apply for international background checks.**</i>		
<u>SECURITY DEPOSIT (RENTALS ONLY)</u>	\$250.00	<i>(Payable to Horizons #3 Condominium)</i>
Provided by tenant (Refundable)		
<u>VEHICLE ENTRY DECAL FEE</u>		<i>(Payable to Horizons POA)</i>
Owners	\$20.00	
Tenants	\$40.00	
<i>(All vehicles must have a decal. The decals are issued to residents only. They are non-transferable & non-refundable. Decals are deactivated from system once the resident moves out and/or lease expires)</i>		
<u>TENNIS COURT KEY</u>	\$15.00	<i>(Payable to Horizons POA)</i>
<u>GYM & POOL FOBS</u>		
Owners	\$50.00	<i>(Payable to Horizons POA)</i>
	\$35.00	<i>additional keys</i>
Tenants	\$75.00	<i>(Payable to Horizons POA)</i>
	\$40.00	<i>additional keys</i>

(If fobs are returned at the end of the lease or sale, \$25.00 will be refunded. Fobs are non-transferable. Fobs are deactivated from the system once the resident moves out and/or the lease expires)

MONEY ORDER OR CHECK ONLY
CREDIT CARDS OR CASH ARE NOT ACCEPTED

_____ Print Name (Applicant)	_____ Signature (Applicant)	_____ Date
_____ Print Name (Spouse/Additional Applicant)	_____ Signature (Spouse/Additional Applicant)	_____ Date
_____ Print Name (Additional Applicant)	_____ Signature (Additional Applicant)	_____ Date
_____ Print Name (Additional Applicant)	_____ Signature (Additional Applicant)	_____ Date

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APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

APPROVAL CRITERIA

APPROVAL

No evictions within two (2) years of application. No felony convictions, or misdemeanor convictions within ten (10) years of application, unless sealed, expunged, or pardoned, with full restoration of civil rights, not required to register as a sex offender under Florida law. Instances in which the applicant pled nolo contendere or no contest to such charges and received a withhold of adjudication may be treated as a 'conviction' if the applicant was required to perform community service, pay restitution, or court costs, or serve supervised probation (Applicants will not be considered while awaiting trial on misdemeanor or felony charges), credit score of 650 or higher.

APPROVAL WITH CONDITIONS

All the above but a credit score of less than 649. As a condition of approval, unit owner shall prepay the annual maintenance during the pendency of the lease term and any renewal thereof.

AUTOMATIC DENIAL

Eviction(s) within two (2) years of application. Felony convictions, or misdemeanor convictions within ten (10) years of application, unless sealed, expunged, or pardoned, with full restoration of civil rights, required to register as a sex offender under Florida law. Instances in which the applicant pled nolo contendere or no contest to such charges and received a withhold of adjudication may be treated as a 'conviction' if the applicant was required to perform community service, pay restitution, or court costs, or serve supervised probation (Applicants will not be considered while awaiting trial on misdemeanor or felony charges), credit score of less than 649 (unless conditionally approved above).

I acknowledge that I have received and read the Horizons Condominium Approval Criteria, prior to applying to the Association and I acknowledge that all applicants will abide by the criteria.

Print Name (Applicant)

Signature (Applicant)

Date

Print Name (Spouse/Additional Applicant)

Signature (Spouse/Additional Applicant)

Date

Print Name (Additional Applicant)

Signature (Additional Applicant)

Date

Print Name (Additional Applicant)

Signature (Additional Applicant)

Date



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.



EXECUTIVE RESEARCH, INC.

Resident Screening Services

AUTHORIZATION TO THIRD PARTIES

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.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Social Security Number

Social Security Number

Date

Date

AUTHORIZATION AND ACKNOWLEDGMENT

In connection with my Application for Occupancy to _____, 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 _____, and or unit owner.

I hereby release and discharge Executive Research, Inc. and _____ from any and all claims, damages, liabilities, costs and expenses arising from the retrieving and reporting of such information.

I acknowledge receipt of "A Summary of Your Rights Under the Fair Credit Reporting Act" provided to me in accordance with the provisions of the Fair Credit Reporting Act.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date



EXECUTIVE RESEARCH, INC.

Resident Screening Services

APPLICATION FOR OCCUPANCY

CREDIT ONLY ☐
CREDIT & CRIMINAL ☐
EXTENDED(National) ☐

PURCHASE ☐
LEASE ☐

Date _____

Association _____

Property Address _____ Bldg# _____ Unit # _____

Desired date of occupancy _____ Management Company **MIAMI MANAGEMENT INC**

Applicant _____ Date of Birth _____ Social Security _____

Single () Married () Separated () Divorced () Sex: Male () Female ()

Phone _____ Cell Phone _____

Drivers License _____ E-mail _____

Have you ever been convicted of a crime? YES NO Charge(s) _____

Date(s) _____ County/State Convicted in _____

Co-Applicant _____ Date of Birth _____ Social Security _____

Single () Married () Separated () Divorced () Sex: Male () Female ()

