

Loyalty Property Management Services, Inc
for
Brickell Terrace Condominium Association, Inc.

APPLICATION FOR TENANT OCCUPANCY PACKAGE

The following items are required to be submitted to Loyalty Property Management Services, Inc for **Brickell Terrace Condominium Association, Inc.** to process all Applications:

- Application Fee is \$150 for Individual and, including Background Check (**Non-refundable**)
- Copy of Valid Driver's License and/or Passport, ID Card (Legible Copy)
- Move IN/OUT and Set-up Policy (Signed)
- Right to Receive Rental Income (Signed)
- Lease Addendum (Signed)
- Acknowledgement of Rules & Regulations (Signed)
- Copy of Executed Lease (Signed)
- Tenant's Security Deposit of \$500 is required - **refundable** at end of lease agreement.
- Once you have all the above mentioned documents please follow the link below
<https://lpm.quickleasepro.com/d/apply/170785?> and upload all the documents.

Property Management will NOT start the application process until all the required documents and payments are completed.

- Once the Property Management Office receives the verification of all documents and the background check from the uploaded information in the system, they will check references and other items before referring to the Board the application
- The Board of Directors may require up to 10 (ten) days to review any application, before an interview is scheduled with the Board of Directors
- After application approval a \$500.00 **refundable** deposit for moving-in and \$75.00 **non-refundable** set up fee (including gate control set up, garbage for move in and intercom) payable to Brickell Terrace Condominium Association will be required.
- All moves are made **Tuesday, Wednesday and Thursday 10:00am – 4:00pm** and must be scheduled at least **72** hours in advance with the Property Management Office, and all fees must be collected prior to moving in or moving out.
- Any lease agreement renewal must be presented to the Association within 10 (ten) days of expiration and provide a copy of renewal lease agreement. No application fee will be charged, but Association has the right to re-evaluate the approval.

APPLICATION FOR TENANCY FORM

Date _____ Apt # _____ Occupancy Date _____ Termination Lease Date _____

PERSONAL INFORMATION

Applicant Name _____ Date of Birth _____ SS No _____
First Middle Last

Marital Status _____ Valid Driver License and/or Passport _____ Exp Date _____ State _____

Current Phone _____ Cell Phone _____ Work Phone _____ Email: _____

Co-Applicant Name _____ Date of Birth _____ SS No _____
First Middle Last

Current Phone _____ Cell Phone _____ Work Phone _____ Email: _____

Valid Driver License and/or Passport _____ Exp Date _____ State _____

Have you, the applicant and/or the co-applicant, ever been arrested, charged and/or convicted of a crime? _____ If Yes, Provide detailed explanation.
(Attach papers with explanation)

RESIDENT HISTORY

Present Street Address _____ State _____ Zip _____

Phone (____) _____ Own or Rent? _____ To/From _____ Monthly Payment \$ _____

Landlord's Name _____ Phone (____) _____

Reason For Moving _____

Have you and/or the co-applicant(s) ever been evicted from any property? _____ If Yes, Provide detailed explanation _____

EMPLOYMENT HISTORY

Present employer _____ Supervisor _____

Address _____ Phone (____) _____

Position _____ Date of employment _____ Gross weekly salary \$ _____

Previous employer _____ Supervisor _____

Address _____ Phone (____) _____

Position _____ Dates of employment _____ Gross weekly salary \$ _____

Co-Applicant employer _____ Supervisor _____

Position _____ Phone (____) _____ Salary \$ _____

PERSONAL/CHARACTER REFERENCES

Name _____ Phone (____) _____ Relation _____

Name _____ Phone (____) _____ Relation _____

Name _____ Phone (____) _____ Relation _____

BANK INFORMATION

Account No _____ Account type _____ Bank Name and Branch _____

Account No _____ Account type _____ Bank Name and Branch _____

EMERGENCY CONTACT INFORMATION

Contact Name #1 _____ Phone _____ Contact Name #2 _____ Phone _____

This information is optional:

Emergency Healthcare Professional (Doctor's Name and Phone Number) _____

Medical Condition(s) _____

VEHICLES

Year _____ Model _____ Make _____ Color _____ Tag No _____ State _____

Registered to (name) _____ Space # at Parking Lot _____ Decal # _____

Applicant(s) has submitted the sum of \$ _____, which is non-refundable payment for credit check/background check processing and verification of the application. _____ is hereby authorized and given the right to verify by reasonable means all of the information disclosed by the applicant(s) including but not limited to credit check, criminal history, eviction-civil records, landlord verification, and verification of employment; in this application, any additional documents in the application packet, exhibits and/or attachments. Applicant(s) certify that all of the information disclosed to _____ is true and correct. Furthermore, applicant(s) certify it has not knowingly omitted any information from this application, any additional documents in the application packet, exhibits and/or attachments.

