



12301 S.W. 132 Court Miami, Florida, 33186

Phone: (305)251-3848 – Fax: (305)251-3849

APPLICATION PROCESS

1. Applications must be complete and filled out completely.
 - a. Please check that all initials and signatures are duly entered.
 - b. Incomplete applications will not be accepted.
 - c. Checklist for forms, documents attached for your convenience.
2. Applications are accepted:
 - a. Via email at screeningcpm@caribbeanproperty.cc
 - b. In person at the office:

Monday – Friday, 8:00 am to 4:30 pm.

Closed for lunch from noon to 1:00 pm.
 - c. **We do not offer a RUSH service or fee application processing**
3. The processing of your application can take up to 10-15 days, so please plan accordingly. The applicant;
 - a. will be contacted as soon as the application has been received.
 - b. information processed, and any missing information will be requested.
 - c. will be advised in writing as soon as determination has been made.
 - d. owners or renters may not move in until Association approval is granted.
4. Calls to the office to inquire about status will only **delay processing**.
5. Applicants should work through their real estate broker if one is retained.

CHECKLIST

6. The following **DOCUMENTS** are required:
 - a. Copy of driver's license front for anyone over 18
 - b. Police records for anyone over 18
 - c. Copy of Marriage Certificate, if applicable
 - d. Copy of sale or lease contract, as applicable
 - e. Corporate Resolution, if applicable
 - f. Copy of all Vehicles registration



- g. **Proof of Income:** Copy of payroll stub. If paid weekly the last (4) pay stubs must be submitted. If paid bi-weekly the last (2) payroll stubs must be submitted. If paid monthly, the last (2) payroll stubs must be submitted. If self-employed the last (2) tax return must be submitted.
- h. Copy of Pet's VET Certificate/Tag registration and picture of pet
- i. Copy of HUD settlement or warranty deed **MUST** be submitted to our office after closing

7. The following **PAYMENTS** must be submitted:

- a. **non-refundable fee of \$150 for processing** of each application 18 years of age and older
Payment can be made with debit care, credit card and or money order made out to **Caribbean Property Management.** (Husband and Wife count as one application, must show proof if last name differs. i.e., Marriage Certificate)
- b. **non-refundable fee of \$20 for notary stamp** provided on the approval certificate. Payment can be made with debit care, credit care and or money order made out to **Caribbean Property Management.**
- c. Estoppel must be requested by our office for any sale application. Estoppel form can be request via email to screeningcpm@caribbeanproperty.cc .
- d. There will be a 10% processing fee per transaction applied to credit card and debit cards.
- e. Certificate of approval can be sent via email upon request and original certificate can be mailed once address is provided.



CONTACT INFORMATION:

Name of the current property owner(s):

Property Address: _____

Circle One: Seller's/Buyer's

Realtor's Name: _____

Realtor's Contact #: _____

PIAZZA VECCHIA HOMEOWNERS ASSOCIATION, INC

Occupant Information Sheet

Property Address: _____

Homeowner (s):

Names: _____

Names: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Home # () _____ Cell # () _____

Email: _____ Email: _____

Tenants (s): (If other than homeowner)

Names: _____ D.O.B. _____

Names: _____ D.O.B. _____

Names: _____ D.O.B. _____

Names: _____ D.O.B. _____

Phone: Home # () _____ Cell # () _____

Email: _____ Email: _____

Children:

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Other Family:

Name: _____ Age: _____ Rel: _____

Name: _____ Age: _____ Rel: _____

Vehicles:

Make: _____ Model: _____ Color: _____

Tag: _____ State: _____ Year: _____

PIAZZA VECCHIA HOMEOWNERS ASSOCIATION, INC

Make: _____ Model: _____ Color: _____

Tag: _____ State: _____ Year: _____

Pets:

Breed: _____ Color: _____

Male/Female Dog/Cat Weight: _____

Breed: _____ Color: _____

Male/Female Dog/Cat Weight: _____

Signature: _____ Print Name _____

Signature: _____ Print Name: _____

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In case of an emergency, who should we call? (Should be someone with a key)

Name: _____

Relation: _____

Phone: Home # _____ Cell # _____

First Advantage

Application Form

Application Information		
Name:		
Date of birth:	SSN:	
Phone#:		
Email:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Employment Information		
Current Employer:		
Employer Address:		How many years?
City:	State:	Zip Code:
Phone:		
Position:	Monthly income:	
Co-applicant Information		
Name:		
Date of Birth:	SSN:	
Phone#:		
Email:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Co-application Employment Information		
Current employer:		
Employer address:		How many years?
City:	State:	Zip Code:
Phone:		
Position:	Monthly income:	
References		
Name:	Address:	Phone:
I authorize the verification of the information provided on this form as to my credit and employment.		
I have received a copy of this application.		
Signature of Applicant:		Date:
Signature of co-applicant:		Date:

First Advantage

Application Form

Application Information		
Name:		
Date of birth:	SSN:	
Phone#:		
Email:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Employment Information		
Current Employer:		
Employer Address:		How many years?
City:	State:	Zip Code:
Phone:		
Position:	Monthly income:	
Co-applicant Information		
Name:		
Date of Birth:	SSN:	
Phone#:		
Email:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Co-application Employment Information		
Current employer:		
Employer address:		How many years?
City:	State:	Zip Code:
Phone:		
Position:	Monthly income:	
References		
Name:	Address:	Phone:
I authorize the verification of the information provided on this form as to my credit and employment.		
I have received a copy of this application.		
Signature of Applicant:		Date:
Signature of co-applicant:		Date:

Piazza Vecchia Property Owners Association, Inc.

