

THE HOMES AT EAST LAKE HOMEOWNERS ASSOCIATION,
INC.

c/o KPM Service &
Solutions, LLC.
19201 Collins Ave.
CU134
Sunny Isle Beach, FL
Kpmserviceandsolutions@gmail.com
Phone: 305-907-7317

**BUYER ____ OR TENANT ____ INFORMATION PACKET
AND APPLICATION FORM**

Names of Applicants

Address of East Lake Property

Completed applications should be returned with fees and deposits to:

**The Homes at East Lake HOA
c/o KPM Service & Solutions,
LLC.
19201 Collins Ave.
CU 134
Sunny Isle Beach, FL 33160**

Applications (including the required interview) typically take 3-4 weeks to process. **Each potential new homeowner or tenant should complete an individual application to be submitted with the required documentation and payments.** Rental applications must be submitted 30 days prior to the anticipated move date. Applications will not be considered unless complete and legible information, as well as the required cashier checks / money orders, are submitted.

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Dear Potential New East Lake Homeowner or Tenant:

WELCOME TO THE HOMES AT EAST LAKE!

After reviewing this information letter, please **complete and sign pages 5 and 6**. Do not leave ANY blanks. If a question does not apply, please write "N/A". Incomplete/illegible applications will not be processed. Return a copy of this Application along with a copy of your **drivers' license** (or state issued ID), a copy of your **credit report** (within the past 3 months), and a copy of your **purchase contract/lease agreement** to The Homes at East Lake HOA, c/o KPM Service and Solutions, LLC., 19201 Collins Ave. CU 134, Sunny Isle Beach, FL 33160 (keep originals for your own future reference). *Lease agreements must indicate who (tenant or owner) will be responsible for exterior landscaping maintenance.* Please be advised that all information provided will be used ONLY for the purpose of processing your application and will be kept confidential.

Homebuyers: There is a non-refundable **application fee of \$250.00 for each prospective buyer**. Please include the payment (made payable to 'The Homes at East Lake') with your forms. Applications will not be processed without the check. The Association shall schedule a screening interview within fifteen (15) days of receipt of the application fee. The association shall have five (5) days to approve the sale. If the Association fails to approve the sale within five (5) days it shall be deemed that the Association approved the sale. No transfer of ownership shall be effective without the Owner obtaining written approval by the Association. Any transfer made without the Association's written approval is null and void.

NOTE: Pursuant to Article X, Section 11 of the Declaration of Covenants, Restrictions and Easements for The Homes at East Lake (the "Declaration"), each Unit Owner shall occupy the Owner's Unit for a period of twelve (12) months from the date the Owner takes title to the Unit. No rental shall be allowed during this initial year of owner occupancy.

'Request for Estoppel': The Estoppel fee is \$250.00. This fee is usually paid by the seller of the home and is processed by the closing agent (Title Company or attorney). Requests must be made a minimum of 15 business days prior to closing. Check or Money Order must be made out to KPM Service & Solutions, LLC.

Rentals: All rentals are subject to Association approval. **Each prospective tenant shall submit a signed application** (pages 5 & 6) and a **non-refundable application fee of \$250.00**. The unit owner shall also **submit a copy of the proposed lease**. If approved, the Tenant shall pay **one month's rent to the association for security** of its Common Properties. The Association shall have the same rights and responsibilities as a landlord as defined in Fla. Stat §83.49. Any lease entered into by an Owner, without the written approval of the Association shall be deemed null and void. All leases must be for a term of at least twelve months. The Association shall have the right to file an action to evict or eject any tenant as if the Association were the tenant's landlord. This right shall extend to circumstances where a tenant's actions violate the controlling documents of the Association.

Processing: Applications (including the required interview) typically take 3-4 weeks to process. Providing complete and legible information, as well as the required cashier checks, will help expedite your application process. Please mail checks to: The Homes at East Lake HOA c/o KPM Service & Solutions, LLC. 19201 Collins Ave. CU 134, Sunny Isle Beach, FL 33160.