Applicant Signature _____ Date _____

Loyalty Property Management Services, Inc
175 Fontainebleau Blvd Suite 2M-5
Miami, FL 33172

Brickell Terrace Condominium Association, Inc.

MOVE IN/MOVE OUT AND SETTING UP POLICY

All move-ins, move-outs, and deliveries must be scheduled with Loyalty Property Management Services a minimum of 72 hours prior move in/out date

Please contact the Management by email: admin@lpmservices.info

Move In/Out will be accepted **Tuesdays, Wednesdays and Thursdays from 10:00am to 4:00pm**

\$500.00 refundable deposit is required to move-in/out, delivery or removal of furniture.

All move in and move outs will require a **\$75.00** non-refundable set up fee (*it includes the garbage for moving in/out and intercom set up*) payable to Brickell Terrace Condominium Association.

The required deposits and fees must be collected by the Loyalty prior to moving in/out.

Management and Board of Directors reserve the right to ask moving or delivery personnel to leave the property and/or deny future access to ensure orderly move-ins, move-outs, and deliveries.

No disposal of any packing materials is permitted on your floor, down the trash chute or in the garbage room. Moving/Delivery Company is responsible for the disposal of boxes and packing materials

Property Management Office must collect all payments prior to the approval of a move in or move out.

Owner/Tenant must always be with the movers' crew and bear the responsibility that the protocol is followed.

All moving in/out items must be **MOVED** by the pedestrian side of the building, and the ramp must be used to protect the parked cars, columns and parking bumpers

Please contact the Loyalty Property Management if you require additional assistance.

I have read the above and understand terms and conditions.

AGREE TO ALL THE TERMS STATED ABOVE.

APPLICATION SIGNATURE: _____ **DATE:** _____

CO-APPLICANT SIGNATURE: _____ **DATE:** _____

RIGHT TO RECEIVE RENTAL INCOME:

In the event **Lessor (Landlord)** is delinquent in Landlord's obligation to pay the Association any monthly, annual or special assessments, fines or other sums Association shall have the right, but not the obligation, to require **Lessee (Tenant)** to pay rental installments, or the portion thereof sufficient to pay said delinquent maintenance assessments, directly to Association, upon Association giving written notice of the exercise of such right to Lessee and Lessor.

This right of Association is cumulative and in addition to any and all other rights or remedies Association may have against Lessee or Lessor.

Failure of Lessee to pay to Association the rental installments, or portions thereof, as specified in said notice, shall entitle Association to terminate this Lease and evict Lessee. Lessee shall be entitled to set off against rent payable to Lessor for all amounts paid by Lessee to Association hereunder.

I AGREE TO ALL THE TERMS STATED ABOVE.

APPLICANT SIGNATURE: _____

Date _____

CO-APPLICANT SIGNATURE: _____

Date: _____

LEASE ADDENDUM

THIS ADDENDUM HEREBY AUTHORIZES THE LEASE OF UNIT _____. BY SIGNING THIS DOCUMENT, THE OWNER AND LESSEE OF SAID UNIT AGREE TO THE FOLLOWING:

- The Lessee(s) has submitted a completed application.
- All fees due to the association have been paid by the applicant (lessee(s)).
- No Sub-Leasing is permitted under any circumstances.
- All Renters/Residents and their guests must abide by all the terms contained in our Rules & Regulations and all other restrictions which may be imposed by the Association in the future.
- The leasing applicant(s) agrees that the Association will have the right to investigate the background of such applicants in accordance with the information provided in the forms that comprise the package completed by the lessee(s). Furthermore, the lessee(s) will hold the Association harmless from any action or claim by the lessee(s) in connection with the use of information collected by the Association. All information must be held in strict confidence.
- The Lessee(s) understands that any Misrepresentation, Falsification or Suppression of date on the attached forms will result in the automatic rejection of this application.
- In the event of a renewal a new lease needs to be presented to the Association, no application fee will be charged but Association will re-evaluate the approval.

I AGREE TO ALL THE TERMS STATED ABOVE AND HAVE RECEIVED COPY OF BRICKELL TERRACE CONDOMINIUM ASSOCIATION- RULES & REGULATIONS:

APPLICANT SIGNATURE: _____

Date _____

CO-APPLICANT SIGNATURE: _____

Date: _____