



THE COMPANY THAT TAKES CARE OF YOU

THE TERRACES CONDOMINIUM

APPLICATION FOR LEASE/ PURCHASE INSTRUCTIONS

- **Non Refundable Application Fee of \$100.00 “Husband & Wife or Parent/Dependent Child”.** Any applicant applying as Dependent must provide proof of such status (Valid Proofs shall be considered: Tax Returns, Unemployment Application, and Full-Time Student); **any other adult must pay an additional \$100.00 (each). Payable with Money Order or Cashier's Check to: Renovations PROPERTY MANAGEMENT.**
- Provide us with a police report for all applicants and occupants 18 years old and over. (Must be from no later than 90 days from date of issuance).
- A copy of the SALES CONTRACT or LEASE AGREEMENT must be included with the application package.
- **THERE WILL BE A PREREQUISITE OF \$500.00 TENANT DEPOSIT UPON APPROVAL ON YOUR APPLICATION TO BE USED FOR ANY DAMAGES TO THE PROPERTY OR VIOLATION OF CONDO RULES AND REGULATIONS.**
- Rules and Regulations, By-Laws (in case of purchasing), and keys must be provided to new resident by the actual unit owner.
- The application process can take 7-10 working days in order to be approved.
- No lease shall be for less than 1 (one) year.
- Provide us with copies of Driver License for all applicants and occupants, also copy of Vehicle Registration & Car Insurance.
- Provide us with proof of Homeowners Insurance (HO6).
- Please return the completed application to the management office at least 15 days prior moving into the association, incomplete applications will not be accepted.
- Moving hours are: Monday through Friday from 9:00am to 6:00pm. Please make all necessary arrangements to comply with the mentioned rules.
- 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.
- 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.

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

ANYONE WHO MOVES IN WITHOUT BOARD APPROVAL WILL BE FINED \$100.00

Received by administration: _____



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Application for Occupancy / Approval

Pursuant to the Documents of the Condominium, approval is necessary before occupancy in the building. Our goal is to maintain updated records per unit in case of any emergencies.

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 # (Last 4 Digits) *** ** _____ 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 _____ E-mail _____

Employer _____ Position _____

Address _____ City/ State _____ Zip Code _____

Work Telephone _____

CO-APPLICANT INFORMATION

Co-Applicant's Name _____ Date of Birth _____

Relationship _____ SS # (Last 4 Digits) *** ** _____ 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 _____ E-mail _____

Employer _____ Position _____

Address _____ City/ State _____ Zip Code _____

Work Telephone _____



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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 2 vehicles per unit)

Vehicle # 1 Make _____ Model _____ Year _____ Color _____ Tag # _____

Vehicle # 2 Make _____ Model _____ Year _____ Color _____ Tag # _____

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 _____

I/We hereby authorize **THE TERRACE CONDO ASSOC 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 **THE TERRACE CONDO ASSOC INC.**, this information without any liability. I/WE further agree that **THE TERRACE CONDO ASSOC 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.

THE TERRACES CONDOMINIUM Board Official Use Only:

Received by: _____ Date _____



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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.



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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)

(Spouse's Signature)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)

The Terraces Condominium Association, Inc
10500 SW 108th Avenue, Clubhouse
Miami, Florida 33176-0069
(305)279-6667 Office
(305)279-6210 Facsimile



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RULES AND REGULATIONS

1) RULES AND REGULATIONS:

The following Rules and Regulations will be enforced as follows:

- A. Violations shall be reported to the person appointed by The Board of Directors of the Association to receive notices. Said person shall be designated hereinafter as "Manager".
- B. Violation will be called to the attention of the violating owner by the Manager, and he/she will notify The Board of Directors.
- C. Disagreement concerning violations will be presented to and judged by The Board of Directors to take appropriate action. Such judgment of The Board of Directors shall be final.

2) OBSTRUCTIONS:

Sidewalks, entrances, driveways, passages and stairways must be kept open and shall not be obstructed in any manner.