Approval: All potential new owners/tenants must meet with the Board of Directors. You will be contacted directly at the e- mail address you provide. Please allow 45 minutes for this meeting which is intended to be of equal benefit to the new owner/tenant and the HOA.

Please note the following:

1. All new homeowners and tenants are responsible for adhering to the restrictions and rules and regulations contained in The Homes at East Lake's Declaration, By-laws, Rules & Regulations and Articles of Incorporation.
2. Potential new homeowners/tenants must receive and review a copy of the Declaration, By-laws, Rules & Regulations and Articles of Incorporation from the current homeowners. If the current owner has misplaced their copy, the Declaration, By-laws and Rules & Regulations are available on the Association web: thehomesateastlake.org. A copy may be purchased from the HOA for \$50.00.
3. New homeowners/tenants must obtain house keys, pool key and 'gate clickers' from the current homeowners. If the current owner does not have 'gate clickers' they may be purchased from the HOA for \$50.00 each.
4. Homeowners' Association fees in the amount of \$615 quarterly are due on January 1, April 1, July 1 and October 1. Quarterly fees are subject to change. HOA members are subject to assessments in accordance with the Declaration and Bylaws. Checks to be made payable to "The Homes at East Lake HOA". Checks postmarked after the 10th of the month are considered late. Late charges and interest at the highest rate lawful rate are assessed on all delinquent accounts.

5. **It is the responsibility of the new resident to contact the Board of Directors at: Kpmserviceandsolutions@gmail.com after approval/closing to provide contact information and phone numbers for gate-entry programming.** Allow up to one week for a new name/number to be programmed. Once programmed, when a visitor calls you from the gate, press and hold '9' on your phone for 2-3 seconds to open the gate. Two phones can be programmed per home.

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Please complete **one form per applicant** and return same with the appropriate cashier check (s) or money order (s):

PAYMENTS:

Homeowners: \$250 Application Fee.

Tenants: \$250 Application Fee for each tenant & 1 month security deposit per household.

1. Background Information:

Applicant's name:

Date of Birth:

Driver's License No:

Social Security No:

Marital Status:

Phone Number:

E-Mail (required):

2. Please provide applicant's current address:

3. If you have lived at the address above for less than two years, please indicate prior address:

4. Employment Information:

Name of Current Employer:

Address:

Position:

Dates of employment:

Supervisor's name:

Phone:

Salary:

5. Print name, age and relationship of all other proposed adult occupants (over 18):

Name: _____ Age: _____ Relationship:

Name: _____ Age: _____ Relationship:

Name: _____ Age: _____ Relationship:

Name: _____ Age: _____ Relationship:

6. Print name and age of each proposed minor occupants:

Name: _____ Age: _____ Relationship:

Name: _____ Age: _____ Relationship:

Name: _____ Age: _____ Relationship:

Name: _____ Age: _____ Relationship:

7. Prospective Address at The Homes at East Lake:

8. Automobiles:

How many cars will be parked at your home?

Please provide the Make/Model/ Year/ Color/ License Plate No. for each vehicle:

9. Pets: How many: Pet type: Dog Cat

10. During the three months immediately preceding the date of this Application, applicant's balance on his/her principal bank account was never less than \$

11. During the three months immediately preceding the date of this Application, applicant has written checks which have been returned for insufficient funds.

12. Have you ever been arrested?
If so, please set forth the charge:

13. Have you ever been convicted of a felony or a misdemeanor (other than those relating to traffic or parking violations)?
If so, set forth the nature of the conviction:

14. Have you ever filed for bankruptcy? If so, when?

15. Are you a registered sex offender?

16. Have you ever been sued for non-payment of bills or rent?

17. Do you have any other bad credit information?

18. Have you ever been evicted or asked to move out?

NOTE: If you have answered "YES" to any of the above questions, provide complete details of the situation on a separate sheet of paper and attach it to this application.

I hereby authorize the Homes at East Lake Homeowners' Association, Inc. and / or their agents to request and obtain credit, eviction and criminal background reports as part of its review of this Application. I certify that ALL the above information is true and correct. I acknowledge that false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of the State of Florida.

Applicant Signature

Date