Phone _____ Cell Phone _____

Drivers License _____ E-mail _____

Have you ever been convicted of a crime? YES NO Charge(s) _____

Date(s) _____ County/State Convicted in _____

Total # of adults who will occupy the unit (18 yrs or older) _____ Total # of children _____

Number & type of pets _____

RESIDENCE HISTORY

1) Present Address _____

City, State Zip _____

Association _____ Dates of Residency: From/To _____
Landlord/

Mortgagee _____ Rent/Mtg. Amt _____ Phone No. _____

2) Previous Address _____

City, State Zip _____

Association _____ Dates of Residency: From/To _____
Landlord/

Mortgagee _____ Rent/Mtg. Amt _____ Phone No. _____

EMPLOYMENT

Employer _____ Phone No. _____

Address _____ Supervisor: _____

Position _____ Annual Income _____

Dates of Employment From: _____ To: _____

Co- Applicant Employer _____ Phone No. _____

Address _____ Supervisor: _____

Position _____ Annual Income _____

Dates of Employment From: _____ To: _____

BANK REFERENCES

Bank Name _____ Phone No. _____

Account No. _____

Bank (Co-Applicant) _____ Phone No. _____

Account No. _____

CHARACTER REFERENCES - DO NOT INCLUDE FAMILY MEMBERS

1) Name _____ Phone (Home) _____
Known how long: _____ Phone (Cell) _____ Phone (Work) _____
E-mail _____

2) Name _____ Phone (Home) _____
Known how long: _____ Phone (Cell) _____ Phone (Work) _____
E-mail _____

3) Name _____ Phone (Home) _____
Known how long: _____ Phone (Cell) _____ Phone (Work) _____
E-mail _____

VEHICLES

Make _____	Type _____	Year _____	Plate No. _____
Make _____	Type _____	Year _____	Plate No. _____
Make _____	Type _____	Year _____	Plate No. _____
Make _____	Type _____	Year _____	Plate No. _____

The Applicant acknowledges that _____ 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 _____ and/or its agent, Executive Research, Inc., to perform such verification and investigation.

Applicant Signature _____	Co-Applicant Signature _____
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Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

• **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

• **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

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8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

MOVING IN/OUT, DELIVERIES, and PICKUPS

- Moving hours are from 9:00 a.m. to 6:00 p.m. Monday through Saturday.
- There will be no moving on Sundays or major holidays (New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day).
- All packing materials must be disposed of by the resident or moving company. You may not use the dumpsters on the property to dispose of boxes, barrels, crates or packing materials.
- All deliveries made to the unit are governed by the same conditions listed above.
- All pick-ups made to the unit are governed by the same conditions listed above.

The Unit Owner will be responsible for the actions of and for any damage or unreasonable soil caused by a moving company and their employees or any other persons involved in the Move In/Move Out. In the case of the leasing of a Unit, the Unit Owner assumes responsibility for the actions and any damage caused by the tenant or other occupant. As required by the Horizons Condominium Association Rules and Regulation. **Residents shall notify the management office as to the time and date of moving, no less than forty-eight (48) hours prior to moving in or out, Resident must request in writing to the management office their security deposit reimbursement.**

Current Owner(s):

Print Name

Signature

Date

Print Name

Signature

Date

Applicant(s):

Print Name (Applicant)

Signature (Applicant)

Date

Print Name (Spouse/Additional Applicant)

Signature (Spouse/Additional Applicant)

Date

Print Name (Additional Applicant)

Signature (Additional Applicant)

Date

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APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

Horizons Condominium Association Pet Rules and Regulations

In the event of a violation of the following terms and conditions, the Board of Directors shall have the right to immediately cancel this agreement and require the pet owner to immediately remove the pet from the premises. Cancellation of this agreement will not imply a waiver of the pet owner's responsibility for any damages.

CHECK HERE IF NO PETS: _____ SIGNATURE: _____

1. Only the pet listed and described below is authorized to reside in the unit at any point in time under this pet agreement. The Board of Directors **does not allow** additional pets.
2. Pet will not cause: damage, danger, nuisance, noise, health hazard, or soil on the common areas, catwalks, stairwells, parking areas, or landscaping. Pet is to be walked only on the **outside perimeter walls of the complex**. The owner agrees to accept full responsibility and liability for any damages, injury, or actions arising from or caused by his/her pet.
3. Each resident (regardless of the number of joint owners/occupants) shall maintain a **total of one household pet** in the unit, to **be limited to no more than twenty (20) pounds at full maturity**, regardless of type or
4. breed. The pet is not to be kept, bred, or maintained for commercial purposes.
5. The pet **must be kept on a leash at all times** when outside the unit. **No pet may be kept on the balcony.**
 - (a) All pets must be registered at the manager's office as to breed, size and name of veterinarian, as well as a certificate of health and immunization from veterinarian (or the current Miami-Dade County license number).
 - (b) The Board of Directors shall have the right from time to time to prescribe rules and regulations with regard to size and kind of pets which may be maintained within the condominium units and with regard to the exclusion of pets from the common elements or the manner in which pets may be brought upon the common elements.
 - (c) Each condominium owner, tenant or occupant who shall own or maintain a pet within the condominium property shall indemnify the Board of Directors and hold it harmless against any loss or liability or claim of any kind or character upon the condominium property and against animal attacks or bites or any other incidents in connection therewith of like character.
 - (d) No owner, renter or occupant shall be permitted to keep a pet which shall become obnoxious or which shall create a nuisance to any other condominium unit resident.
 - (e) No pets allowed in the pools, tennis courts or clubhouse areas.

