

Requirements & Procedures for Sales

Application paperwork must **be signed, dated, completed in full** and submitted to the Sales / Lease Coordinator, along with the required checks.

Part of the application is a background check and must be completed at www.TenantEV.com by **anyone over 18 years old that will occupy the unit**. The results may take up to **15 working days**, however, for an **additional rush fee**, the time frame will be considerably less. Prior to approval (or immediately after closing), your Buildings' Manager will go over specific Rules & Regulations.

Certificates of Approval from the Association will be issued upon approval.

Please call your Building Manager to reserve the loading dock (refer to the Rules booklet for specific move-in information). SEMI-TRAILER TRUCKS ARE NOT PERMITTED.

SALE REQUIREMENTS:

(Sellers' Association maintenance and/or assessments, account must be current prior to submitting forms for approval).

CHECK LIST - forms (attached) and checks to be submitted by Buyer

- ☐ Copy of Sales Contract
- ☐ Application for Purchase Approval
- ☐ Receipt of Rules & Regulations booklet, and Question/Answer sheet
- ☐ Receipt-Remodeling/Construction Procedures (Permits)
- ☐ Move In/Out Renovation Acknowledgement and Deposit - \$1,000.00 (check payable to Grove Isle Condo. Assoc.). Will be returned to you if there is no damage.
- ☐ Voting Certificate
- ☐ Pet Acknowledgement Form
- ☐ Family Pet Registration Form (must be under 25 pounds) **See note for AA Dogs.**
- ☐ Recent photo of full-grown dog, vaccine's record and **letter from Veterinarian confirming dog's weight. If a dog is not fully grown, the letter must indicate weight at maturity.**
- ☐ Contact Information Sheet
- ☐ Application fee and additional "rush" is payable to TE online www.tenantev.com

Rev. 7/2025

NOTE: Grove Isle rules for Pets is 25 pounds and under, but if applicants have a service /emotional support dog, over 25 pounds, they will need to add **the service dog documents** to the application, along with the rest of the required paperwork. **More information on RR booklet page 23 (D).**

**GROVE ISLE CONDOMINIUM ASSOCIATION
ONE GROVE ISLE DRIVE
COCONUT GROVE, FL 33133
305-858-4186**

APT. # _____
BLDG. # _____

Application for Purchase

1. This application, an application for approval, and authorizations forms must be completed in detail by each proposed adult occupant, other than husband/wife or parent/dependent child (which is considered one applicant).
2. If any question is not answered or left blank, this application may be returned, not processed and not approved. The completed application must be submitted to the Sales/Lease Coordinator's office in Building Two at least 15 business days prior to the expected closing date. (see "REQUIREMENTS & PROCEDURES FOR LEASES/SALES/TRANSFERS")
3. Acceptance of the processing fee does not in any way constitute approval of this transaction.
4. No pets allowed in excess of 25 pounds at maturity. No more than one pet allowed. The only permissible pet is the usual domestic variety (dog, cat, bird, etc.)
5. Use of this apartment is for single family residence only.
6. No commercial vehicles, trucks, boats, trailers, motor homes, mobile homes, campers, recreational vehicles permitted to park on the premises.
7. The seller must provide the purchaser with a set of the Condominium Documents, or you may purchase it from the Association.
8. Resident vehicle decals (barcodes) will be issued, after approval, through your Security Director's office located in Building 2.
9. As per the Condominium Documents, parking is Valet only. Residents do not own their assigned parking spaces.
10. Moving of furniture and deliveries are NOT permitted on weekends or holidays. Hours for moving are from 9:00 a.m. to 4:00 p.m., Monday through Friday. **Semi-trailer trucks are NOT allowed on the premises.** Moves and deliveries must be scheduled through your Building Manager's office (SEE "REGULATIONS FOR MOVING").
11. Regulations for remodeling and outside contractors and requirements for sound insulation under hard floors/carpeting are outlined in the Rules & Regulations. Please review these carefully.

Application for Purchase (continued)

Date _____ Approximate Closing Date _____

Name of Realtor _____

=====

NAME of Prospective Purchaser (as Title will appear):

a. _____ b. _____

OTHER PERSONS who will occupy the apartment with you:

<u>Name</u>	<u>Age</u>	<u>Relationship / Occupation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever seasonally resided in Florida before? ____ If yes, please state address & dates of residency: _____

If retired please state company's name & address retired from and when retired: _____

Have you ever been convicted or pled guilty to a crime? ____ If yes, please state the date(s), charge(s) and disposition(s): _____

1. In making the foregoing application, I represent to the Board of Directors that the purpose for the purchase of an apartment at Grove Isle Condominium Association, Inc. is as follows:

Permanent Residence _____ Seasonal Residence _____ Other (explain) _____

2. I hereby agree for myself and on behalf of all persons who may use the apartment that I seek to purchase, that I will abide by all of the restrictions contained in the Bylaws, Rules & Regulations, Association Documents, and restrictions which are or may in the future be imposed by the **GROVE ISLE CONDOMINIUM ASSOCIATION**.

