

El Paraiso Grande Condominium Association, Inc.

PLEASE NOTE THE FOLLOWING INSTRUCTIONS BELOW CAREFULLY BEFORE MAILING OR BRINGING YOUR APPLICATION

Application for Consent to Sale, Lease or Occupancy

If you have any questions or require additional assistance, please do not hesitate to contact Noemi Llanes at 305.264.6803, or via email at noemi@acetopmgmt.com.

Application **MUST BE COMPLETELY** filled out and signed. If there are any questions NOT answered or left blank, the application will be NOT be accepted. **Missing or incomplete information and/or documents will cause the application to be returned without action.** **NO FAXES ALLOWED; ORIGINAL SIGNATURES ONLY.** Processing time may take up to 30 business days. **PLEASE DO NOT CALL THE MANAGEMENT COMPANY TO RUSH, WAIT UNTIL WE CONTACT YOU.**

- Complete application
- If married and last name is different, must present marriage certificate.
- Payment for the application fee
- Authorization for release of credit report (All applicants over the age of 18)
- Photocopy of picture ID
- Photocopy of valid unexpired auto registration
- Two (2) letters of recommendation for each applicant over the age of 18.
- Copy of fully executed sales/rental agreement/contract

Application fee is NON-REFUNDABLE and payable with MONEY ORDER to Ace Top Management.

- Background Screening: \$100.00 per person (except husband/wife)
- Processing Fee: \$50.00 per person (except husband/wife)

Rush Fee: \$150 (if response is needed within 10 working days) plus Processing Fee
Payable to Ace Top Management

Restrictions:

- **Occupancy Regulations: NO more than two (2) occupants per room.**

If approved, once approval is ready, who do we contact for **PICK UP:**

Name: _____

Cell Phone: _____ Email: _____

Screening Application Addendum

Property Address: _____

Street

City/State

Zip

Owner's Name: _____

Owner's Telephone: _____ Owner's Email: _____

Owner's Mailing Address: _____

- All maintenance fees must be current at time of application. **The Association has the authority to withhold the approval of a lease or any renewal or extension thereof until such time as the assessments due and owing on the Home are current.**
- **Owner(s) please note** that pursuant to Florida Statutes, **Section 720.3085(8)**, if the Parcel is occupied by a tenant and you are delinquent in paying any monetary obligation due to the Association, the Association may make a written demand to the tenant to pay to the Association the future monetary obligations related to the Parcel, and the tenant must make such payment. **If owner(s) and/or tenant(s) have a security deposit these funds may be transferred to the maintenance obligations but must be replaced for the tenant to continue to live in the community and the maintenance must be kept up to date.**
- Any person over the age of 18 must submit individual application unless married and pay fee per application.
- Acceptance of the processing fee does not, in any way, constitute approval of this transaction.
- New residents must be approved in written form by the Association, with ten (10) days in advance notice to move in.
- Applicants(s) will abide by all the restrictions contained in the By-Laws, Rules & Regulations which are or may be imposed by the Condominium.
- **If sale, buyer agrees to provide the Management Company with a copy of the Closing Statement no later than seven (7) days after closing date.**
- Owner(s) is responsible for the cost of eviction of any tenant(s) upon request of the association.
- **Lease is subject to renewal at the end of the lease term.**
- Applicant(s) understand that any violation of terms, provisions, conditions and covenants of the Condo documents provides causes for immediate action as therein provided or termination of the leasehold under appropriate circumstances.
- The tenant(s) has received by the owner, copies of the association rules & regulations and understand the association's policy prior to submitting application.
- Any pending violation must be corrected prior to approval. Violation of the Rules & Regulations which are not complied with either by the tenant and/or owner as requested by the association may be corrected by the association and the cost will be applied to the owner's account or deducted from the security deposit, if applicable.

I certify that I have read and understand the above application and restrictions.