Please sign below that you have read and agree to the Horizons Condominium Association Pet Rules and Regulations.

Current Owner:

_____ Print Name	_____ Signature	_____ Date
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Applicant(s):

_____ Print Name (Applicant)	_____ Signature (Applicant)	_____ Date
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_____ Print Name (Spouse/Additional Applicant)	_____ Signature (Spouse/Additional Applicant)	_____ Date
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_____ Print Name (Additional Applicant)	_____ Signature (Additional Applicant)	_____ Date
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PET REGISTRATION FORM

COMPLETE ONLY IF YOU HAVE A PET.

PLEASE ATTACH A RECENT PET PHOTO TO THE APPLICATION.

Resident Name: _____ Unit Owner: _____
Address: 8045 S.W. 107th Avenue Miami, FL 33173 Unit No: _____
Home No: _____ Cell No.: _____ Email: _____
Breed of pet: _____ Exact weight of pet: _____ lbs. _____ oz.
Approximate weight of pet when full grown: _____ lbs. _____ oz.
Name of pet: _____ Pet age: _____ Pet color: _____
Miami-Dade County Dog Tag No: _____ Date of last rabies vaccination: _____
Name, address and phone of veterinarian: _____

The documents of Horizons Condominium state each unit is allowed to own one (1) dog or (1) cat, or other domestic pet, providing that the pet does not exceed twenty (20) pounds in weight at maturity.

I understand that any falsification of information or failure to register my pet may result in the denial of approval by the Board of Directors of the condominium association. I am fully responsible for the actions of my pet and understand the rules and regulations regarding the control of my pet.

Print Name (Applicant) Signature (Applicant) Date

Print Name (Spouse/Additional Applicant) Signature (Spouse/Additional Applicant) Date

Print Name (Additional Applicant) Signature (Additional Applicant) Date

Board Approval: _____
President, Horizons Condominium No. 3

APPROVAL GRANTED _____ APPROVAL DENIED _____

**PET OWNER MUST PROVIDE DADE COUNTY OR VETERINARIAN RECORDS FOR VACCINATIONS
AND WEIGHT.**

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PET ACQUISITION AGREEMENT

I, _____ as OWNER/LEASEE of Building No. 3 Unit # _____
certify that **I will not have any pets living in the specified unit.**

I agree and understand that if in the future I would like to bring a pet to live in my unit I must:

1. Comply with the Condominium Rules & Regulations pertaining to pets.
2. Provide information regarding the weight of the pet from the veterinarian.
3. Register the pet at the Horizons Condominium management office by filling out the appropriate forms and provide the required documentation.
4. Addendum to lease adding pet, required prior to obtaining pet.
5. Pets can only be added at time of lease renewal and must be added to the lease agreement

For tenants ONLY

Current Owner(s):

_____ Print Name	_____ Signature	_____ Date
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_____ Print Name	_____ Signature	_____ Date
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Applicant(s):

_____ Print Name (Applicant)	_____ Signature (Applicant)	_____ Date
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_____ Print Name (Spouse/Additional Applicant)	_____ Signature (Spouse/ Additional Applicant)	_____ Date
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_____ Print Name (Additional Applicant)	_____ Signature (Additional Applicant)	_____ Date
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ADDENDUM TO LEASE – ONLY REQUIRED ON LEASES

This Addendum shall serve to modify and/or supplement that certain Lease Agreement dated ___/___/___, by and between _____ (hereinafter "Owner"/Lessor") being of the owner(s) of the following unit: ___ and _____ (hereinafter "Lessee"/"Tenant"). Notwithstanding anything to the contrary in the aforementioned Lease Agreement, the parties hereto agree as follows:

