THE VILLAGE OF KINGS CREEK CONDOMINIUM

7711 CAMINO REAL
MIAMI, FL 33143-7101
305-279-3411
mireya@vkcmiami.com

APPLICATION FOR SALE/ PURCHASE APPROVAL

1. The Bylaws allow the Association twenty-one (21) days after receipt of the Notice, the "Non- Refundable transfer Fee" and all necessary information, to approve or disapprove an application for the proposed lease, even though we try to process as soon as administratively possible. The sooner you comply with the requisites, the sooner we will be able to approve you. Please make sure the Seller(s) signs the application where requested. **Incomplete applications WILL NOT be processed.**

OCCUPANCY PRIOR TO APPROVAL IS PROHIBITED

2. Please attach a copy of the executed Purchase Agreement to this application.

3. Each applicant over the age of 18 MUST submit an **ORIGINAL Police Report** along with the application.

4. Each applicant over the age of 18 MUST submit three (3) character reference letters:
(1) Reference from employer, (2) Reference from current landlord, (3) Reference from someone NOT related to you
If you do not have an employer, you may have a second letter from another person not related to you. If you own your home, please bring a Warranty Deed and a letter from a third person not related.

5. Please attach a **NON-REFUNDABLE PROCESSING FEE** of $150.00 per applicant or married couple (with proof of marriage) made payable to The Village of Kings Creek Condominium Association, Inc. along with a $15 fee for each ID Card and for owners who will live in the unit there is also a $25 refundable deposit for each parking decal and a $5.00 fee for each laundry card. The VKC estoppel (closing packet) has a fee of $250.00 payable by the Seller or Title Company. Each additional estoppel or questionnaire received at the Management Office will have a separate charge of $250.00 each.

*****PAYMENTS CAN ONLY BE MADE IN CASHIER'S CHECK OR MONEY ORDER*****

6. All applicants must take a TEST on the Rules and Regulations and must meet with the Property Manager **PRIOR** to final approval. The Test is mandatory for all persons over the age of eighteen (18) who will own and/or reside in the unit. The Test may be taken between the hours of 8:00am and 2:00pm Monday through Friday at the Management Office located at 7711 Camino Real Miami, FL 33143. Enquire about testing on Saturdays. **The application along with the proper executed Sale Contract, marriage license and birth certificate (if applicable), plus the registration and estoppel fees must have been rendered to the Management Office prior to taking the Test**.

7. Use of this unit is for single-family residence ONLY. No persons other than those represented herein may occupy the unit on a permanent basis. NO SUBLEASING IS ALLOWED.

8. **Occupancy per unit is**: **One Bedroom: 2 persons** **Two Bedrooms: 4 persons**
Attention: Infants are considered a person

9. **Occupancy and approval will not be granted until all assessments are current and the Unit has passed the inspection required by the Association**

10. PLEASE MAKE SPECIAL NOTE OF THE FOLLOWING REGULATIONS:
    - **A. NO DOGS ARE ALLOWED**
    - B. **NO OVERNIGHT PARKING OF COMMERCIAL VEHICLES** (including but not limited to cargo vans, pick-up trucks with a tool box, boats, trailers, motor homes, mobile homes, campers, or recreational vehicles allowed in the property). This rule applies to all residents and their guests.
    - **C. ONLY one vehicle per registered and approved resident is allowed.**
    - **D. VEHICLES WITH DAMAGES, INCLUDING PAINT OR BODY ARE NOT ALLOWED. VEHICLES WITH NOISY MUFFLERS OR EXCESSIVE ODOR EMISSIONS ARE NOT ALLOWED. PLEASE BRING YOUR VEHICLE FOR INSPECTION PRIOR TO SUBMITTING APPLICATIONS OR PAYMENTS.PARKING DECALS MUST BE RETURNED BEFORE A NEW ONE MAY BE ISSUED.**
    - E. **WARRANTY DEED AND CLOSING STATEMENT MUST BE PRESENTED PRIOR TO RECEVING MOVE APPROVAL.**
    - F. **$100 DEPOSIT must be left in file with Management Office at all times. Owners will forfeit the deposit if there are violations of the Rules and Regulations or if they fail to adhere to the same or if there are any damages to the property at any time. AND $100 for Move-In.**

Unit Number: _____ Date: _____ Signature: _____
Print: _____