3) DESTRUCTION OF PROPERTY:

Neither owners or their dependents, family members or guest(s) shall mark, mar, damage, destroy, deface, or engrave any part of the building(s). Owners shall be responsible for any such damage caused by themselves, their family members, guests or hired persons, mechanical equipment, vehicles or chemical material.

4) CLEANLINESS:

Owners shall not allow anything whatsoever to be thrown or to fall from the windows, doors, balconies, patios or terraces. No sweeping or other substances shall be permitted to escape the exterior of the building from the windows, doors, balconies, patios and terraces.

5) BALCONIES / PATIOS / TERRACES:

All balconies, patios and terraces shall be maintained clean, neat and orderly without debris, trash, garbage, hooks, nails, wall plaques and any miscellaneous items attached directly to the building exterior walls and balconies, patios and terrace are ceiling of the buildings. No bathing suits, towels, clothes, mops, bathroom carpets, welcome mats or any articles of any kind shall hang on the balconies/patios/railings and terraces to dry. BBQ's are not allowed. No cooking or candles are permitted.

STORAGE CONTAINERS: Furniture style storage containers may be used if they are bench style Rubbermaid containers. Additional storage containers "not visible" above the height of the building "A" and "B" balconies, patios and terrace walls may be used. First floor units of the "A" and "B" building(s) interior to the pool and pool deck area may have bench style Rubbermaid storage containers "only". Building "C" and "D" balconies, patios and terraces with railings may have bench style furniture Rubbermaid containers or storage containers, as long as said storage container does not exceed the height of any railings. First floor units of the "C" and "D" buildings may not have storage containers higher than 42 inches.

SCREENING APPLIED TO RAILINGS: Screening of aluminum color may be attached to the railings with an approved ACC Form from The Board of Directors.



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EXERCISE EQUIPMENT: Exercise equipment may not exceed balconies, patios and terrace wall height in the “A” and “B” building(s).

Building(s) “C” and “D” 2nd-4th Floor may not have any exercise equipment visible through the railings.

Some first floor units of the “C” and “D” buildings with balconies, patios, and terrace walls may have exercise equipment, if the equipment is not visible above the wall or attached to the wall or ceiling with an approved ACC Form from The Board of Directors.

6) **RIGHT TO ENTER INTO DWELLING IN CASE OF EMERGENCY:**

All unit owners will have current emergency contact information on file with the Management Office. It is the unit owner’s responsibility to have updated current information on the file at all times. If the Association encounters an emergency and must have immediate access to any unit, an attempt to contact the owner will be made. If an emergency contact person is not available or fails to respond to any message of voicemail/email or page, the Association will enter the unit by force or if available by contacting a locksmith and enter the unit. All cost incurred for a locksmith, hardware, or damage will be the sole responsibility of the unit owner. The Board of Directors of the Association or any other person authorized by the building superintendent or managing agent, or their agents, shall have the right to enter such dwelling for the purpose of remedy or abating the causes of such emergency and such right of entry shall be immediate. Damage by storm, hurricane or tornado plumbing, fire or life safety issue shall constitute an emergency.

7) **PLUMBING:**

Water closets and other plumbing shall not be used for any purpose than those, which they were constructed and no sweeping, rubbish, rags or other foreign substances shall be thrown therein. Total cost of all maintenance, repairs and replacement connected with any such misuse, shall be paid by the unit owner upon demand. It is the responsibility of the unit owner to maintain and perform maintenance on all equipment and appliances in good working order.

Including: A/C, Toilets and Toilets Seals, Flush Handles, Gaskets, Shower Heads, Drains, Faucets, Sinks, Dishwasher, Hot Water Heater, Shut Off Valves, etc.

Failure to maintain equipment in good working order will result in unit owner responsibility of damages and costs, if maintenance is neglected.

Please check for water leaks. Everyone pays for water leaks indirectly and directly. Be conscientious of water leaks and remember to report anything suspicious or of concern to the Management Office immediately.

