CYPRESS CLUB OF KENDALE ASSOCIATION, INC

INSTRUCTIONS FOR APPLICATION FOR PURCHASE

1. Type or print all information being requested in Application Request legibly, with accuracy and completeness.
2. Email this Request and ALL future communications to Info@EmpirePropertyMGMT.net Payment for this Application Request is nonrefundable. **You may request to pay online by sending an email.** Also, payment may be made by check, money order, or cashiers' checks made payable to: Empire Property Management, LLC send to 12 SE 4th RD Homestead, FL 33030
3. Please provide the following documentation with this Application Request:

[ ] Application Request payment pursuant to services selected herein

[ ] A Money order is required of $500.00 before approval and will be refunded within a maximum of thirty (30) days following the move-in, provided it is confirmed that no damage was caused to any common areas.

[ ] The second $500.00 money order is required before approval and will be refunded within thirty (30) days after move-out, provided there are no outstanding fines and no damage to the common areas related to the moving process.

[ ] A copy of the lease contract

[ ] A copy of the driver's license/ passport/ government issued identification and social security card or alien registration card for each individual that is seeking to occupy and/or hold title to the property

[ ] Marriage certificate for married couple

[ ] One Application for occupancy per married couple or for each unmarried individual

[ ] One Authorization To Release & Use Information signed form per married couple or for each unmarried individual

[ ] One Amendment To Lease Contract signed form per married couple or for each unmarried individual [ ]

Rules & Regulations must have initials at the bottom of every page.

[ ] An interview will be conducted as part of the application process.

DISCLOSURES FOR APPLICATION FOR OCCUPANCY REQUEST

1. If Application Request and/or Application Form is not properly completed, processing may be delayed. Pursuant to Florida Statutes any inconsistencies that may cause a delay in the Application Request will be communicated within 15 calendar days from submission.
2. Any Application Request received after 12pm Thursday will be marked received the following Monday.
3. All information provided by requesting party is being used as a basis for consideration of approval. Any misstatement of facts, and/or omission of any relevant information shall constitute a violation of the application procedure and may cause Application Request to be terminated or denied.
4. The Application Request will be exclusively satisfied with the Application For Occupancy Form, Authorization To Release & Use Information, and Amendment To Lease Contract attached hereto.
5. Pursuant to Florida Statutes a disapproval or denial of this Application For Occupancy will be communicated in writing within 60 calendar days from submission.
6. A background check will be conducted using the information provided in the Application Form. Any resulting report from said search will not be released to requesting party or any individual that is seeking to occupy and/or hold title to the property, and/or their respective legal representatives.
7. Empire Property Management, LLC will not accept, nor is it under any obligation to accept reports or information of public records (background) search procured or provided by requesting party.
8. Request and inclusion of multiple vehicle information does NOT imply or communicate that parking space will be provided for multiple vehicles. Tenant and/or Buyer should perform due diligence or seek professional counsel to make the determination of how many parking spaces are being provided and if designated spaces exists.
9. By submitting payment for this Application Request the requesting party acknowledges and agrees to perform the instructions as provided herein, and acknowledges and agrees with the disclosures provided for herein.
10. **There is only 1 assigned parking spaces and 2 parking decals available per unit.**
11. **Only pets weighing twenty-five (25) pounds or less at maturity, or that can be carried when fully grown, are permitted, subject to prior Board approval.**
12. **Two in-person interviews with the board and Empire Property Management are mandatory before approval.**

EMPIRE PROPERTY
MANAGEMENT
O: 305-556-1258 • F: 305-675-8506 • 12 SE 4th RD Homestead, FL 33030
Info@EmpirePropertyMGMT.net

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(Select As Applicable) SERVICES:	FEE:	TIME FRAME:
[x] Application Service	$150 Fee Per Unmarried Individual Or Per Married Couple (with married certificate) (non-refundable)	30 Calendar Days Processing Time (Florida Statutes: 45 Calendar Days)
[x] In-Person Interview (Mandatory)	$45 Interview Fee (non-refundable)	

Please provide the association name, property address, owner (seller), and renter:

Association Name:

Property Address:

Owner Name: _____

Tenant Name: _____

Tenant Name: _____

Move-in Date: _____

Below provide the contact information with which to submit any communication regarding this Application Request:

Name: _____

Address: _____

Telephone: _____

Email: _____

RECEIVED: _____ _ *COMPLEIED:* _____ _ *CHECK#:* _____ *AMOUNT:* _____

SIGlvATURE: _____ _

COMPLEIED BY· _____

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CYPRESS CLUB OF KENDALE ASSOCIATION, INC

