

MARBELLA NEIGHBORHOOD ASSOCIATION
C/O Miami Management, Inc.
14275 SW 142 Avenue Miami Florida 33186

ONLINE SCREENING APPLICATION PACKAGE FOR PURCHASES AND LEASES

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. If the package is not complete, the process will be delayed. **Please allow up to 30 business days for the screening process.**

Link of the portal: <https://www.miamimanagement.com/screenings/>

If you have any questions or require additional assistance, please do not hesitate to reach Miami Management Inc., via email at screenings@miamimanagement.com Or 305-259-1407

Items that must be submitted (please check off):

This Application must be completed in detail to not cause delay in the processing.

- ☐ Include a copy of the lease agreement or sales contract. No lease shall be for less than one (1) calendar year. All occupants must be listed on the lease. No corporate leases.
- ☐ Minimum Credit Score: Must meet the minimum score required to qualify for an FHA loan (with the low down payment advantage) in effect at the time of application. Credit reports will be reviewed for each applicant individually.
- ☐ Three (3) personal reference letters (not including family members or employees of the applicant)
- ☐ MUST pass a National Background check.
- ☐ Criminal - All Occupants must have no Criminal record past 7 years.
- ☐ A copy of tag registration for all permanent vehicles.
- ☐ A picture of each pet, and a copy of the vaccination report for each pet.
- ☐ Applicant has not previously been evicted from a community for failure to comply with rules and regulations.
- ☐ Copy of valid photo identification for each occupant residing in the unit that is 18 years or older.
- ☐ Please also review the Marbella by laws sections 13.24 and 13.41 for additional information on screening.
- ☐ A \$100.00 screening fee (**non-refundable**) per applicant 18 years and older, made payable to **Marbella Neighborhood Association**. in the form of Credit/Debit card.
- ☐ A \$150.00 processing fee(**non-refundable**) made payable to **Miami Management, Inc.** in the form of Credit/Debit card.
- ☐ **The completed application MUST be submitted to the Association at least 15-20 working days prior to the desired date of occupancy. Please do not call the management company to rush.**
 - **All tenants are required to submit a \$500.00 security deposit to the Association, or an amount not to exceed one month's rent, if the monthly rental amount is less than \$500.00**
 - 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.
 - All Maintenance assessment dues must be paid in full.
 - If you are purchasing in this community and there is a special assessment, the special assessment is to be paid in full at closing.
 - Any application of a property with a current violation will not be accepted until violations have been cured.
 - If there are any questions not answered, or left blank, this application will be returned to you unprocessed.





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 driver's 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.

GUIDELINES FOR INTERNATIONAL BUYERS OR RENTERS:

The Association recognizes that prospective buyers and renters may not have a U.S. Social Security Number (SSN) or a U.S. credit history. The following guidelines outline the procedures for screening international applicants:

1. ITIN: Provide if available.
2. Documentation: Passport, visa (if applicable), previous landlord reference (translated), employer verification (translated), recent pay stubs (if in U.S.), recent bank statements.
3. International applicants must provide proof of a background check and credit score from their country of residence. Additionally, the applicant's realtor must submit a letter verifying income, converted to U.S. currency.
 1. If no U.S. credit score, provide a credit reference letter, landlord reference, monthly bill statements, bank statements, or a U.S. guarantor may be required.
4. No felony convictions or history as a registered sex offender.
5. Foreign documents must be translated and notarized.

RIGHT OF ASSOCIATION TO EVICT:

The Association has all the rights under the laws of the state of Florida and under the Declaration, to evict tenants who cause a nuisance within the Association or fail to abide by the rules and regulations of the Association. The Association also has the unilateral right to terminate the lease 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 Marbella or administered by the Association.

Any costs incurred by the Association in enforcing this right, including attorney's fees, may be charged to the homeowner as an Individual Assessment.