



THE COMPANY THAT TAKES CARE OF YOU

CONTEMPO HOMEOWNERS' ASSOCIATION, INC.

APPLICATION FOR LEASE/ PURCHASE

INSTRUCTIONS

1. Non Refundable Application Fee of 100.00 "Husband & Wife and or Parent/Dependent Child". Any applicant applying as a dependent and/or married couple must provide proof of such status (Valid Proofs: Marriage Certificate, Tax Returns, Unemployment Application, and Full-Time Student); any other adult must pay an additional \$100.00 (per adult). Payable with Money Order or Cashier's Check to: **RENOVATIONS PROPERTY MANAGEMENT.**
2. \$1000.00 Money Order or Cashier Check (No personal Checks) Deposit payable to **Contempo Homeowners' Assoc. Refundable when tenant moves out.**
3. Copies of Driver's License/ ID for all applicants. Foreign nationals must provide a copy of current VISA and Passport.
4. Updated Vehicles Registration and Insurance for each vehicle. (3 Vehicles Maximum).
5. Police Report for each adult over the age of 18 from Miami-Dade County Police Department or if you live in another State or County, please provide us with one from your Local Police Department. (If you have any type record, please provide us with a copy of the case).
6. Three personal reference letters.
7. Employment letter or copy of the two most recent pay stubs.
8. Reference letter from your Landlord, if you are currently renting.
9. No lease shall be for less than 1 (one) year.
10. A copy of the **SALES CONTRACT or LEASE AGREEMENT** must be included within application package.
11. Please return the completed application to the management office at least 20 days prior moving into the association, incomplete applications will not be accepted. **The approval process can take up to 15 business days to be completed.**
12. New owners are responsible for providing the certificate of title or warranty deed to be updated within the community database and request a coupon book.
13. You are advised to obtain Estoppel Letter **before** the closing takes place, as the new owner is responsible for any unpaid assessments and/or legal/fines that may have been incurred. Estoppel will be issued only after Board of Directors Interview and a signed Certificate of Approval is issued.
14. Rules and Regulations, Condo Docs, mail box and common area keys must be provided to new resident by the actual unit owner.



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15. No rental or sale will be completed without the certificate of approval from the Association. This certificate will be given within 48 hours of the interview. You will be contacted as soon as the certificate of approval is ready for pick up, it will be valid for 30 days.
16. If the person who is applying does not live in the country or city of the property we require notarized power of attorney that appoints who is authorized to represent you in the rental of your property and in case of an emergency.
17. Moving and deliveries shall only be allowed the hours of 9:00am to 6:00pm Monday through Friday. Saturdays from 10:00am to 5:00pm. No moving on Saturday without management authorization. No moving permitted on Sundays or Holidays. Please make all necessary arrangements to comply with the mentioned rules.

DO NOT MOVE IN WITHOUT THE BOARD OF DIRECTOR'S APPROVAL

Received by administration: _____



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CONTEMPO HOMEOWNERS' ASSOCIATION, INC.

Application for Occupancy / Approval

NOTE: Print legibly or type all information. Complete all questions and fill in blanks.

Purchase: ☐ **Lease:** ☐ **For how long:** _____ **Date:** _____

Property Address: _____

Current Unit Owner Name (s) _____

Owner's alternative address: _____

Home telephone: _____ **Work:** _____ **Cell:** _____

Owner e-mail(s): _____

I give permission and authorization to the Board of Directors to communicate with me via email rather than regular mail, certified mail and/or hand delivery.

Owner Signature: _____ **Email:** _____



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APPLICANT INFORMATION

Applicant's Name: _____ Date of Birth _____

SS # _____ Driver's License# _____ Police records ____ Yes ____ No.

Are you a military service member? ____ Yes ____ No.

"Service member" means any person serving as a member of the United States Armed Forces on active duty or state active duty and all members of the Florida National Guard and United States Reserve Forces. [250.01.\(19\), Florida Statutes](#).

Current Address: _____ City/ State: _____ Zip Code: _____

Home Telephone: _____ Cell: _____ Email: _____

Employer: _____ Position: _____ Work Ph: _____

Current Address: _____ City/ State: _____ Zip Code: _____

CO-APPLICANT INFORMATION

Co-Applicant's Name _____ Date of Birth _____

Relationship _____ SS # _____ Driver's License # _____

Police Records ____ Yes ____ No

Are you a military service member? ____ Yes ____ No.

"Service member" means any person serving as a member of the United States Armed Forces on active duty or state active duty and all members of the Florida National Guard and United States Reserve Forces. [250.01.\(19\), Florida Statutes](#).

Current Address: _____ City/ State: _____ Zip Code: _____

Home Telephone: _____ Cell: _____ Email: _____

Employer: _____ Position: _____ Work Ph: _____

Current Address: _____ City/ State: _____ Zip Code: _____



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INFORMATION ON HOUSEHOLD MEMBERS

Name for all household members (maximum of 4 members including children):

1. _____ Age _____ Relationship _____
2. _____ Age _____ Relationship _____
3. _____ Age _____ Relationship _____
4. _____ Age _____ Relationship _____

VEHICLES (maximum of 3 vehicles per unit)

- Vehicle # 1 Make _____ Model _____ Year _____ Color _____ Tag # _____
- Vehicle # 2 Make _____ Model _____ Year _____ Color _____ Tag # _____
- Vehicle # 3 Make _____ Model _____ Year _____ Color _____ Tag # _____

PETS:

Please describe your pet _____

Pet's Name _____ Breed _____ Color _____
Weight _____ Sex _____ Age _____ Tag Number _____

REFERENCES

- REF # 1 Name _____ Home Telephone _____ Work/ Cell Telephone _____
Current Address _____ City/ State _____ Zip Code _____
- REF # 2 Name _____ Home Telephone _____ Work/ Cell Telephone _____
Current Address _____ City/ State _____ Zip Code _____



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CONTACT PERSON IN CASE OF AN EMERGENCY SUCH AS A FIRE OR FLOOD

Name _____ Relationship _____

Home Telephone _____ Work _____ Cell _____

AUTHORIZATION RELEASE

I/We hereby authorize **CONTEMPO HOMEOWNERS' ASSOCIATION, INC.** to make any investigation to confirm the information contained on this application for occupancy. I/WE understand that this investigation may include, but not limited to: credit report, verification of employment and background check. I/WE consent to the investigations and authorize and direct any employer, past or present, credit reporting agencies, banking institutions and law enforcement agencies to release to **CONTEMPO HOMEOWNERS' ASSOCIATION, INC.**, this information without any liability. I/WE further agree that **CONTEMPO HOMEOWNERS' ASSOCIATION, INC.** shall be held harmless from any action or claim by me/us in connection with the use of the information contained herein.

_____	_____	_____
Applicant's Name	Applicant's Signature	Date
_____	_____	_____
Co-Applicant's Name	Co-Applicant's Signature	Date

Please include a copy of a photo ID. Please provide a copy of the "Warranty Deed" to the Association's Manager if the transaction is a purchase once closing is made.

CONTEMPO HOMEOWNERS' ASSOCIATION, INC. Board Official Use Only:

Received by: _____ Date _____



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AUTHORIZATION FORM

APPLICANTS: Most banks, financial institutions, mortgage companies and employers require your signature and name to verify information. Please complete the form below.

You are hereby authorized to release information to Renovations PROPERTY MANAGEMENT. Any and all information they request with regards to verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references. This information is to be used for my/our credit report for my/our Application for Occupancy.

I/We hereby waive any privileges. I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the Association for their exclusive use only.

I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our proper signature.

I/We certify under penalty of perjury that the foregoing is true and correct.

Applicant's Signature

Applicant's Name Printed

Co-Applicant's Signature

Co-Applicant's Name Printed

Date Signed

Date Signed



THE COMPANY THAT TAKES CARE OF YOU

LEASE SECURITY DEPOSIT FORM

SECURITY DEPOSIT FORM FOR UNIT: _____

Name (s) _____ Circle one: Owner Tenant

Mailing Address: _____

Home Telephone: _____ Office Telephone: _____

Cellular Telephone: _____ E-mail: _____

\$ 1,000.00 Security Deposit Money Order or Cashier Check (No personal Checks) payable to CONTEMPO HOMEOWNERS' ASSOCIATION, INC. for the following:

☐ Move-in Date: _____/_____/_____

☐ Move-out Date: _____/_____/_____

☐ Delivery Date: _____/_____/_____

☐ Build-out/Renovation: _____/_____/_____

☐ Check returned date: _____/_____/_____

☐ Check Received by _____

Applicant's Signature

Date

Attach Money Order or Cashier Check Here



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VEHICLE (S) REGISTRATION FORM / REGISTRACION DE VEHICULO (S)
THREE STICKER PERMIT PER UNIT/ TRES CALCOMANIAS DE PERMISO POR UNIDAD

Address/ Dirección: _____ Unit/ Unidad: _____

Phone / Teléfono: _____

STICKER No. _____
(To be assigned)

Name/ Nombre: _____

Florida Driver Lic/ Licencia de Conducir: _____

Vehicle Make / Marca del Vehículo: _____

Color: _____ Tag No. / No. de Placa/ Chapa: _____

STICKER No. _____
(To be assigned)

Name/ Nombre: _____

Florida Driver Lic/ Licencia de Conducir: _____

Vehicle Make / Marca del Vehículo: _____

Color: _____ Tag No. / No. de Placa/ Chapa: _____

STICKER No. _____
(To be assigned)

Name/ Nombre: _____

Florida Driver Lic/ Licencia de Conducir: _____

Vehicle Make / Marca del Vehículo: _____

Color: _____ Tag No. / No. de Placa/ Chapa: _____

Please, you MUST provide a copy (ies) of your driver license and vehicle (s) registration.

Por favor, TIENEN que proveer copia (s) de su licencia de conducir y de la registraci3n de su veh3culo (s).



