

CANARIAS AT DOWNTOWN DORAL HOA

SCREENING APPLICATION INSTRUCTIONS

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.**

Every family member 18 years of age or older is required to complete the screening application, provide all required documents, and pay screening application fee.

If you have any questions or require additional assistance, please do not hesitate to reach Screenings at 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 or sales contract. No lease shall be for less than one (6) calendar months.
Lease Renewals will need the approval of the Association.

A copy of tag registration for all permanent vehicles.

Copy of valid photo identification for each occupant residing in the unit that is 18 years or older. **A \$150.00(NON-REFUNDABLE) screening fee per applicant/per adult over 18 years.**

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

A \$1,000 Security deposit payable to Canarias at Downtown Doral . This can be paid by the unit owner.

Copy of social security and driver's license or passport (if applicable)

Daytime phone number for both current and previous landlord

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)

Daytime phone number where applicant can be reached If married, a copy of the marriage certificate

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.
- **Rentals- Pet registration must be filled out and signed.**
- If there are any questions not answered, or left blank, this application will be returned to you unprocessed.
- If you are purchasing in this community and there is a special assessment, the special assessment is to be paid in full at closing.