- 1) Horizons Condominium Association, Inc. (hereinafter "Association") and/or its authorized agents shall have the irrevocable right to have access to each unit from time to time during reasonable hours as may be necessary for inspection, maintenance, repair or replacement of any Common Element therein or accessible there from, or for making emergency repairs therein necessary to prevent damage to the Common Elements or to another unit or units.
- 2) The Lessee shall not assign, mortgage or encumber this Lease, nor subject or permit the leased property or any part thereof to be used by others without the prior written approval of the Condominium Association.
- 3) The Lessee agrees not to use the demised premises, or keep anything in the unit which will increase the insurance rates of the unit or interfere with the rights of other residents of the Condominium Association by unreasonable noises or otherwise; nor shall Lessee commit or permit any nuisance, immoral or illegal act in his unit, or on the Common Elements, or the Limited Common Elements.
- 4) The Lessee covenants to abide by the Rules and Regulations of the Condominium, and the terms and provisions of the Declaration of Condominium, Articles of Incorporation and By-Laws of the Association and any other rules or guidelines of the Association and any other rules or guidelines which may become operative from time to time during said leasehold.
- 5) The parties hereto specifically acknowledge and agree that the Association is hereby empowered to act as agent of Owner/Lessor with or lessee's family or guests, with the provisions of the Declaration of Condominium, its supportive Exhibits the Florida Condominium Act and the Rules and Regulations or the Association, and this Lease, including the power to take legal action to evict the tenant.
- 6) The approval of the proposed Lease Agreement issued by the Association is to be expressly conditioned upon the Lessee's observance of the provision contained in this Addendum. Any breach of the terms hereof shall give the Association the authority to take immediate steps to prevent further breaches and/or terminate the Lease Agreement. The Owner/Lessor acknowledges that he remains ultimately responsible for the acts of Lessee and Lessee's family and guests. Owner/Lessor agrees that he remains responsible for any costs incurred by the Association, including attorneys' fees in remedying violations of this Addendum and/or violations of the condominium documents.
- 7) No more than two (2) persons per bedroom as specified in the Condominium Documents shall be allowed to occupy any unit
- 8) There shall be no changes to the Lease Agreement without the prior written approval of the Association.
- 9) The unit shall not be sublet.
- 10) A maximum of one numbered parking space (assigned) per unit.
- 11)
 - a. All regular assessments shall be due and payable by the unit owner on the first day of each month and shall be considered in arrears after the 15th day of each month.
 - b. In the event a unit owner fails to timely pay assessments within 15 days of the due date as noted in the preceding paragraph, whether regular assessments or special assessments, the Association shall notify, in writing by regular mail, the unit owner of such delinquency at his most recent address known to the Association; the Association shall likewise notify by regular mail the tenant, lessee or lessees, or other authorized resident in unit.
 - c. Upon receipt of such notices by tenant, lessee or lessees, or other authorized resident, said tenant, etc., shall immediately pay to Horizons Condominium Association, Inc. the entire amount of such delinquent assessment whether regular or special, including late fees, interest, collection cost and attorney's fees incurred, if any, at such time as the tenant's next monthly rental payment is due from the time the tenant receives such notice.
 - d. The tenant, lessee or lessees are authorized to deduct such sums actually paid to the Association from the next rental payment, regardless of whether payable directly to the unit owner or to his agent.
 - e. In the event the tenant, lessee or lessees fail to pay delinquent assessment and costs incidental thereto as previously described, including attorneys' fees, the tenant shall be deemed in default of this Lease and subject to summary eviction proceedings and such other and further relief as the Landlord is entitled to in the event of non-payment of rent as the amounts owed pursuant hereto shall be deemed to be additional rent owed.
 - f. Horizons Condominium Association, Inc. shall have the irrevocable right to act on behalf of the Landlord (unit owner) in the event such eviction proceedings are necessary, and this power shall be deemed an irrevocable agency coupled with interest.
 - g. In the event such eviction proceedings or other actions are necessary, the prevailing party shall be entitled to attorney's fees and costs.
 - h. UNIT OWNER expressly absolves TENANT from any liability to UNIT OWNER for unpaid rent under the Lease Agreement if such payment is made directly to the Association upon demand from the Association.

Initial(s): _____
App. App. App.

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

In witness whereof, the respective parties have hereunto set their hands and seals this ____ day of _____, 20____. Signed,
Sealed and Delivered in the Presence of:

Current Owner(s):

Print Name (Owner)

Signature (Owner)

Print Name (Owner)

Signature (Owner)

CERTIFICATE OF NOTARY PUBLIC

BEFORE ME, the authorities mentioned above personally appeared. Who being first duly sworn under oath, deposes that they have read the above affidavit and the facts contained and says therein are true and correct.

The authorities are ____ personally known to me, or ____ produced the following Identification:

Notary Seal:

Signature of Notary
Notary Public for the State of Florida
My commission expires: _____

In witness whereof, the respective parties have hereunto set their hands and seals this ____ day of _____, 20____. Signed,
Sealed and Delivered in the Presence of:

Lessee:

Print Name (Applicant)

Signature (Applicant)

Print Name (Spouse/Additional Applicant)

Signature (Spouse/Additional Applicant)

Print Name (Additional Applicant)

Signature (Additional Applicant)

Print Name (Additional Applicant)

Signature (Additional Applicant)

CERTIFICATE OF NOTARY PUBLIC

BEFORE ME, the authorities mentioned above personally appeared. Who being first duly sworn under oath, deposes that they have read the above affidavit and the facts contained and says therein are true and correct.