Washers and Dryers are not permitted by anyone in their individual units per the Documents paragraph 26.2

8) **RESPONSIBILITY FOR DAMAGE:**

Owners shall be liable for all damages to the building(s) cause by their deliveries, “move-In and move-out” or removing their furniture or other articles to and from the building(s). Including damages to automobiles parked in adjacent parking spaces. Owners shall be responsible for themselves, their family members, guests and friends for any damage to the individual units, common elements and recreation facilities due to acts of negligence.



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Owners shall provide us with a copy of their Homeowners Insurance policy (HO6). The approval will be contingent upon arrival of proof of insurance. Also, there will be a Tenant Deposit in the amount of \$500.00 to be use for any damages to the property or violation of Condo Rules and Regulations.

9) **ROOF:**

Owners, their family members, friends and guests are not permitted on the roof for any purpose. Appointments for all vendors must be made in advance for roof access. All vendors must have valid license and insurance presented to the Management Office via facsimile **before** their appointment time. All insurance is verified before any vendor is allowed to perform.

10) **SOLICITATION:**

There shall be no solicitation by any person anywhere in the building without the authorization and approval of The Board of Directors' in advance.

11) **PARKING:**

The common elements shall include parking areas for automobiles of the Association for owners, approved tenants their guests, licensee and invitees. Commercial vehicles must have approval from the Management Office to park on the property. Commercial vehicles are subject to tow without an approval from the Management Office for parking within the community.

Emergency contact information sheets must be completed and maintained with current vehicle information and parking decal. Vehicles are subject to tow without a current parking decal and / or visitor decal. All vehicles must be maintained safe with valid registration and tag. No "derelict" or inoperable vehicles shall be allowed on property. Derelict vehicles, vehicles with no parking decals or with invalid, expired or missing tags parked in guest parking spaces will be towed. No mechanical work or oil changes are allowed on the property.

12) **HURRICANE PREPARATION:**

Each unit owner is responsible for the hurricane preparation of his or her unit during the storm season. All balconies/patios/and terraces must be free from furniture, plants, and storage containers. Storm Shutters are the only approved protection for units.

STANDARD: BEIGE ACCORDIAN STYLE SHUTTERS.

Plywood is not allowed. No one is allowed to penetrate the exterior wall of the Association buildings. Unit owners will be responsible for all cost of damages and legal fees should they or their tenant disobeys the rules and regulations of the Association. Generators, BBQ's and propane are not allowed within the buildings for any use. You may utilize the designated BBQ area by the playground. NO children are allowed in the BBQ area without parental guardianship.

13) **RULE CHANGES:**

The Board of Directors reserve the right to change or revoke existing rules and regulations and make such additional rules and regulations from time to time, as their opinion shall be necessary or desirable for the safety and protection of the buildings and their occupants to promote cleanliness and good order of the property, to assure the comfort and convenience of the unit owners.



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- 14) **RADIO/TELEVISION/SATELLITE DISH:**
It is required that all radios and televisions, etc. be kept moderately tuned at all times. There shall be no radios/television aerial or antenna installed by individual owners on the exterior of the building. A complete television antenna system is provided within each building and a cable system is also available by the area cable company. Satellite dish with tri-pod is acceptable with an ACC Form approval from The Board of Directors before installation of a satellite dish on a tripod. Radios, CD players, stereos and all other devices for sound are not allowed in the pool/spa deck areas without headphones.
- 15) **VERMIN:**
Notify the Management Office immediately upon appearance of any kind of vermin. (Sickly or dead animals/bees/snakes/dogs/cats/ etc.)
- 16) **SUB-LEASING:**
Is not allowed or permitted. In the event an owner wishes to lease his/her unit. Said unit owner agrees to notify the Management Office/ The Board of Directors and submit an application on behalf of a perspective tenant.
- 17) **BUILDING EMPLOYEES AND CONTRACTORS:**
No unit owner or member of his/her family, guests or tenant shall give orders or instructions to building employees or contractors, but rather shall express their desires to the Management Office for The Board of Directors consideration.
- 18) **CONDUCT:**
No person shall in a private dwelling or in the common areas of the condominium engage in loud or boisterous or other disorderly profane, indecent, immoral or unlawful.
- 19) **EXTERIOR APPEARANCE:**
To maintain a uniform and pleasing appearance to the exterior of the building, no projections shall be attached to the outside walls or to the buildings. This includes any type of umbrella. No screen enclosures or other appurtenance shall be added to any exterior doors, balconies, patios or terrace areas. No foil or similar paper shall be used to cover any windows in the condominium units. "Tape" residue visible from the exterior of each unit window must be removed. "Goo Gone" will remove the residue easily and effortlessly/ contact the Management Office for information. None of the above may be altered, except with the prior written approval of The Board of Directors.
- 20) **SWIMMING POOL DECK/ SPA DECK:**
Bathers are required to wear footwear and a cover over their bathing suits while within the building corridors. Owners and their guest using the pool/spa deck areas do so at their own risk. All children under the age of (18) eighteen years of age, must be accompanied by an adult guardian. No children of diaper age shall be permitted in the pool and spa. All guests must be registered with the Management Office and have an acceptable form of identification. No glass containers, alcohol, drugs, drug usage or cooking are allowed in the pool/spa deck areas. No rafts or flotation devices are allowed in the pool and spa. For clarification please read the posted pool rules.



