



LEXSA PROPERTY MANAGEMENT LLC

7975 NW 154th STREET SUITE 370
MIAMI LAKES, FL 33016
(786)409-5686

Received: _____

Moving: _____

Closing: _____

CONDOMINIUM APPLICATION FOR LEASE OR SALE

According to the Florida Statutes, and in order to protect all Community Association members, all new residents (owners and lessees) at the Association must complete an application process and an interview. ALL RESIDENTS must complete an application and will need the APPROVAL BY THE ASSOCIATION before moving into the property. Any resident who violates this agreement will be sanctioned a (3) Day Notice and/or Fines. For this procedure, the new residents (Older than 18 years old) must present the following documents:

- Copy of drivers license & vehicle information. (if the vehicle is not registered by any applicant, a notarized authorization letter from the owner of vehicle is required).
- Police Records- Originals ONLY. (Can be obtained from Miami-Dade police Department)
- Last two (2) pay stubs or checks paid from the employment of the Contracts titular and/or all working applicants. If applicant(s) receives other type of income instead of paystubs, please provide proof of income.
- Two (2) Recommendation letters per person in English and computer typed.
- Copy of the Purchase Contract or Lease Agreement is MANDATORY with every application.
- Contracts titular must be present at the management office and needs to know personal information from all new residents.

The non-refundable cost of the application of lease is as follows: Application is \$100 and is good for two (2) over the age of 18. Fees should be in form of cashier check or money order payable to: Lexsa Property Management LLC.

We highly recommend that you schedule all closing and/or moving dates after the approval is complete. The application will be reviewed, approved and signed by the Associations Board. The Approval Certificate will be available up to 30 days after submission.

ESTOPPEL CERTIFICATE:

An Estoppel Certificate is required by a Title company and/or attorney issuing title for the sale or refinance of condominium unit. The Estoppel Certificate must be requested in writing by the Title Company and/or attorney along with a \$299 processing fee with a turnaround of 5 to 7 business days. If you require a rush estoppel, an additional \$119 is need for a turnaround within 24 to 72 hours. Additional \$10 for notary service.

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CONDO/PUD QUESTIONNAIRE:

A Condo/PUD Questionnaire is usually needed by a mortgage or lender. The Questionnaire must be submitted along with a \$250 processing fee with a turnaround time of 5 to 7 business days. If you require a rush questionnaire, an additional \$100 is added for a turnaround time of 24 to 72 hours.

The Approval Certificate will be given to the unit owner and the owner will retain it for the living time of the new residents inside the property. In case of rental, the property owner can request the information of the screening process by sending written letter to the Management Company.

PROPERTY INFORMATION:

- Condominium Name: _____
- Unit Number: _____
- Address: _____

APPLICANT INFORMATION:

- Full Name: _____
- Date of Birth: _____ SSN: _____
- Phone Number: _____ Email: _____
- Current Address: _____
- City/State/Zip: _____
- Length of Residency: _____ Rent/Own: _____
- Landlord's Name & Phone (if renting): _____

CO-APPLICANT INFORMATION (if applicable):

- Full Name: _____
- Date of Birth: _____ SSN: _____
- Phone Number: _____ Email: _____
- Current Address: _____
- City/State/Zip: _____
- Length of Residency: _____ Rent/Own: _____
- Landlord's Name & Phone (if renting): _____

ADDITIONAL OCCUPANTS: (List all persons who will reside in the unit)

1. Name: _____ Age: _____ Relationship: _____
2. Name: _____ Age: _____ Relationship: _____
3. Name: _____ Age: _____ Relationship: _____

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EMPLOYMENT INFORMATION:

- Applicant Employer: _____
- Address: _____
- Position: _____ Monthly Income: \$ _____
- Supervisor Name & Phone: _____
- Co-Applicant Employer: _____
- Address: _____
- Position: _____ Monthly Income: \$ _____
- Supervisor Name & Phone: _____

VEHICLE INFORMATION:

1. Make/Model: _____ Year: _____ License Plate: _____
2. Make/Model: _____ Year: _____ License Plate: _____

EMERGENCY CONTACT:

- Name: _____ Relationship: _____
- Phone Number: _____ Email: _____

PET INFORMATION: (if applicable, attach vaccination records)

- Type: _____ Breed: _____ Weight: _____

BACKGROUND INFORMATION: (Answer YES or NO. If YES, explain on a separate sheet.)

- Have you ever been evicted? _____
- Have you ever been convicted of a felony? _____
- Do you have any pending legal matters? _____

ACKNOWLEDGMENT & AUTHORIZATION: I/We certify that the above information is true and correct. I/We authorize Lexsa Property Management, LLC and the Condominium Association to conduct background, credit, and rental history checks. I/We understand that any falsification or misrepresentation may result in denial of the application.

Applicant Signature: _____ Date: _____ Co-Applicant
Signature: _____ Date: _____

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