The authorities are ____ personally known to me, or ____ produced the following Identification:

Notary Seal:

Signature of Notary
Notary Public for the State of Florida
My commission expires: _____

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

COMMUNITY INFORMATION SHEET

Because we care and want to make sure we can help you with your community needs, below please find our information list so you can easily communicate to us when needed:

ONSITE OFFICE (Clubhouse)

Office: (305) 274-7649

Fax: (305) 412-9749

SENIOR PROPERTY MANAGER:

Martha Reidy, LCAM

Email: MReidy@miamimanagement.com

MANAGER:

Oriana Tirado

Email: otirado@miamimanagement.com

ADMINISTRATIVE ASSISTANT:

Dailys Porro

E-mail:

hrzeast@miamimanagement.com

MANAGEMENT (main office):

Miami Management, Inc.

14275 SW 142 Ave.

Miami, FL 33186

Main Line: (305) 378-0130

Fax Line: (305) 378-0259

***24 HOURS EMERGENCY LINE:
(AFTER 5:00 PM & WEEKENDS)***

Miami Management, Inc.

Main line: (305) 378-0130

FOR APPLICATIONS' APPROVAL

Ileana Sainz

E-mail: isainz@miamimanagement.com

HORIZONS GUARDHOUSE:

Phone: (786) 360-1770

INSURANCE (Proof of Insurance)

Acentria Insurance

E-mail: coimiami@acentria.com

APPROVED VENDORS FOR AFTER HOUR EMERGENCIES

- **Air Conditioning:**

- Boreal Air (305-609-0910)
- Dynamic Air Flow - (305) 510-4014 Arash

- **Plumbing:**

- Best plumbing - (786) 355-5848 Guillermo
- NCH plumbing - (305) 898-4812 Ricky

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

Horizons Condominium Rules & Regulations

General Rules & Regulations

1. Clubhouse & office hours are **Monday through Friday from 8 am – 5 pm and is closed from 12pm-1pm.**
2. Miami Dade County fire code requires all units to have battery operated smoke detectors in each bedroom and each unit is recommended to have a fire extinguisher. Both should be checked regularly.
3. **Buildings are smoke free.** Smoking is not permitted in the hallways, catwalks, stairwells, mail room, laundry rooms, elevator or any other common area or within a 10-foot radius outside the building.
4. Hurricane shutters are not permitted to be kept closed unless there is a hurricane or tornado watch or warning issued.
5. No bicycles, scooters, baby carriages or similar vehicles, toys, or other personal articles shall be allowed to stand in any of the common areas of the driveways, except in areas specifically designated by the Board of Directors.
6. Each resident shall keep his Condominium unit clean and in a good state of repair. No resident shall sweep or throw, or permit to be swept or thrown, therefrom or from the doors or windows thereof, any dirt or other substance.
7. Be advised that when you authorize your visitor to come in you are accepting responsibility for their actions while they visit Horizons West. You must instruct them not to occupy any of the assigned parking space and do not double park or park over the grass. Their vehicle will be towed away without any notice.

Residency/Leasing

1. Applicants may not lease a unit for other individuals. Subletting is NOT permitted.
2. All individuals residing at Horizons must be registered with the office. Only applicants who are approved may reside in the unit.
3. All tenants who are 18 years of age or older must be listed on the lease.
4. Tenants may not add, change or amend a lease during a lease year, including adding additional occupants or pets. Exceptions include marriage or birth of a child. Any lease changes or additions must occur at time of renewal. Changes must be submitted 60 days in advance prior to renewal date to allow time for approval process.
5. Renters who receive 3 violations will not be allowed to renew their lease. Owners who receive 3 violations or more will be sent to the attorney for compliance and will be back charged for any costs and attorney fees incurred.
6. Maximum occupancy is two (2) people per bedroom
7. Lease renewals must be received every year prior to the expiration date

Move In & Out & Deliveries

1. A local phone number must be provided. No visitors are permitted to enter if the gate guard is unable to reach you.
2. Move ins/outs are permitted **Monday thru Saturday 9am – 6pm** – No moving of furniture or large items is permitted on Sundays or Holidays. **NO EXCEPTIONS.**
3. Deliveries of furniture, appliances or any other large items must adhere to the allowed times referenced. This also applies to furniture or appliance pick-ups such as The Salvation Army.
4. Commercial vehicles used for moving (i.e. U-Haul) are not permitted on the property after 6 pm – and may not be parked overnight.
5. Elevator blankets must be used during moving, deliveries or for construction materials. Elevators will be inspected for damages and will be charged back to the resident if any occur. Please contact the onsite office to get the blankets in advance of your move in or delivery.
6. 18 wheelers are not permitted on the property for moving in or out.
7. Anyone failing to adhere to the moving hours faces immediate revocation of your lease and will forfeit the security deposit.

Visitors/Guests

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

1. All guests must have a visitor pass displayed in the dashboard of the vehicle.
2. Guests must abide by all the rules & regulations of Horizons Condo No. 3. The resident is responsible for their guests and the guest's adherence to the rules of the community.
3. Any guests visiting over 2 weeks must register with the onsite office.