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21) **TRASH:**

All refuse; waste, trash and garbage shall be securely wrapped and deposited at the designated dumpster of the unit owner building. Do not leave trash in front entrance doorways/units. Large bulk and debris items are not allowed for disposal on the property. You may utilize the county dump at 107th Avenue and SW 80th Street. If you need assistance contact the Management Office to discuss available options.

Hot water tanks and household remodeling debris are the responsibility of the unit owner/tenant. Do not dump any furniture or remodeling debris including hot water tanks, bathtubs, sinks, A/C units etc. on the property. violation fining will be strictly enforced 24 hours a day.

22) **RECREATIONAL FACILITIES:**

Unit owners, family, friends and guests shall abide by all the Rules and Regulations of the Association and Florida Law/ Statutes pertaining to the recreational facilities.

23) **PETS:**

Domestic Pets are allowed by original owners who purchased from the developer. Dogs are to be walked street side. No pets are permitted in the park. **No owner is to give any food to any wild animal around the property or in common areas.** Miami-Dade County Leash Law applies. Valid Registration and Shot vaccination records must be maintained current in the unit owner file(s). New owners and tenants are not allowed to have any pets of any kind.

24) **MOVE-IN AND MOVE-OUT:**

‘Move-in and Move-out’ must be scheduled with the Management Office or moving vehicles may be subject to tow. **Anyone who moves in without Board approval will be subjected to violation fines.** Designated hours to move-in or to move-out on the property are:

- Monday–Friday, between the hours of 9:00 a.m. and 6:00 p.m. No exceptions.
- Moving vehicles must maintain a “six feet” clearance from all entrance ways to the buildings.
- Elevator keys are available when the scheduled move-in and move-out date is confirmed with a key deposit by the Management Office.

25) **SPEED LIMIT:**

Speed limit within the community roadways is 5 miles per hour.

26) **MAINTENANCE PAYMENTS:**

Unit owner Maintenance payments will include the following collection procedures for late payments:

- 30-Day Friendly Reminder
- 10-Day Demand Letter
- 45-Day ATP –Authorization to Proceed to Lien (File will be sent to the attorney)



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Unit owners may pay their monthly maintenance by three methods:

- ACH- Automatic Debit via selected Checking or Savings Account.
- USPS-Lockbox Address
- Renovations Property Management 10855 NW 33rd St. Doral, FL 33172.

All checks/money order/cashier checks must be payable to:

The Terraces Condo Assoc.

27)

CHILDREN:

Are not allowed to loiter throughout the property. All children under the age of 18 years old must be accompanied by an Adult unit owner and/or and approved Adult renter. Absolutely no children/ teenagers under the age of 18 years old are allowed to wander throughout the buildings or community property/ parking areas including.



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VEHICLE (S) REGISTRATION FORM / REGISTRACION DE VEHICULO (S)
TWO STICKER PERMIT PER UNIT/DOS 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: _____

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).