3. I have received a copy of all Association Documents: Yes ____ No ____
I have received a copy of the Rules & Regulations: Yes ____ No ____

4. I understand that I will be advised by the Board of Directors of either acceptance or denial of this application. Occupancy prior to Board of Directors approval is prohibited.

5. If this application is accepted, I will provide the Association with a copy of the Closing Statement or Warranty Deed immediately upon closing.
6. I understand that there is a restriction on pets and that my guests/visitors may NOT bring a pet onto Grove Isle Condominium Association, Inc. I understand that I may not have a pet that is in excess of 25 pounds at maturity.
7. I understand that the acceptance for purchase of an apartment at **GROVE ISLE CONDOMINIUM ASSOCIATION** is conditioned in part upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentations, falsification or omission of the information on these forms will result in the automatic disqualification of my application. Occupancy prior to Board of Directors approval is prohibited.
8. I understand that the Board of Directors of **GROVE ISLE CONDOMINIUM ASSOCIATION** may cause to be instituted an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors, Management and TENANT EVALUATION to make such investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors, Officers and Management of the **GROVE ISLE CONDOMINIUM ASSOCIATION** itself shall be held harmless from any action or claim by me in connection with the use of the information herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I am aware that the decision of the **GROVE ISLE CONDOMINIUM ASSOCIATION** will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

APPLICANT _____ APPLICANT _____

DATE _____ DATE _____



Rules & Regulations of the Condominium / Q & A Sheet

I herewith acknowledge receipt of the Condominium Rules & Regulations and will conduct my household and all therein accordingly.

I also acknowledge receipt of the Questions & Answers Sheet for Grove Isle Condominium Association.

Signature

Date



**GROVE
ISLE**

Condominium Association

Remodeling and Construction Procedures

I herewith acknowledge receipt of Grove Isle's Work Authorization Package and will abide by the requirements as set forth in Grove Isle Rules & Regulations, Section 9.L "Alterations and Improvements"

I will also abide by The City of Miami, Florida Building Code, specifically with reference to obtaining work permits related to remodeling, plumbing, electrical, etc.

Prior to any remodeling / construction:

I will provide copies of such permits to my Building Managers Office, including a copy of the "close out" of said permits.

Unit# _____ Bldg. # _____

Unit Owner Name

Unit Owner Signature

Date



Deposit – Move In / Move Out/ Renovations

When scheduling a move-in, move-out, delivery or renovation, a common area deposit will be required. **This check is returned to you if there are no damages to the common areas.**

Upon scheduling a Move In/Out or Renovation, kindly remit to your Building Manager's Office a check payable to Grove Isle Condominium Association, in the amount of \$1,000.00.

Please Note: New Residents must remit said check along with application forms.

A pre and post inspection of the Common areas will be conducted (freight elevator and the hallway leading up to your apartment).

Should the common areas sustain damage during the move-in/move-out or renovation project, the cost of repairs will be deducted from the deposit and the difference will be refunded.

If you have any questions or concerns, please contact your Building Managers office.

Unit# _____ Bldg. # _____

Resident Name

Resident Signature

CERTIFICATE OF APPOINTMENT OF VOTING MEMBER

To the Secretary of GROVE ISLE CONDOMINIUM ASSOCIATION, INC. ("Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record Owners of Unit (Apartment) No. _____ Building No. _____ have designated _____
(Name of Voting Member)

as their representative to cast all votes and to express all approvals that such Owners may be entitled to cast at all meetings of the membership and for all other purposes provided by the Association's governing documents.

The following examples illustrate the proper use of this Certificate:

- (I) If the Unit is owned by a corporation, trust or other entity such as a limited liability company, a Voting Certificate should be filed designating the individual entitled to vote for such entity. The certificate should be executed by the appropriate officer for a corporation or by the individual having the authority to sign for a non-corporate entity owner.
- (II) If the Unit is owned by one individual, No Voting Certificate required.
- (III) If the Unit is owned jointly by more than one person (other than a married couple), a Voting Certificate is required designating one of the joint owners of the Unit as the Voting Member.
- (IV) If the Unit is owned jointly by a married couple, they may but are not required to execute a Voting Certificate.