Speed & Safety

1. Speed limit is strictly enforced at **10 mph**.
2. The community roadway is a driveway to parking spaces – any speeding or passing is considered reckless driving and is prohibited.
3. Pedestrians have the right of way – do not drive too close to anyone walking.
4. Children are not allowed to play in the driveways or parking areas, this includes ball playing.
5. Bicycle riding, skating, skate boarding and general playing is not permitted on the property.

Vehicles & Parking

1. Parking Decals
 - a. Owners: \$20.00 ea.
 - b. Tenants: \$40.00 ea.
2. Only one vehicle per registered adult is permitted. Your Assigned Space # _____.
3. Each unit has 1 assigned parking space, additional residents/guests need to use guest parking – residents are encouraged to use their assigned space first as we are limited in guest spaces.
4. Commercial vehicles are permitted 9 am – 6 pm Monday through Saturday – no resident may park their commercial vehicle on the property after hours or overnight. This includes taxi cabs, work trucks, RVs and oversized vehicles that do not fit in parking spaces. Trucks must be free of any equipment or work/construction materials. This would include exterior racks and/or ladders.
5. No rear in parking.
6. No parking in driveways or front entrances of buildings – no temporary parking in those areas.
7. All residents must purchase a decal for entrance.
8. All vehicles must have a current and valid tag and must be operational to park on the property.
9. Storing of vehicles is strictly prohibited and will be subject to towing. This includes vehicles that are inoperable, crashed, in disrepair, invalid tag or any vehicle that could be ticketed on a roadway.
10. No car washing, detailing or car repairs including oil/fluid changes are permitted on the property with the exception of flat tires, batteries and jump starts.
11. Vehicles that leak fluid should be repaired immediately or will be subject to towing. If the asphalt is damaged you will be responsible for repairs.
12. Vehicles must not be so loud as to be a nuisance to other residents.

Communal Living

1. No residence shall make or permit any noise that will disturb or annoy the occupants of any of the condominium units in the development.
2. Children are NOT permitted to play within the buildings or grassy areas in or around the buildings. There is no ball playing, bike riding or skating in these areas or in the building hallways/catwalks. This includes toddler's toys and ride-on's and automatic toy cars.
3. No honking or horn blowing is permitted within the community.
4. Be aware that each building has its own Association.
5. Be a courteous neighbor – sound travels – no loud music, loud cellphone talking in common areas or on balconies.
6. Appropriate attire should be worn at all times within the community and the pool areas.
7. Parents do you know where your children/teens are? Children and teenagers should not be left to roam the property.
8. Please advise your children/teens – jumping the perimeter walls is NOT permitted for any reason.

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

Pets

1. All pets must be registered with the onsite management office.
2. Pets must be listed on the lease at the start of it.
3. Pets must be walked in the designated pet areas and leashed at ALL times abiding by the Miami Dade County leash law.
4. Only dogs and cats, 20 pounds and under, and other domestic pets are allowed in the Condominium property or the unit and not more than one (1) dog is allowed at any time. Any inconvenience, damage or unpleasantness caused by the pets shall be the responsibility of the respective owner thereof.
5. Owners must pick up after their pet, if the pet does its "business" in a non-designated pet area. Pet Stations have been placed throughout the community for your convenience.
6. Pets must not be kept on the balconies/patios
7. Excessive barking is not permitted. Pets who become a "nuisance" will be asked to be removed
8. Any pets brought onto the Horizons Property must adhere to the above rules and restrictions. Pet sitting/fostering pets is not permitted.
9. Your pet's vaccination records from your veterinarian must be turned in annually to the office.

Amenities

1. Pool, gym and tennis court rules must be observed at all times
 - a. **Tennis court keys are \$15.00 ea.**
 - b. **Pool & Gym Fobs are \$50.00 owners (additional keys are \$35.00 ea.)**
Pool & Gym Fobs are \$75.00 tenants (additional keys are \$40.00 ea.)
*****If Fobs are returned at the end of lease or sale, \$25.00 will be refunded*****
2. Pools are open from sunrise to sunset
3. Small pools are designated as quiet pools from 4 p.m. to closing
4. All sound/radio equipment requires the use of headphones
5. Smoking is not permitted at pools
6. Pools are for the enjoyment of all – please monitor children and noise levels
7. Pets are not permitted in the pools or pool area
8. Parties are not permitted at any of the pools – residents must accompany guests
9. Food, glass containers and alcoholic beverages are not permitted
10. Guards have the right to ask any resident to leave the pool or pool areas either due to behavior, weather or pool closing – please comply with guard instructions
11. Children under 16 must be accompanied by an adult over 18. Infants/toddlers must wear diaper swimmers at all times

