



THE COMPANY THAT TAKES CARE OF YOU
CONTEMPO HOMEOWNERS' ASSOCIATION, INC.

APPLICATION FOR LEASE / PURCHASE

INSTRUCTIONS

1. Non-Refundable Application Fee of 150.00 "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. **Tenant** must provide a Security Deposit equal to \$1,000.00 in the form of Money Order or Cashier Check (***No personal or company Checks***) payable to **Contempo Homeowners' Assoc.** **Refundable when tenant moves out. Only tenant may submit the deposit.**

if applicable the tenant must provide a money order for \$100.00 for each pet for registration.
3. All adult applicants must submit themselves to the Association for an interview prior to any approval for tenancy. In no event shall occupancy exceed two (2) persons per bedroom and one (1) person per den (as defined by the Association for the purpose of excluding from such definition living rooms, dining rooms, family rooms and the like).
4. **Each adult applicant must provide:**
 - a) Copy of the complete lease, rental contract and other agreement between the owner and applicants (the complete lease is required and failure to include any addendum, attachments, or exhibit, may result in withdrawing approval and eviction).
 - b) A valid Driver's License or Identification Card, U.S. Passport or other U.S. Government issued photo identification.
 - c) Copy Marriage certificate.
 - d) Vehicle information, including for each vehicle (1) copy of current vehicle registration matching the license tag on the vehicle, (2) the make, model, and manufacture year, (3) type of vehicle, and (4) other information requested on the application (each vehicle must be registered). Each unit is permitted a maximum of 3 vehicles registered to the property.
 - e) Employment and Income Verification – Copies of pay stubs, W-2 or verifiable Form 1099 covering the two months immediately preceding application and two. The most recent IRS Form 1040s; non-employed individuals are to provide verifiable proof of income.
 - f) Three (3) months of bank statements from a bank within the United States.
 - g) Current Credit Report from no more than thirty (30) days prior to the date of application.
 - h) A list including landlord's name, address, telephone number and e-mail address for every landlord of each applicant for the past three years. (page #5)
 - i) Identification by species, breed (all involved breeds for mixed-breeds), size, and name of any animal belonging to each applicant, together with current vaccination records (this is an ongoing



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obligation applying to all animals acquired or occupying the Property). Please provide a current photograph of any dog identified herein. Note, there is a limit of two (2) dogs per residence with a maximum weight of fifty (50) pounds per dog.

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. No Home may be subject to more than two (2) leases in any twelve (12) month period, regardless of the lease term. No lease term shall be less than six (6) months. No subleasing or assignment of lease rights by the tenant is permitted. No time-share or other similar arrangement is permitted. In no event shall occupancy of a leased Home (except for temporary occupancy by visiting guests) exceed two (2) persons per bedroom.
7. Please return the completed application to the management office at least **45 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, and this timeframe does not include the time that application might be on hold for incomplete documentation.**
8. **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.**
9. Rules and Regulations, Condo Docs, mail box and common area keys must be provided to new resident by the actual unit owner.
10. 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.
11. Moving and deliveries shall only be allowed the hours of 9:00am to 5:00pm Monday through Friday. Saturdays from 10:00am to 2:00pm. 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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PROPERTY OWNER INFORMATION SHEET

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

Property Address: _____

Current Unit Owner Name (s) _____

Owner's alternative address: _____

Home telephone: _____ Work: _____ Cell: _____

Owner e-mail(s): _____

You may consent to receive email from us regarding your community **CONTEMPO HOMEOWNERS' ASSOCIATION, INC.** with announcements, news, and/or important notices.



I consent and accept receiving information via email/text message. I understand I can withdraw my consent at any time. 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.



I do not consent to receiving any information via email. I understand that I can change my mind and provide consent later

Owner Name: _____ Phone: _____

Owner Signature: _____ Email: _____



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APPLICANT INFORMATION

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

LEADING/PRINCIPAL APPLICANT'S NAME: _____

Date of Birth _____ Last 4 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 _____ Last 4 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 that will live in the property. In no event shall occupancy exceed two (2) persons per bedroom and one (1) person per den (as defined by the Association for the purpose of excluding from such definition living rooms, dining rooms, family rooms and the like).

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

I ACKNOWLEDGE THAT THE INDIVIDUAL'S LISTED ABOVE ARE THE ONLY AUTHORIZED HOUSEHOLD MEMBERS TO LIVE IN THIS PROPERTY.

Principal Applicant Name: _____ **Signature:** _____ **Date:** _____

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 _____

REF # 3 Name _____ Home Telephone _____ Work/ Cell Telephone _____

Current Address _____ City/ State _____ Zip Code _____

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

Relationship _____

Home Telephone _____ Work _____ Cell _____



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PET REGISTRATION FORM

Each unit should be allowed to house two (2) dogs or two (2) cats as long as the dog or cat weighs 50 pounds or less when full grown.

Leading Applicant's Name: _____ Unit #: _____

PET 1: Type of Pet (please circle one): **DOG** **CAT** **BIRD** **OTHER**

Pet's Name: _____ Pet's Age: _____ Pet's Weight: _____ Pet's Breed: _____
Pet's License / Tag Number: _____

Breed (Be specific – give complete description, color, etc.):

PET 2: Type of Pet (please circle one): **DOG** **CAT** **BIRD** **OTHER**

Pet's Name: _____ Pet's Age: _____ Pet's Weight: _____ Pet's Breed: _____
Pet's License / Tag Number: _____

Breed (Be specific – give complete description, color, etc.):

Please attach
photo of pet
here

Please attach
photo of pet
here

Leading Applicant - Owner/Tenant to Sign Below:

I am aware of CONTEMPO HOMEOWNERS' ASSOCIATION, INC. rules, regulations and restrictions regarding pets on the property and agree to abide by them.

Principal Applicant Name: _____ Signature: _____ Date: _____



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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.

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, LLC.** 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.

Principal Applicant's Signature

Principal Applicant's Name Printed

Co-Applicant's Signature

Co-Applicant's Name Printed

Date Signed

Date Signed



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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 720.3085(8)(A), 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.
Principal Applicant

Owner Name: _____

Owner Signature: _____

Principal Applicant Name: _____

Principal Applicant Signature: _____

Cordially,

The Administration.



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VEHICLE REGISTRATION FORM

Each unit is allowed a maximum of 3 vehicles registered to the property.

VEHICLE 1

VEHICLE 2

VEHICLE 3

MAKE			
MODEL			
COLOR			
YEAR			
LICENSE PLATE			
CHECK IF MOTORCICLE			
VEHICLE VIN#			

ATTACH THE FOLLOWING DOCUMENTS:

- ☐ Copy of current vehicle registration matching the license tag on the vehicle.
- ☐ Copy of vehicle's insurance cards
- ☐ Copy of Driver's License

Important:

All documents must be active, we'll check expiration dates. Additionally, if your application is approved, Florida law requires that you must obtain a new license showing your new address within 10 days of the change. And consequently update your vehicle's registration address as well as is a requirement for all the vehicles in our community.

Principal Applicant Name: _____

Principal Applicant Signature: _____