Pet Agreement

This pet agreement between ("Owner/Resident")

and

Piazza Vecchia Property Owners Association Inc.

1. Owner has read and signed the Pet Policy attached to this agreement.
2. Owner agrees to abide by the Pet Policy and Piazza Vecchia Property Owners agrees to permit Owner to keep the pets(s) described in this agreement in accordance with the Pet Policy.

Type of Pet:

Name:

Breed:

Weight :

Color:

3. Owner shall provide the following information and promptly notify Caribbean Property Management in writing.

Veterinarian:

Name: _____

Address: _____

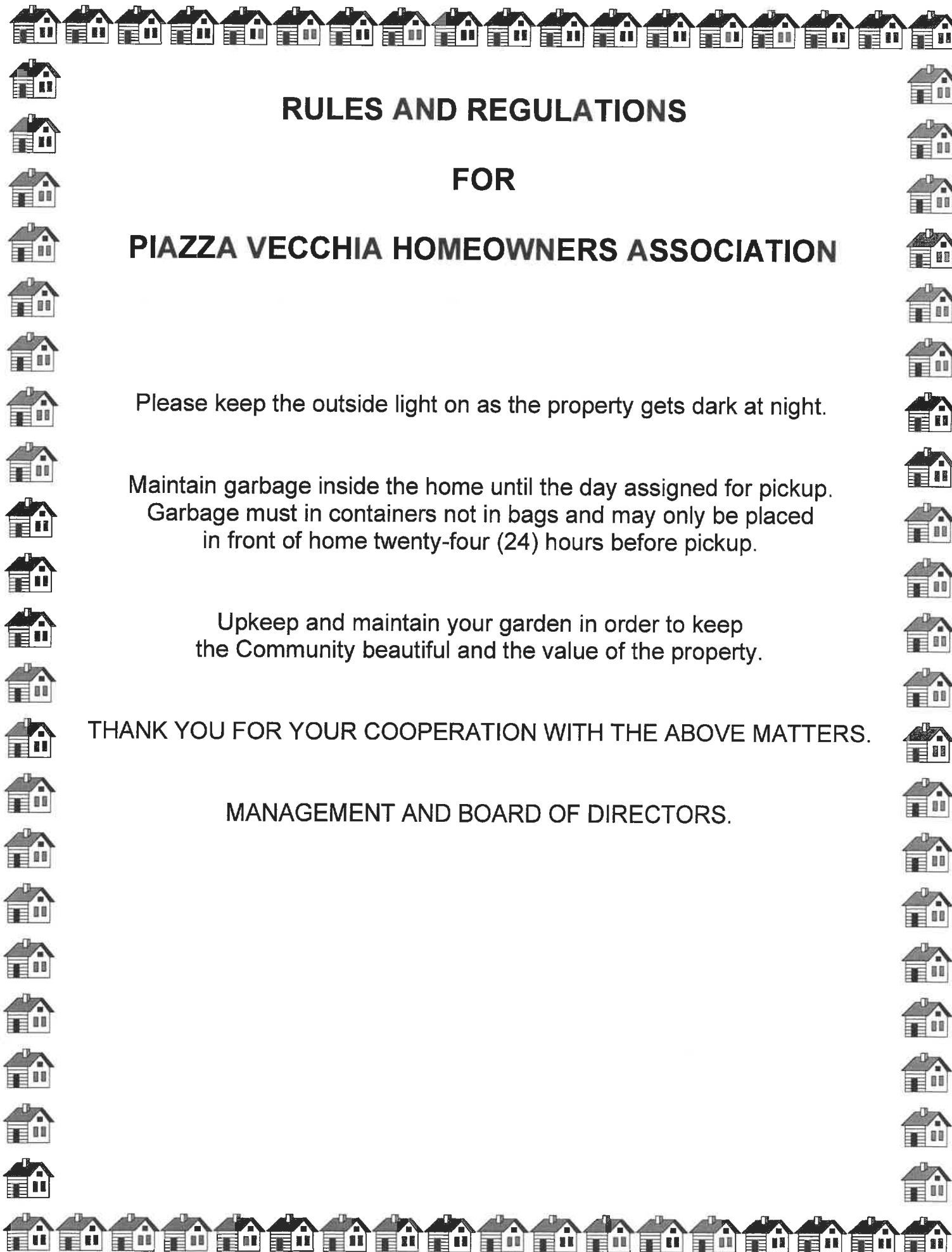
Phone #: _____

Remember to enclose:

1. A current photo of the pet
2. A copy of your pet vaccination history

By signing this agreement, Owners has agreed to all the above.