APPLICATION FOR OCCUPANCY FORM

Application Date: _____ _ Lease Term: ____

Association Name: _____

Property Address: _____ Unit#: ____

OCCUPANT INFORMATION

Number Of Occupants: Individuals (Over 18): _____ Married [ ] Unmarried [ ] Children: _____

Name: _____ Social Security Number: _____ _

Date of Birth: _____ Telephone Number: _____ _ Mobile: _____

Email Address: _____

Spouse/other applicant Name: _____ _ Social Security Number: _____ _

Date of Birth: _____ Telephone Number: _____ _ Mobile: _____

Email Address: _____

Child Name: _____ Social Security Number: _____ _

Date of Birth: _____ Telephone Number: __ *NIA* _____ Mobile: *NIA*

Child Name: _____ Social Security Number: _____ _

Date of Birth: _____ Telephone Number: __ *NIA* _____ Mobile: *NIA*

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VEHICLE INFORMATION
(Only one parking space is assigned)

Make: _____ Model: _____ Year: _____

Color: _____ Plate: _____ State: _____

DISCLOSURE: Request and inclusion of multiple vehicle information does NOT imply or communicate that parking space will be provided for multiple vehicles. Tenant/s should perform due diligence or seek professional counsel to make the determination of how many parking spaces are being provided and if designated spaces exists.

RESIDENCE HISTORY
(Provide 2+ Years Of History)

Present Address: _____
House, Street, & Unit City State Zip Code

Landlord/Mortgage Name: _____

Telephone Number: _____ Rent [ ] Own [ ] Years at address: _____

Previous Address: _____
House, Street, & Unit City State Zip Code

Landlord/Mortgage Name: _____

Telephone Number: _____ Rent [ ] Own [ ] Years at address: _____

Previous Address: _____
House, Street, & Unit City State Zip Code

Landlord/Mortgage Name: _____

Telephone Number: _____ Rent [ ] Own [ ] Years at address: _____

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EMPLOYMENT REFERENCE

Employer Name: _____ Telephone Number: _____

Position: _____ Duration: _____ Annual Income: _____

Employer Name: _____ Telephone Number: _____

Position: _____ Duration: _____ Annual Income: _____

Employer Name: _____ Telephone Number: _____

Position: _____ Duration: _____ Annual Income: _____

CHARACTER REFERENCE

Name: _____ Telephone Number: _____

Present Address: _____

House, Street, & Unit City State Zip Code

Name: _____ Telephone Number: _____

Present Address: _____

House, Street, & Unit City State Zip Code

Name: _____ Telephone Number: _____

Present Address: _____

House, Street, & Unit City State Zip Code

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AUTHORIZATION TO RELEASE & USE INFORMATION

I acknowledge and agree with the Instructions and Disclosures as provided in the Application For Occupancy Request and Application For Occupancy Form provided by Empire Property Management, LLC; and to comply with the Application For Occupancy process and its results.

I acknowledge and agree to release any or all information provided in the Application For Occupancy Form to Empire Property Management, LLC, the named Association and its legal representatives, and any service provider used by Empire Property Management, LLC to aid or carry out a public records (background) search, and/or credit rating report.

I acknowledge and agree to authorize Empire Property Management, LLC to conduct a public records (background) search, and request a credit rating report from a credit rating agency using any and all information provided in the Application For Occupancy Form and/or any other information or documentation provided to Empire Property Management, LLC.

I acknowledge and agree that Empire Property Management, LLC is not responsible for the final decision of occupancy whether or not it is approved or denied. I acknowledge and agree to now and forever release Empire Property Management, LLC of any and all any liabilities, expenses, damages, costs, penalties, fines, fees, losses, demands, actions and causes of action, suits, debts, dues, sums of money, accounts, reckonings, benefits, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, obligations, executions, claims, and attorneys' fees and associated costs (whether pre-trial, at trial, mediation or at arbitration and/or in connection with any appeals), known or unknown, absolute or contingent, in law or equity, incurred, sustained, arising out of or connection with the public records (background) search, the credit rating report, Application For Occupancy Request, Application For Occupancy Form, this Authorization To Release & Use Information, and the Amendment To Lease/Rent Contract and their related use.

