
COUNTRY ISLES EXECUTIVE HOMES MAINTENANCE ASSOCIATION

c/o Miami Management, Inc.

1145 Sawgrass Corp. Parkway, Sunrise, Florida 33323

SCREENING APPLICATION PACKAGE

Thank you for your interest in our community. We look forward to assisting you in the process of your application. The items listed below are required to be submitted along with this application. . If the application is not complete, the process will be delayed. **Please allow 30 business days for the screening process.**

If you have any questions or require additional assistance, please do not hesitate to reach the screening department via email Screenings@miamimanagement.com.

Items that must be submitted:

This Application must be completed in detail by the proposed buyer and/or tenant.

Include a copy of the lease agreement or sales contract. No lease shall be for less than one (1) calendar year. Lease Renewals will need the approval of the Association.

A copy of tag registration for all permanent vehicles.

Copy of valid photo identification and Social Security Card for each occupant residing in the unit that is 18 years or older.

Proof of income i.e. Pay stub, copy of last year's W-2 and/or bank statement if direct deposit is received for each applicant.

If self-employed, retired or disabled, proof of income is required, i.e. copy of last year's 1099 or 1040, letter from Social Security Administration and/or bank statement for each applicant.

Proof of employment letter from employer stating length of employment for each adult over the age of 18 who is employed and will be residing in the unit.

A \$150.00(NON-REFUNDABLE) screening fee per applicant/per adult over 18 years. \$150.00 per married couples with proof of marriage.

A \$150.00(NON-REFUNDABLE) processing fee to Miami Management, Inc.

If Renting, a Security Deposit from the Unit Owner is required, in the amount of \$1,000.00. Credit card payments can be made by contacting the screening department via email screenings@miamimanagement.com. Security Deposit will be refunded, 30 days after termination of lease.

The completed application MUST be submitted to the Association at least 30 working days prior to the desired date of occupancy. Please do not call the management company to rush or for repeated status updates.

All maintenance assessment dues to the Association must be paid in full prior to application process.

- Occupancy prior to final approval is prohibited. Any owner who moves a tenant into a home/lot without the Associations approval will be subject to an immediate legal action, which can result in eviction.
- No lessee shall sublet or assign his interest in an apartment unit.
- **Rentals- Pet registration must be filled out**
- If there are any questions not answered, or left blank, this application will be returned to you unprocessed.
- If you are purchasing in this community and there is a special assessment, the special assessment is to be paid in full at closing.

Country Isles Executive Homes Maintenance Association, Inc.

Application for Sale Approval & Lease

1. The proposed buyer must complete, in detail, this application. Items left blank may cause the application to be returned before processing. Please return to:
Miami Management Inc. 1145 Sawgrass Corp Pkwy, Sunrise FL 33323
C/o Country Isles Executive Homes Maintenance
Association, Inc.
2. Please attach a **copy of the Sale agreement or Lease agreement.**
3. Please attach a non-refundable processing fee of \$150.00 payable to Country Isles Executive Homes Maintenance **Association, Inc.** and sign the authorization for our office to run the background checks.
4. Homeowners must supply buyers with a copy of the Association Documents for Country Isles Executive Homes Maintenance, Inc. **Proof of this must be sent in with this application.**
5. Please note, that in accordance with State Law, all vehicles must have a valid license plate (current) have valid insurance coverage and be in working order. Country Isles Executive Homes does not allow commercial vehicles or pickup trucks with commercial lettering to be parked on the property after dusk and as such may tow such vehicles at the owner's expense. Country Isles Executive Homes does not allow overnight on the street parking of vehicles on its roadways. Such violation will result in the towing of the vehicle at the owner's expense, or a fine of \$150.00 up to \$1,000 per violation will be assessed against the homeowner
6. **Country Isles Executive Homes Oaks 1 & Oaks 2 require a credit score of 700 or above.**
7. Units are to be used for **single-family residential purposes only.** Please be advised that only two (2) adults per bedroom are allowed to occupy a home.
8. Copies of required documentation, such as the contract for purchase driver's license, Passport/Visa/Permanent Resident card, etc., or any other required documentation must be legible. **If not legible, the application will be returned.**
9. **Applications are processed in the order that they are received.** Requests to "expedite" or "rush" an application are not fair to previous applicants and will not be considered. Most associations have a 30-day requirement to process and approve an application. Contracts for Sale should reflect a closing date that is on or after the required processing time. **Applicants are not permitted to move in prior to association approval.**
10. Legally married couples are considered as "one application". **If a married couple has different last names, a copy of your marriage certificate is required.**
11. **All other occupants, 18 years of age or older, must be screened and must submit an application and fee,** even if they are family members of the purchaser.
12. This completed application, consisting of a total of four (4) pages, appropriate check(s) and attached driver's license(s) shall be submitted, in whole, to the association manager's office no later than 30 days prior to the desired date of occupancy.



EXECUTIVE RESEARCH, INC.

Resident Screening Services

DOCUMENTS REQUIRED CHECKLIST

Thank You for choosing our company as your screening service. Executive Research, Inc. will verify the information that the applicant provides on the application. To facilitate the processing of the application, the following information is required:

- ☐ Correct Name, Address (including zip code) and birth date
- ☐ Copy of social security and drivers license or passport (if applicable)
- ☐ Daytime phone number for both current and previous landlord
- ☐ Daytime phone number for both current and previous employer
- ☐ Proof of employment (Letter from employer, pay stub, copy of recent W-2)
- ☐ If self-employed, retired or disabled, proof of income is required (Copy of recent 1099 or 1040, letter from Social Security Administration and/or bank statement)
- ☐ Personal Reference letters from at least 3 references (Not including family members)
- ☐ Copy of recent bank statement with correct name and address of applicant
- ☐ Daytime phone number where applicant can be reached

ALL COPIES PROVIDED MUST BE LEGIBLE

If any of this information is not provided when application is submitted, it can cause a delay in the processing of the application.