Fitness Center Rules

1. Fitness Center hours are Monday through Sunday from 5:30 am – 11:00 pm.
2. Must have key fob to access the fitness center. Key fobs are non-transferable
3. Persons under eighteen (18) years of age are not permitted in the fitness center under any circumstances
4. Consult your physician before engaging in any fitness program or using exercise equipment
5. 30-minute time limit on all cardio machines when other people are waiting
6. Use equipment at your own risk
7. Please use equipment properly. Do not drop weights
8. Please report any issues with the machines immediately
9. Proper attire is required. Closed shoes are required at all times. Sneakers are required for everyone. For sanitary reasons, shirts must be worn at all times when in the fitness room
10. You are required to bring your own towels and wipe down equipment after use
11. Please re-rack all weights after each use
12. No strollers allowed
13. No pets allowed

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

14. Radios, compact disks, tape players and personal devices may only be used with earphones
15. No food allowed
16. No smoking/vaping allowed

Balconies & Front Entrances

1. Front entrances shall be kept free and clear of any objects, garbage or debris.
2. Front doors must be treated for termites yearly.
3. Patio furniture and plants are the only items permitted on balconies. Balconies may not be used for storage (i.e. bikes, cabinets, toys, non-patio furniture, boxes, appliances etc.)
4. No plants potted or otherwise are permitted outside of the 1st floor balconies – you may not plant anything in the common areas outside the balconies or in the atrium area.
5. BBQ grills are not permitted on balconies (gas or charcoal) or in any outdoor area.
6. Hanging of clothes/rugs/towels or any articles on front door railings or balconies is prohibited.
7. Sunshades are permitted on balconies in a dark brown color only.
8. No sign, notice or advertisement shall be inscribed or exposed on or at any window, or other part of the Condominium units, nor shall anything be projected out of any window in the Condominium units.
9. Lattice screens are permitted on **1st floor units only**, must be dark brown in color and they should not exceed the horizontal bar of the screen enclosure.

Garbage & Recycling

1. All garbage should be placed in plastic bags. Garbage is not to be left outside of a unit at ANY TIME.
2. Recycling bins are to be used for recyclable items only. No household trash in these bins.
3. Household garbage & food should NEVER be thrown away inside the mail room or laundry room bins.
4. Oversized trash bags & crushed cardboard boxes can be disposed of inside the garbage room receptacles. The garage doors to these rooms are open Tuesday, Thursday and Saturday morning.
5. Do not leave garbage, boxes furniture, appliances or any items outside the trash room doors or chutes.
6. Residents must dispose of their trash in their own buildings.

Laundry Rooms

1. Washers & dryers are NOT permitted in individual units
2. Please clean lint filters in laundry rooms after each use.
3. Do not overload machines – please report inoperable or leaking machines to the office.
4. No sitting on machines or laundry tables
5. Please time your laundry and remove clothes from machines in a timely manner
6. A laundry card is \$5.00. Cost of machine wash is \$1.75 per wash and \$1.75 for 1 hour of drying.

Storage Rooms

1. Storage rooms may be accessed **Monday – Friday from 8 a.m. – 4 p.m.** by borrowing the keys from the office and must be returned on the same day by **4:30 pm**
2. All items placed in the storage rooms must be boxed and labeled with name and apartment number, kept clean and organized. Store items at your own risk.
3. Furniture may not be stored in the storage rooms.

Maintenance/Construction/Architectural Modifications

1. Certain repairs and remodeling require the building association approval including the following: kitchen and bathroom remodels, air conditioning replacement, plumbing replacements, flooring replacement etc. – please check with the onsite office for complete instructions.
2. Any flooring replacement other than carpet must be approved by the association and **MUST** have sound proofing installed.

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

3. Contractors are not permitted to dispose of any debris or trash in the building's dumpsters – contractors must remove construction materials from the property for disposal.
4. Contractors must not work in the hallways or common areas of the building.
5. All vendors must carry workman's comp.
6. A/C repairs on weekends must be done by office approval. **Office hours are from M-F, from 8 a.m. to 5 p.m.**

Insurance

1. All unit owners are required to carry homeowner's insurance.
2. Renters are encouraged to carry renter's insurance.
3. Any leaks between units caused by water heaters, leaking faucets/showers/tubs or A/C units is the responsibility of the parties involved to repair or replace – the association is not and will not be responsible for any repairs. This is an owner to owner issue.

Owner Rentals

1. Applications for rentals must be completed by the prospective tenant, appropriate fees and deposits paid and the application must be signed by the owner. An incomplete application will not be processed.
2. A \$250.00 security deposit is required to be paid by the prospective tenant.
3. Unit Owners' monthly maintenance assessments (condo dues) must be current in order for any rental application to be processed.
4. Application processing may take up to 20 business days – international processing up to 90 days.
5. When leasing a unit owner forfeits their right to use the property amenities (i.e., pools tennis courts).
6. Move out to be scheduled with office. After an inspection is done, the security deposit may be requested.

By signing below, you agree to have fully read and understand the Rules and Regulations for Horizons Condominium. You agree to abide by all said Rules and Regulations and you acknowledge not abiding by any of said Rules and Regulations can and will result in lease termination and/or being sent to legal for compliance. Thank you in advance for your cooperation.