Signature: _____ Date: _____

A decorative border of small house icons surrounds the text. The top and bottom borders are continuous rows of 20 icons each. The left and right borders are vertical columns of 15 icons each, with the top and bottom icons of these columns aligned with the top and bottom borders respectively.

RULES AND REGULATIONS

FOR

PIAZZA VECCHIA HOMEOWNERS ASSOCIATION

Please keep the outside light on as the property gets dark at night.

Maintain garbage inside the home until the day assigned for pickup.
Garbage must in containers not in bags and may only be placed
in front of home twenty-four (24) hours before pickup.

Upkeep and maintain your garden in order to keep
the Community beautiful and the value of the property.

THANK YOU FOR YOUR COOPERATION WITH THE ABOVE MATTERS.

MANAGEMENT AND BOARD OF DIRECTORS.

PIAZZA VECCHIA

RULES AND REGULATIONS

1. The sidewalks, entrances, passages, and like portions of the common area shall not be obstructed or used for any purpose other than ingress and egress to and from parcel; nor shall any carts, carriages, chairs, tables, or any other similar objects be placed or stored therein. Children shall not be permitted to loiter in common areas.
2. The personal property of Owners must be stored in their respective dwellings.
3. No garbage cans, supplies, milk bottles or other articles shall be placed in the entryways or terraces, nor shall any linens, cloths, clothing, curtains, rugs, mops, or, laundry of any kind, or other articles, be shaken or hung from any of the windows, doors or terraces.
4. No owner shall: (a) permit anything to fall from a window, balcony, corridor, or door of the parcels; or (b) sweep or throw from the parcel any dirt or other substance into any of the common areas.
5. All garbage must be placed in plastic bags and deposited for pick-up at the curb no earlier than 7:00 p.m. the evening prior to pick-up. All trash cans and refuse that is not picked up must be promptly retrieved by the owner.
6. Employees of the Association shall not be sent by owners for personal errands. The Board of Directors shall be solely responsible for directing and supervising employees of the Association.
7. Parking shall be solely for vehicles as outlined in the declaration.
8. No vehicle which cannot operate on its own power shall remain on the premises for more than twenty- four (24) hours, and no repair of vehicles shall be made on the premises.
9. No owner shall make or permit any disturbing noises in the parcel by himself or his family, servants, employees, agents, visitors, or licensees, or permit any conduct by such persons that will interfere with the rights, comforts, or conveniences of other owners. No owner shall play or permit to be played any musical instrument, or operate or permit to be operated, a phonograph, television, radio or sound amplifier in his parcel in such a manner as to disturb or annoy other residents. No owner shall conduct or permit to be conducted, vocal or instrumental instruction at any time that disturbs other residents.
10. No radio or television installation shall be permitted in a parcel that interferes with the television or radio reception of another parcel. Any antenna or aerial erected or installed by an owner on the roof or exterior walls of the building may be removed without notice by

the Board of Directors at the cost of the owner installing same, unless consent to such installation is given by the Board of Directors.

11.No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the premises or exterior walls, terraces, or windows or the parcels which may be seen from the common areas. No awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the building or around any terrace area.

12.No flammable, combustible, o explosive fluids, chemical or substance shall be kept in any parcel except such as required for normal household use.

13.An owner who plans to be absent during the hurricane season, must prepare his parcel prior to departure:

- a. Removing all furniture, plants and other objects from his terrace
- b. Designating a responsible firm or individual, if other than the Association, to care for his parcel should the parcel suffer hurricane damage, and furnishing the Association with the names of such firm or individuals. Such firm or individual shall contact the Association for clearance to install or remove hurricane shutters, and such party shall be subject to the reasonable approval of the Association.

14.Food and beverages may not be consumed outside of a parcel except in areas designated by the Directors of the Association.

15.No drilling of floors or ceilings is allowed for attachment or hanging of any material, including, without limitation, planters and hammocks, unless reviewed and approved under competent engineering supervision as required by the Association.

16.No pets shall be allowed to go unleashed throughout the common areas.

17.Each owner has been provided with a 7" streetlight in front of his home, which will go on and off as regulated by a photo cell. It is each owner's responsibility to keep the light turned on and supplied with fresh bulbs.

The foregoing Rules and Regulations shall not apply to Developer, its successors or assigns.

PIAZZA VECCHIA HOMEOWNERS ASSOCIATION

Acknowledgement of the Rules & Regulations For new homeowner and tenants.

I _____ Name _____ Name _____

Signature: _____ Signature: _____

Date: _____

I have read the rules and regulation of Piazza Vecchia Homeowners Association and agree to follow and respect them in order to continue living in the community.