PRINT THE ONE INDIVIDUAL WHO HAS THE AUTHORITY TO VOTE FOR THE UNIT ABOVE.

This Certificate is made pursuant to the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED the _____ day of _____, 20____.

SIGNATURES FOR INDIVIDUAL OWNERS

Signature

Print Name:

Signature

Print Name:

Signature

Print Name:

Signature

Print Name:

SIGNATURES FOR CORPORATE OR OTHER ENTITY OWNERS

(Corporation, Trust, Limited Liability Company, Partnership, or other entity)

Name of Entity: _____

By: _____

Signature: _____

Print Name: _____

Title: _____



Acknowledgement of Pet Rules & Regulations

Grove Isle Condominium Association Rules and Regulations book (section 9. D.) reads in part the following:

Unit owners and renters are permitted only one (1) pet per unit.

Pets can weigh no more than 25 pounds at maturity.

Guests of residents shall not be permitted to bring pets (page 25, section 9.B. paragraph 3.)

For detailed information concerning pets, please refer to the above- mentioned R&R book, page 25-26.

I understand and will abide by the rules and regulations concerning pets, whether I presently own a pet, or if I acquire one in the future.

Unit# _____ Bldg. # _____

Resident Name

Resident Signature



**GROVE
ISLE**

Condominium Association

Pet Registration Form

Residents Name: _____

Unit #: _____ **Building #:** _____

Date of Registration: _____

Pet Name: _____ **Breed:** _____

Weight: _____
(Weight at Maturity – Attach Letter From Vet)

Date of last vaccination: _____

Vaccination Certificate #: _____
(Attach Copy of Certification)

Please attach photo of the pet to this registration



**GROVE
ISLE** Condominium Association

Contact Information

Please indicate below where correspondence related to Association matters (annual meetings, notices, etc) should be sent to:

Name: _____

C/o (if applicable): _____

Street Address: _____

City, State, Zip code: _____

Country (if applicable): _____

E-mail address: _____

Phone #: _____

GROVE ISLE CONDOMINIUM SCHEDULE OF MAINTENANCE

UNIT #	UNIT TYPE	2025 CURRENT MAINTENANCE FEES	2026 MAINTENANCE FEES WITH FULL RESERVES/SIRS
01	A	\$3,531.58	\$3,945.29
02	B	\$3,238.72	\$3,618.13
03	C	\$2,542.45	\$2,840.30
04	C	\$2,542.45	\$2,840.30
05	C	\$2,542.45	\$2,840.30
06	D	\$2,207.95	\$2,466.61
07	C	\$2,542.45	\$2,840.30
08	E	\$2,218.00	\$2,477.83
09	A	\$3,531.58	\$3,945.29
10	F	\$3,274.60	\$3,658.23
207	G	\$1,893.67	\$2,400.85
01/02	H	\$6,770.29	\$7,563.42
01/03	L	\$6,074.03	\$6,785.59
05/07	J	\$5,084.90	\$5,680.58
08/10	K	\$5,492.61	\$6,136.06



Cable & Internet Service

Attached please find a sample basic cable channel lineup and description of internet service, provided to Grove Isle residents by COMCAST XFINITY.

Please note the channel lineup is subject to change.

A portion of the condo owners' monthly maintenance fee provides for the basic channels, along with HBO channels for two TV sets and internet service, which includes one modem.

To activate service and for information on all other optional services, including additional channels and/or adding cable service to additional TV sets, please contact COMCAST XFINITY directly at:

1-800-XFINITY
1-800-934-6489

GROVE ISLE CONDOMINIUM ASSOCIATION

***Remodeling** - The following outlines the general submittal requirements for review and approval by The Association:

- 1) Submit to your Building Manager's office construction plans signed and sealed by a Florida Registered Professional Engineer. Plan shall clearly specify scope of work and details required for construction. All county pre-approved products with NOA numbers shall be identified and submitted with the plans, as well as city permits.
- 2) Back up structural calculations signed and sealed by the Florida Registered Professional Engineer. Calculations shall be clearly labeled to identify components for which they apply.
- 3) In general, the submittal package includes all that is required for attaining a city building permit.
- 4) Above mentioned must be submitted with a check in the amount of \$350.00, made payable to the Condominium Association's Engineer.

***Window / Sliding Glass Door Replacement** - The following outlines the specific submittal requirements of window and sliding glass door replacement projects for review and approval by The Association:

- 5) Submit to your Building Manager's Office window/sliding glass door replacement location plan signed and sealed by a Florida Registered Professional Engineer. The plan shall indicate windows/sliding glass doors being replaced and the design wind pressures for each window and sliding glass door utilizing wind pressures calculated within Zone 5, regardless of the actual location of the window/sliding glass doors.
- 6) A copy of the NOA's for the proposed replacement of window/sliding glass doors.
- 7) Back up wind pressure calculations signed and sealed by Florida Registered Professional Engineer.
- 8) In general, the submittal package includes all that is required for attaining a city building permit.
- 9) Above mentioned must be submitted with a check in the amount of \$350.00, made payable to the Condominium Association's Engineer.

NOTE: SHUTTERS ARE OPTIONAL IF INSTALLING HIGH IMPACT GLASS.

YOUR BUILDING MANAGER WILL CONTACT YOU ONCE PLANS HAVE BEEN APPROVED.

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

GROVE ISLE CONDOMINIUM ASSOCIATION, INC. ("Association")

As of January, 2025

Q: What are my voting rights in the Condominium Association?

A: The owners of units shall be entitled to cast one vote for each unit owned in accordance with the provisions of the Declaration of Condominium ("Declaration") and By-Laws of the Association. See Section 8.2 of Article 8 of the Declaration and Section 3.5 of Article 3 of the By-Laws.

Q: What restrictions exist in the Condominium documents on my right to use my unit?

A: The Declaration and existing rules and regulations contain a number of restrictions on the right to use and occupy your unit. These restrictions include, but are not limited to the following:

- a. Units may be used only for residential purposes.
- b. No animals or pets of any kind shall be kept in any unit, or on any part of the Condominium Property, except for one (1) usual and ordinary domestic pet weighing less than 25 pounds (owners only).
- c. Nothing shall be hung, displayed, installed, affixed or placed upon the exterior of the building nor may the exterior of the building be altered in any way that would affect the exterior appearance of the building without the prior consent of the Association.
- d. Unit owners or occupants shall not commit or permit any nuisance, nor any hazardous or illegal act, in his unit or on the common elements, or which will obstruct or interfere with the rights of other members by unreasonable noises or otherwise.

(See Section 12 of the Declaration and the Rules and Regulations of the Association for other restrictions which apply to the use and occupancy of units.)

Q: What restrictions exist in the Condominium documents on the leasing of my unit?

A: Leasing is permitted only with the consent of the Association. (See Section 13 of the Declaration as amended and the Rules and the Regulations relating to leasing restrictions.)

Q: How much are my assessments to the Condominium Association for my unit type and when are they due?

A: The monthly maintenance assessment and current special assessments for your unit type are set forth on Exhibit "A" attached hereto and are due on the first day of each month. Additional special assessments may be imposed from time to time by the Board of Directors as necessary.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: No.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: No.

Q: Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000.00? If so, identify each such case.

A: No.

Q: Is the Condominium created within a portion of a building or within a multiple parcel building?

A: No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.



GROVE ISLE Condominium Association

- PUD QUESTIONNAIRES
- ESTOPPEL REQUEST
- AUTOMATIC PAYMENT OF MONTHLY FEES**

For information on any of the above subject matters, please visit The FirstService Residential's website at:

www.fsresidential.com

**Once you have closed on the purchase of your condominium, you may register for automated payment of your monthly maintenance fees. Please go to www.clickpay.com "Pay Association Fees" to register and follow the instructions.

For information and updates on Grove Isle, please visit our website at:

GROVE ISLE CONDOMINIUM SCHEDULE OF MAINTENANCE

UNIT #	UNIT TYPE	2024 MAINTENANCE FEES	2025 MAINTENANCE FEES
01	A	\$3,451.57	\$3,531.58
02	B	\$3,165.34	\$3,238.72
03	C	\$2,484.85	\$2,542.45
04	C	\$2,484.85	\$2,542.45
05	C	\$2,484.85	\$2,542.45
06	D	\$2,157.93	\$2,207.95
07	C	\$2,484.85	\$2,542.45
08	E	\$2,167.75	\$2,218.00
09	A	\$3,451.57	\$3,531.58
10	F	\$3,200.42	\$3,274.60
207	G	\$2,100.40	\$2,149.09
01/02	H	\$6,616.90	\$6,770.29
01/03	L	\$5,936.41	\$6,074.03
05/07	J	\$4,969.70	\$5,084.90
08/10	K	\$5,368.17	\$5,492.61



**GROVE
ISLE** Condominium Association

Proof of Ownership

Upon closing kindly fax to this office proof of ownership (i.e., closing statement, warranty deed, etc.).

zmedina@groveislecondominium.com

bldg2mgr@groveislecondominium.com

We will need this information immediately after closing in order to issue maintenance coupons, update our records/computer and for any future accounting information.

If you have any questions, please call 305- 858-4186.