Association Name: _____

Property Address: _____ _

Name: _____ Social Security Number: _____

Signature: _____ _ Date: _____

Spouse Name: _____ _ Social Security Number: _____ _

Signature: _____ _ Date: _____

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CYPRESS CLUB OF KENDALE ASSOCIATION, INC

APPLICATION FOR OCCUPANCY FORM

Application Date: _____ Purchase [ ] or Lease [ ] Term: _____ _

Association Name: _

Property Address: _____ Unit#: _____

OCCUPANT INFORMATION

Number Of Occupants: Individuals (Over 18): _____ Married [ ] Unmarried [ ] Children: _____ _

Name: _____ _ Social Security Number: _____ _

Date of Birth: _____ _ Telephone Number: _____ _ Mobile: _____ _

Email Address: _

Spouse Name: _____ _ Social Security Number: _____ _

Date of Birth: _____ Telephone Number: _____ _ Mobile:_____

Email Address: _

Child Name: _____ _ Social Security Number: _____ _

Date of Birth: _____ Telephone Number: __ *NIA* _____ Mobile: *NIA*_____

Child Name: _____ _ Social Security Number: _____ _

Date of Birth: _____ Telephone Number: __ *NIA* _____ _ Mobile: *NIA*_____

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VEHICLE INFORMATION
(Only one parking space is assigned)

Make: ________________ _ Model: _______________ _ Year: _________________ _

Color: ______________ _ Plate: _______ State: _________________ _

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RESIDENCE HISTORY
(Provide 2+ Years Of History)

PresentAddress: -----------------------------------

House, Street, & Unit City State Zip Code

Landlord/Mortgage Name: ____ _

Telephone Number: ________________ Rent [ ] Own [ ] Y ears at address: __________________ _

Previous Address: _

House, Street, & Unit City State Zip Code

Landlord/Mortgage Name: ____ _

Telephone Number: ________________ Rent [ ] Own [ ] Y ears at address: __________________ _

Previous Address: _

House, Street, & Unit City State Zip Code

Landlord/Mortgage Name: ____ _

Telephone Number: ________________ Rent [ ] Own [ ] Y ears at address: __________________ _

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EMPLOYMENT REFERENCE

Employer Name: _____ Telephone Number: _____ _

Position: _____ Duration: _____ Annual Income: _____

Employer Name: _____ Telephone Number: _____ _

Position: _____ _ Duration: _____ Annual Income: _____

Employer Name: _____ Telephone Number: _____ _

Position: _____ _ Duration: _____ Annual Income: _____

CHARACTER REFERENCE

Name: _____ Telephone Number: _____

Present Address: _____

House, Street, & Unit City State Zip Code

Name: _____ Telephone Number: _____

Present Address: _____

House, Street, & Unit City State Zip Code

Name: _____ Telephone Number: _____

Present Address: _____

House, Street, & Unit City State Zip Code

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AUTHORIZATION TO RELEASE & USE INFORMATION

I acknowledge and agree with the Instructions and Disclosures as provided in the Application For Occupancy Request and Application For Occupancy Form provided by Empire Property Management, LLC; and to comply with the Application For Occupancy process and its results.

I acknowledge and agree to release any or all information provided in the Application For Occupancy Form to Empire Property Management, LLC, the named Association and its legal representatives, and any service provider used by Empire Property Management, LLC to aid or carry out a public records (background) search, and/or credit rating report.

I acknowledge and agree to authorize Empire Property Management, LLC to conduct a public records (background) search, and request a credit rating report from a credit rating agency using any and all information provided in the Application For Occupancy Form and/or any other information or documentation provided to Empire Property Management, LLC.

I acknowledge and agree that Empire Property Management, LLC is not responsible for the final decision of occupancy whether or not it is approved or denied. I acknowledge and agree to now and forever release Empire Property Management, LLC of any and all any liabilities, expenses, damages, costs, penalties, fines, fees, losses, demands, actions and causes of action, suits, debts, dues, sums of money, accounts, reckonings, benefits, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, obligations, executions, claims, and attorneys' fees and associated costs (whether pre-trial, at trial, mediation or at arbitration and/or in connection with any appeals), known or unknown, absolute or contingent, in law or equity, incurred, sustained, arising out of or connection with the public records (background) search, the credit rating report, Application For Occupancy Request, Application For Occupancy Form, this Authorization To Release & U se Information, and the Amendment To Lease/Rent Contract and their related use.

Association Name: _____

Property Address: _____ _

Name: _____ Social Security Number: _____ _

Signature: _____ _ Date: _____

Spouse Name: _____ _ Social Security Number: _____ _

Signature: _____ _ Date: _____

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RULES AND REGULATIONS

Section 1. As to Common Elements: The Board of Directors may from time to time adopt or amend previously adopted administrative rules and regulations governing the details of the operation, use, maintenance, management and control of the common elements of the condominium and any facilities or services made available to the unit owners. The Board of Directors shall from time to time post in a conspicuous place on the condominium property, a copy of the rules and regulations adopted from time to time by the Board of Directors.

Section 2. As to Condominium Units: The Board *at* Directors may from time to time adopt or amend previously adopted rules and regulations governing and restricting the use and maintenance of the condominium unit(s), provided, however, that copies of such rules and regulations are furnished to each unit owner prior to the time the same become effective, and where applicable or desirable, copies thereof shall be posted in a conspicuous place on the condominium property.

Section 3. Building Rules and Regulations: The building rules and regulations hereinafter enumerated shall be deemed in effect until amended by the Board of Directors and shall apply to and be binding upon all unit owners. The unit owners shall at all times obey said rules and regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees and persons over whom they exercise control and supervision. Said building rules and regulations are as follows:

A. The vestibules, hallways, stairways and other public passages shall not be obstructed by an owner or his agents, servants, employees or invitees, or used by them for any purpose other than ingress to and egress from the Unit.

B. No sign, advertisement, notice, door plate, *or* any similar device, shall be inscribed, painted or engraved or affixed to any part of the outside or inside of the premises without prior approval by the Board of Directors.

C. Unit owners shall not keep animal or pets of any kind in any unit or any property of the condominium except first floor unit owners may keep normal household pets which will not exceed twenty-five (25) pounds in weight at mature growth and for unit owners owning .uní ts on floors two thru five, inclusive, may keep normal household pets which will be of a breed that they are hand held at mature growth. No pets of any kind will be allowed in the recreational areas or club house and at all times outside of a unit, the pet must be on a leash.

Further provided that any household pets causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the condominium property subject to these restrictions, upon three (3) days' written notice from the Board of Directors of the Association.

The right for a unit owner to have an animal or pet in his unit as aforesaid is subject to such unit owner obtaining from the Board of Directors an Approval Agree~ent or letter authorizing said

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animal or pet to reside in said unit. In the event the Board of Directors grants permission for an animal or pet then said approval is solely for the specific animal approved.

D. Television, record players or other musical instruments shall not be played after 11:00 p.m. or before 8:00 a.m., unless the volume control is so lowered as to make the sound inaudible outside of the unit.

E. All repairs or replacements to the interior of the Unit, including windows, doors, screened enclosures, air conditioning equipment, and appliances after the warranty period ends shall be the owner's responsibility.

F. All garbage shall be securely wrapped in plastic bags before placing in recepticles.

G. No outdoor TV or radio antennas shall be installed.

H. Each owner shall be responsible for maintenance and preservation of his assigned pa'tking space due to oil and gas leaking from his automobile. Major auto repairs are not allowed in the parking space. Also immobile autos can not be parked in the parking space.

I. Not use or pertni t the use of his unit for anv purpose other than as a family residence and main: tain his unit in a clean and sanitary manner.

J. Not permit or suffer anything to be done or kept in his unit which will increase the insurance rates on his unit or the common elements or which will obstruct or intec fere with the rights of other members oc annoy them by unreasonable noises oc othecwise; nor shall a member commit or permit any nuisance, immoral or illegal act in his unit or on the common elements.

K. Allow the Board of Directors and/or the agents and employees of the Association to ente~ any unit for the purpose of maintenance, inspection, repair, replacement of the improvement within units or the common elements, or in case of emergency threatening uni ts of the common elements, or to determine compliance with these restrictions, reservations, covenants, candi tians, and easements and the By-Laws of the Association.

L. Signs - No "Sold" or "For Sale" or "For Rent" signs or other displays or advertising shall be maintained or permitted on any part of the common elements, limited common elements, or units. The right is reserved to the Developer to place "Sold" or "For Sale" or "For Rent" signs in connection with any unsold or sold or· unoccupied units it may from time to time own. The same right is reserved to any institutional first mortgagee which may become the owners of a unit and to the Association as to any unit which it may own.

M. Not make or cause any structural alterations to and in the building, including, but not limited to, shades, windows, doors, shutters, enclosing or screening of any terrace, patio or balcony, of any

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domini:;;;. pa::-c':":; encu;ll~ered thereby, the name of the *r* ecorè c, .. ;:ier, the amount due, and the date when due, a~è the lien shall continue in effect until all su:ns secured by said lien, as herein proviaee, shall have been fully paid, Such claims of lien shall include only assessments which are due and payable when the claim of lien is recorded, plus interest, costs, attorney's fees, interest thereon, all as above provided. Such claims of lien shall be signed and verified by an officer or agent of the Association. Upon full payment of all sum secured by such claim of lien, the same shall b~ satisfied or record.

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