Signature of Applicant: _____

Date: _____

Signature of Co-Applicant: _____

Date: _____

Application for Consent to Sale, Lease or Occupancy

Date: _____

Is this an investment property: Yes (____) No (____)

MUST BE COMPLETELY FILLED OUT

Owner's Name: _____ Telephone: _____

Owner's Mailing Address: _____

Owner's Email Address: _____

Name and Telephone of Realtor: _____

APPLICANT(S) INFORMATION

NAME of Proposed Buyer(s) (as they will appear on Title) OR Tenant

a) _____ b) _____

NAME, AGE AND RELATIONSHIP of ALL other family members that will occupy the unit:

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. I hereby agree for myself and on behalf of all persons who may use the property which I seek to purchase/rent that we will abide by all the restrictions contained in the By-Laws, Rules and Regulations, Condo Documents and restrictions which are or may in the future be imposed by the Board of Directors of the community.
2. I have_ have not_ received from the current owner a copy of all the Condo Documents and Rules and Regulations.
3. I understand that the acceptance for purchase of a property is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to final approval is prohibited.
4. I understand that the Board of Directors of the community herein after referred to as "the Community Association," may cause to be instituted such as an investigation of my background as the Board of Directors may deem necessary. Accordingly, I specifically authorize the Board of Directors or their agents to make such an investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors of and Officers of the Community Association itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board.

In making the foregoing application, I am aware that the decision of the Board of Directors will be final and that no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board.

Signature of Applicant

Signature of Co-Applicant



956 SW 82 Ave
Miami, FL 33144
T: 305.264.6803 | F: 786-231-5401

Name: _____
(Last) (First) (Middle)

Co-Applicant: _____
(Last) (First) (Middle)

Applicant Cell: _____ Co-Applicant Cell: _____

Email: _____ Email _____

Present Address (NOT the address you are moving to): _____
(Street)

(City) (State) (Zip)

Present Landlord/Mortgage Company (NOT for the address you are moving to):

(Name) (Telephone)

Date of Birth: _____
(Applicant) (Co-Applicant)

License Number: _____
(Applicant) State (Co-Applicant) State

Children: _____ Pets: _____
(How many and ages) (Description and approximate weight)

Total Number of people to occupy premises: _____

In case of Emergency, notify: _____ Telephone: _____

Make, Model & Color: _____ Tag Number: _____
(Vehicle 1)

Make, Model & Color: _____ Tag Number: _____
(Vehicle 2)

EMPLOYMENT INFORMATION:

(Applicant's Employer) (Employer's address)

(Position) (Date of Employment) (Employer's telephone)

(Co-Applicant's Employer) (Employer's address)

(Position) (Date of Employment) (Employer's telephone)



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NAME & PHONE OF RELATIVE: _____

CHARACTER REFERENCES OTHER THAN RELATIVES:

_____ (Name)	_____ (Home telephone)	_____ (Office/work telephone)
_____ (Name)	_____ (Home telephone)	_____ (Office/work telephone)
_____ (Name)	_____ (Home telephone)	_____ (Office/work telephone)

Approval is hereby granted to Ace Top Management, LLC as agent, to investigate all information supplied on this application and a full disclosure of pertinent facts may be made to El Paraiso Grande Condominium is authorized to obtain credit rating through a credit reporting agency.

Signature of Applicant

Signature of Co-Applicant

Date: _____

Date: _____

Lease is subject to renewal at the end of the lease term



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El Paraiso Grande Condominium Association, Inc.

Acknowledgement of Rules and Regulations

Purchase _____ Lease _____ Occupancy _____

I, _____ and _____ who will
reside at _____ at El Paraiso Grande
Condominium Association, Inc. acknowledge that I/we are in receipt and have read and understand
the Rules and Regulations given by the buyer/landlord and agree to abide by them or any further
changes/additions to them.

I understand that any and all persons living in my home over the age of 18 will be screened and
approved by the association and any unapproved tenants will be evicted at Owner's expense.

Tenant's or Buyer's Signature

Date

Print Name:

Tenant's or Buyer's Signature

Date

Print Name:

Landlord's or Seller's Signature

Date

Print Name: