

Rio Cristal Condominium Association Inc.

REQUIREMENTS APPLICATION

According to the Florida Statutes, and in order to protect all community association members, all new residents (new tenants or new owners) 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 with a ***(3) Day Notice and/or Fines***. For this procedure, the new residents must present the following documents:

- ✓ Driver License from **ALL new residents older than 18 years** (if the resident cannot be present, please bring a legible photocopy).
- ✓ Copy of the **Purchase Contract** or **Lease Agreement** is **MANDATORY** with every application.
- ✓ Police Records from all new residents older than 18 years. (You can obtain this document from the Miami-Dade Police-Original From Police Station)(No Computer Background Check).

The cost of the application process is \$150.00 (NON-REFUNDABLE), payable by cash or money order only to Advanx Property Management, Inc. Please request a payment receipt at the time of payment.

Please also note that a revision of the rules and regulations was approved on 6/26/2025. As of this date, every new resident submitting an application must also pay a \$250 security deposit, which is fully refundable upon vacating the property.

The Contract's titular must call Management Office at: **305-819-2505** and make an appointment with all previous information requested in order to complete the application form and the interview to discuss all characteristics and regulations of the Community. Please schedule all closing and/or moving dates after the approval is complete. The application will be reviewed, approved and signed by the Association's Board. The Approval Certificate will be available of up to 30 days. 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. **Please be advised, EVERY TIME, that the property changes resident (owner, tenant and family members that will be living permanently within the premises), a new application process must be done.**

Rio Cristal Condominium Association Inc.

SALES/RENTAL ORIENTATION CHECKLIST

RECEIVED ON _____ BY: _____

INTERVIEW ON _____ BY: _____

LEASE (UNIT #) _____

For office use only

LEASE PACKAGE CHECK LIST

- LESSEE EMERGENCY CONTACT & INFORMATION SHEET
- MOVE-IN POLICY FORM
- MOVING PROCEDURES & ACKNOWLEDGEMENT
- ASSOCIATION RULES AND REGULATIONS
- ACKNOWLEDGEMENT OF RULES AND REGULATIONS
- LEASE AGREEMENT ACKNOWLEDGEMENT
- **APPLICATION FEE: \$150 PER ADULT (NON-REFUNDABLE).**
MARRIED COUPLES PAY ONE FEE WITH VALID ORIGINAL MARRIAGE CERTIFICATE.
- **SECURITY DEPOSIT: \$250 refundable upon compliance with association rules. Returned after unit is vacated. See rules for details. Payable to Rio Cristal.**
- COPY OF LEASE/CONTRACT
- COPY OF GOVERNMENT-ISSUED PHOTO ID
- **POLICE BACKGROUND CHECK: ORIGINAL FORM ONLY, ISSUED WITHIN 30 DAYS. PRINTED COPIES WILL NOT BE ACCEPTED.**
- RULES & REGULATIONS – INITIALS ON EACH PAGE (EVERYONE OVER 18)

UNIT #: _____ APPLICANT'S FULL NAME _____

TERM OF LEASE (BEGINNING DATE) _____ EXP. DATE: _____

REVIEWED BY: _____ DATE: _____

Rio Cristal Condominium Association Inc.

OWNER/ TENANT INFORMATION

UNIT NO: _____

SALE/LEASE START DATE: _____ LEASE EXPIRATION DATE: _____

APPLICANT NAME: _____ PHONE: _____

D.O.B. _____ SSN# _____ D.L. # _____

SPOUSE'S NAME: _____ PHONE: _____

D.O.B. _____ SSN# _____ D.L. # _____

LIST OTHER FAMILY MEMBERS WHO WILL RESIDE IN UNIT:

NAME _____ DOB _____ RELATIONSHIP _____

NAME _____ DOB _____ RELATIONSHIP _____

NAME _____ DOB _____ RELATIONSHIP _____

ONLY PASSENGER VEHICLES ARE PERMITTED TO PARK IN THE CONDOMINIUM PARKING LOT. COMMERCIAL VEHICLES, BOATS, TRUCKS, EXTENDED VANS OR PICK UPS, OR ANY OTHER VEHICLE THAT THE ASSOCIATION DOES NOT APPROVE, IS PROHIBITED AND SUBJECT TO DENIAL OF THIS APPLICATION. ALL VEHICLES MUST HAVE VALID CURRENT TAGS.

YEAR	MAKE/MODEL	COLOR	TAG #
_____	_____	_____	_____
_____	_____	_____	_____

LIST RESIDENCE ADDRESSES FOR PAST 3 YEARS:

ADDRESS: _____ RENTED: YES ___ NO ___

IF RENTED, LANDLORD'S NAME/PHONE: _____

LIST NAME/ ADDRESS/ PHONE OF EMPLOYERS FOR PAST 3 YEARS

NAME/ADDRESS/PHONE SPOUSE'S PRESENT EMPLOYER:

PERSONAL REFERENCES (NO RELATIVES): BEST TIME TO CALL

NAME: _____ PHONE: _____ AM ___ PM ___

NAME: _____ PHONE: _____ AM ___ PM ___

NAME: _____ PHONE: _____ AM ___ PM ___

Rio Cristal Condominium Association Inc.

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF A CRIME? YES___NO___

PETS, YES___NO___CATS:___DOGS:___LBS___BIRDS:___OTHER:___

IF ANY PET BECOMES A NUISANCE, THE DECISION OF THE ASSOCIATION TO REMOVE PET SHALL BE FINAL

MOVE IN/MOVE OUT AND DELIVERY POLICY

- ❖ ALL MOVE-INS, MOVE-OUTS, AND DELIVERIES MUST BE SCHEDULED WITH THE MANAGEMENT OFFICE AT 305-819-2505
- ❖ MOVING HOURS ARE 8:00 AM TO 7:00 PM., MONDAY THROUGH SUNDAY. ALL MOVES MUST BE COMPLETED BY 7:00 P.M. ALL MOVING TRUCKS MUST BE OFF THE PROPERTY BY 7:00 P.M. SHARP.
- ❖ ANY DAMAGE TO COMMON PROPERTIES/ELEMENTS BY MOVERS SHALL BE CHARGED TO THE OWNER OF THE UNIT.
- ❖ MOVING VEHICLES ARE PERMITTED TO PARK IN DESIGNATED PARKING SPACE TO THE UNIT AND MUST NOT PARK ON THE ENTRANCE DRIVE OR OBSTRUCT ANY PARKING AREAS.
- ❖ BOXES MUST BE DISPOSED PROPERLY BY BEING BROKEN DOWN AND BROUGHT TO THE DUMPSTER.
- ❖ MANAGEMENT RESERVES 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. PLEASE CONTACT THE MANAGEMENT OFFICE IF YOU REQUIRE ADDITIONAL ASSISTANCE.

UNIT:_____

DATE:_____

RESIDENT: _____

SIGNATURE: _____

Rio Cristal Condominium Association Inc.

ACKNOWLEDGEMENT OF RULES

I/WE HEREBY AGREE FOR ME AND ON BEHALF OF ALL PERSONS WHO MAY USE THE UNIT WHICH I/WE SEEK TO PURCHASE OR LEASE AT RIO CRISTAL CONDOMINIUM., THAT I/WE WILL COMPLY WITH THE BY-LAWS, RULES AND REGULATIONS OR RESTRICTIONS WHICH ARE IN EFFECT NOW OR WHICH MAY, IN THE FUTURE, BE IMPOSED BY THE BOARD OF DIRECTORS.

I/WE HAVE RECEIVED A COPY OF *Rio Cristal Condominium Assoc.*

RULES AND REGULATIONS YES ___ NO ___

IN WITNESS WHEREOF, I/WE HAVE EXECUTED THE FOREGOING APPLICATION ON

THIS _____ DAY OF _____ 20_.

LESSEE/ BUYER / PRINT NAME: _____

LESSEE/ BUYER SIGNATURE: _____ DATE: _____

CURRENT OWNER'S NAME: _____

CURRENT OWNER SIGNATURE: _____ DATE: _____

Rio Cristal Condominium Association Inc.

LEASE AGREEMENT ACKNOWLEDGEMENT

I, _____ AS RENTER OF UNIT # _____ AGREE AND UNDERSTAND THAT IF IN THE FUTURE MY LEASE IS EXTENDED / CANCELLED OR IF THERE ARE ANY CHANGES OF INFORMATION. I WILL PROVIDE MANAGEMENT WITH AN UPDATED LEASE CONTRACT IN THE EVENT OF RENEWING AND ANY UPDATED FORMS.

RENEWALS WILL BE SUBJECT TO NEW APPROVAL. LESSEES MUST NOT HAVE ANY VIOLATION LETTERS IN FILE.

I, _____ ALSO AM ADVISED OF THE IMPORTANCE OF PURCHASING RENTER'S INSURANCE TO COVER THE CONTENT INSIDE THE UNIT, IN CASE THERE ARE ANY DAMAGES OCCURRED.

THE FOLLOWING MUST BE TAKEN INTO CONSIDERATION:

COMPLY WITH **Rio Cristal Condominium**. POLICIES, RULES & REGULATIONS.

LESSEE/ BUYER / PRINT NAME: _____

LESSEE/ BUYER SIGNATURE: _____ DATE: _____

CURRENT OWNER'S NAME: _____

CURRENT OWNER'S SIGNATURE: _____ DATE: _____