Resident Signature(s): _____

Resident Signature(s): _____

Interviewer Signature: _____ **Date:** _____

HORIZONS EAST PROPERTY OWNERS ASSOCIATION

8055 SW 107th AVE. Miami, FL 33173

PARKING NOTICE TO ALL RESIDENTS

One of the reasons we have a rover in the Horizons community is to ensure your community's parking rules and regulations are being followed and to provide you with worry-free parking access to your parking area.

We encourage you and your guests to abide by your community's parking rules to avoid having your vehicle towed

Reasons vehicles will be towed:

- Blocking dumpsters
- Blocking access roads within the community
- Parking in a handicap space without a valid handicap placard
- Parking in someone else's assigned parking space
- Double parked
- Vehicles having a hitch-ball mount and/or trailer connector
- Expired license tag
- Inoperable vehicles or abandoned vehicles
- Visitor's pass not displayed
- Commercial vehicles parked after hours
- Storing of vehicles (vehicles parked in the same visitor space for more than 48 hours)
- Loud vehicles
- Rear parked vehicles
- Recreational vehicles
- Trucks with any visible equipment or work construction materials (this includes exterior racks and/or ladders and sheets or tarps used as cargo covers)
- Vehicles with bike racks

All the above are hereby incorporated into your application package and are STRICTLY enforced.

Vehicles will be towed at the **owner's expense** and **without** previous notice. If your vehicle is towed for a parking violation, **DO NOT** go to the office or the gatehouse to complain or treat the staff in a disrespectful manner. Avoid any inconvenience by complying with the community rules and regulations, developed by the condominium's owners.

Management.

HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

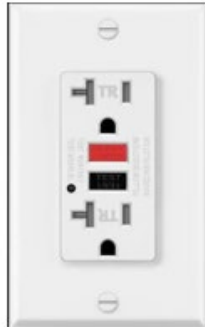
APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

40 years certification requirements

- All outlets in the kitchen, bathrooms and balcony areas must be GFI (balconies regardless of metal cover). Some Electrical Panels have an already incorporated GFI in some of the breakers, so please make sure you determine if your panel has it, and if not please add it, or replace the outlet cover. The images below show you what an outlet should look like if cover is to be replaced. New GFI's with 15 or 20 amps may be installed.



No GFI



GFI (Option 1)



GFI (Option 2)

- All the breakers in the electrical panels should be properly labeled. In all of the apartments that we checked they were labeled, but please make sure. Also, all the empty breaker spaces (breakers that are not installed) should have a cover. All of the panels inspected had covers, but please confirm. The image below shows how an electrical panel should look like with the labels, covers and GFI (again GFI is not required at panel, it can be done with the covers. The labels and the covers ARE required)



HORIZONS CONDOMINIUM NO. 3 ASSOCIATION INC.

8045 SW 107 AVE. Miami, FL 33173

APPLICATION FOR OCCUPANCY, PURCHASE, LEASE, GIFT, DEVISE OR INHERITANCE

- There should be a smoke detector in every kitchen and every bedroom. For one-bedroom apartments, the smoke detector should be inside the bedroom. For (2) and (3) bedroom units, the smoke detector can be in the common area between bedrooms. Please make sure they are all functional. Smoke detectors may be wireless with a battery span of 10 years. If you have a detector in a different location AND it was approved by the Fire Marshall, the its OK.
- There should be a pan under the water heater tank at all 3rd and 2nd floor units.
- The balconies should not have water ponding. This can lead to future structural damage. Most units were fine, but some had ponding and/or tile bulging (popped up). One way to fix this is to drill a small hole in the aluminum track in order for water to evacuate. If the balcony slope is not correct, this solution will not suffice, and the balcony should be sloped using tiles or any other method. In the case of tile bulging, which we saw in one unit, owner must remove the damaged tiles, verify the slope of the floor and retile.
- There should be no peeling of finishes, leaking or stucco cracks in the balcony area. We did not see this in any unit but especially for 3rd floor units, this is a possibility since they are right beneath the roof.
- Windows, Entry doors and balcony Sliding door should be properly caulked in the exterior. Windows and doors leading to the corridors shall be fully functional (they must open and close properly since these may be used for egress.
- Window and Sliding Door screws that attach into the jambs shall look in good condition (not rusted). Since the windows are not impact, it is highly recommended for all units to install shutters, especially for the envelope windows since those are exposed to debris during a hurricane. Though this is not a requirement for 40-year inspection approval, it is this office's judgement that all windows shall be hurricane protected for occupant safety

All units must hire a Licensed electrician and plumber to certify that the plumbing and electrical of the unit are all in good and safe condition. This inspection shall include verification of GFI's for bathrooms and kitchen areas, smoke detectors as per Fire Code, and that there is no water leakage (including the good condition of the water stopcock). For applications to be approved, you must include the letter from the plumber and electrician stating that the unit is in compliance with all the requirements mentioned above and pictures of GFI's for bathrooms and kitchen areas, smoke detectors, windows and the water stopcock.