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AGREEMENT

By signing this letter you are confirming that you did receive the following documents:

- Rules and Regulations
- Florida Statute in reference to association payments.

Pursuant to Florida Statute Section 718.116(11), the association has the right to collect rents directly from a tenant when the unit owner has outstanding amounts owed to the Condominium Association. If the owner of the unit is delinquent in its payments the tenant will pay the monthly maintenance.

By signing this agreement, the unit owner and the tenant, agree:

Tenants must follow the Rules and Regulations of the condominium; otherwise he/she will be evicted within 15 days and subject to pay any penalties.

I _____ on _____, 20____ received the Rules and Regulations.

Owner

Tenant

Cordially,

The Administration.

**WELCOME
NEW OWNERS AND NEW TENANTS
CONTEMPO HOMEWONERS
ASSOCIATION, INC.**



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Contempo Homeowners association
has no solicitation policy. Please refrain
from this action.

Parking rules and Regulations

Parking

All owners must use their garage as their primary parking space. Owners are not allowed to park in the visitor parking space or they will be subject to towed at owner's expense.

Guest Parking Spaces

All vehicles parked in a guest space must be moved every twenty-four (24) hour period. Vehicles that do not follow these guidelines are subject to be towed away at owner's expense.

Vehicles not permitted

Campers, recreational vehicles, boats, jet skies, and trailers are not permitted to be parked inside the community. No commercial vehicles, no exceptions.

Vehicle Requirements

A maximum of 3 vehicles

All vehicles must have a valid Florida license plate.

No major mechanical repairs allowed inside the community.

No oil changes to vehicles are to be done inside the community.

No vehicle can be covered with a car cover in a guest spot.

No commercial car washes permitted inside community.

NOTE: Vehicles that do not follow these guidelines are subject to be towed away at owner's expense.

Moving Schedule/ Delivery Schedule

Moving and deliveries shall only be allowed between the hours of 9:00am to 6:00pm Monday through Friday. Saturdays from 10:00am to 5:00pm. No moving permitted on Saturday without management authorization. No moving permitted on Sundays.

Noise

In order to ensure your own comfort and that of your neighbors, radios, stereos, and television set should be turned down to a minimum volume at all times so that any sounds emanating there from shall not be heard outside of your unit. Music at a decent volume is allowed until 12:00 am.

Pets

All dogs and cats must be leashed at all times when outside in the common areas of the community. Pet shall be defined as dog, cats, birds or fish. No other

animal is permitted. No reptiles, wildlife, amphibians, or livestock shall be raised or kept in the home ground. Please, do not feed any stray animals. **IMPORTANT: Dogs must be vaccinated, licensed, wear their tag, and be leashed at all time. All dog poop must be picked up immediately (Section 5-20 MDCC). We encourage that all residents call the attention to those owners/tenants that break the related rules, and report it to City of Doral police and Property Manager. Minimum \$100 fine will be imposed to the particular unit on the associations account.**

Children Regulations

Children are not to play in common areas or in the parking lot. Reasonable supervision must be exercised when children are outside of the unit. No skating, skate boarding, bicycle riding, playing football, basketball hoops, baseball, etc.

Association Fees

All payment must be made by owners on the first through the tenth of each month. Payment must be in a form of check, money order, cashier's check coupon or through online payment made out to Contempo Homeowners association. Please contact the office for your balance at 305-883-5681. No cash will be accepted.

Patios and Balconies

Patios and Balconies must be kept clean. No objects shall be hung off the walls or window sills. No clothes, rugs or mops shall be hung or left outside. No plants or BBQs are allowed to be stored in the balcony area. In case of storm, hurricane or any other high velocity wind condition owner/tenant will be responsible for removing or securing their exterior items. The association is not responsible for damages or injuries.

Trash

Garbage collections days are Monday, Wednesdays and Saturdays. All trash must be placed in garbage bags. No large items such as furniture, TV, dining room sets, stoves, sofas, construction debris, etc. are allowed to be placed inside the dumpster area. All large items must be taken out of the community to the city dump. If any owner or tenant place large items into dumpster enclosed, a \$100.00 fine will be imposed in the particular unit association's account.

Remodeling and Repair Works

All works of flooring, kitchen, bathroom and A/C, among others, shall be done in accordance with the city of Doral and Florida Building Code, and owner must obtain the respective permit on Doral Building department. All vendor/contractors must send license and insurance to management.

Reminder

Our Property management company

Renovations Property Management

Address: 10855 NW 33rd. Street Doral, FL 33172

Phone Number: (305) 883-5681

Email: info@renovationspm.com

This booklet is provided to all new owners and new tenants at the moment of becoming a new neighbor of the community, showing some relevant elements for better living, and do not intent to replace Bylaws and rules and Regulations. copy of Bylaws is available at the association office. Contact Property Manager for a copy. This information will guide you inside our community. Below, please sign that you have read and understood all information inside this booklet. Please do not hesitate to contact us or email us if you have any questions.

Print Name:

Property Address:

Signature:

Date:
