DOUGLAS *Grand*
Condominium Association, Inc.

50 MENORES AVENUE CORAL GABLES, FFFL 33134

OFFICE (305) 441-6664 FAX (305) 441-1128

Management@douglasgrand.com

Application for Occupancy

NOTE: *Please print legibly or type all information. Please complete all questions & fill in the blanks.*

PURCHASE _____ or RENT_____ (Term of Lease: _____) Date: _____

(*Please indicate one*)

Address _____ and Unit No. _____

(To be Purchased or Rented)

	APPLICANT	**CO-APPLICANT**
Full Name (Last, First, MI)	_____	_____
Social Security Number	_____	_____
Date of Birth	_____	_____
Driver's License # (State)	_____	_____

***APPLICANT INFORMATION ***

PRESENT ADDRESS

Street _____Apt. # _____
City _____ State _____ Zip _____
Phone (Home) _____ Phone (Work) _____
Cell: _____ **E-Mail** _____
Rent _____ Own_____ From _____ To _____

If rent, provide current landlord information (Company name, address and phone No.)

_____

Former landlord information (Company name, address and phone number)

_____

CURRENT EMPLOYER

Company name _____
Type of business _____ Annual Income _____
Position/Occupation _____ Start date _____
Street address _____City _____
State _____ Zip _____ Telephone _____
Name of supervisor _____ Telephone _____

CO-APPLICANT INFORMATION

PRESENT ADDRESS

Street _____ Apt. # _____
City _____ State _____ Zip _____
Phone (Home) _____ Phone (Work) _____
Cell: _____ **E-mail** _____
Rent _____ Own _____ From _____ To _____
If rent, list current landlord information (Company name, address, and phone No.)

_____

Former landlord information (Company name, address and phone number)

_____

CURRENT EMPLOYER

Company name _____
Type of business _____ Annual Income _____
Position/Occupation _____ Start Date _____
Street address _____ City _____
State _____ Zip _____ Telephone _____
Name of supervisor _____ Telephone _____

OTHERS TO RESIDE IN UNIT

Full Legal Name	Relationship to Applicant(s)	D/O/B
_____	_____	_____
_____	_____	_____
_____	_____	_____

VEHICLES

Automobile # 1: Make _____ Model: _____
Color: _____ Tag #: _____ Year _____ State _____

Automobile # 2: Make _____ Model: _____
Color: _____ Tag #: _____ Year _____ State _____

Note: The Association requires that all vehicle information is kept current. It is the responsibility of the Owner & Resident to provide updated vehicle information to the Management Office in the event that this information may change.

REAL ESTATE AGENT CONTACT INFORMATION

Buyer(s) /Renter Agents Name: _____
Company: _____
Office No. _____ Other No. _____ Other No. _____

EMERGENCY CONTACTS (someone not residing with you and that may have a key to the unit)

Name _____ Phone 1 _____ Phone 2 _____
Relationship _____
Name _____ Phone 1 _____ Phone 2 _____

Relationship _____

PETS

Initial below **ONLY** if applicant/s does/do not have pets.

APPLICANT INITIALS: _____ CO-APPLICANT INITIALS: _____

If Applicant has pet/s, please complete section below. A picture of each pet must be attached and submitted with this application prior to processing.

Type of Pet (dog, cat) _____ Breed_____ Weight/Size_____

Name_____ Sex ____Male ____ Female License/Tag #_____

Type of Pet (dog, cat) _____ Breed_____ Weight/Size_____

Name_____ Sex ____Male ____Female License/Tag #_____

Note: A veterinarian's certificate is required stating the age, breed and weight of your pet(s). Should your pet(s) be very young, (example: kitten, puppy) the veterinarian's certificate must confirm the expected weight of your pet when fully grown. There is an annual fee of $100.00.

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GENERAL CONDITIONS, INFORMATION & REQUIREMENTS

1.) The application and any other additional forms as may be required for occupancy approval, MUST BE completed in its entirety and in full detail by the occupants. Please do not submit incomplete application/s, as it will be returned unprocessed.

2.) All Buyer(s) and Tenant(s) MUST BE screened and approved by the Association and the Addendum to Lease Agreement must be signed by both Owner(s) and /Tenant(s) prior to closing or being rented. This process takes a minimum of two (2 weeks).

3.) A certified check or money order (NO CASH) made payable to: Douglas Grand Condominium Association, Inc. for $100.00 per applicant, must accompany the completed application. This fee is non-refundable - regardless of approval by the Association.

4.) Acceptance of the application fee does not in any way constitute approval of the application and/or applicant.

5.) Approval by the Association shall be communicated only in the form of an Approval Certificate that must be signed by both the New Owner(s) and/or Tenant/s and the Property Managing Company on behalf of the Association to be considered a valid approval. Verbal approval shall not in any way constitute approval by the Association.

GENERAL CONDITIONS, INFORMATION & REQUIREMENTS (continued…)

1.) Use of the unit is for single-family residence ONLY.

2.) Renting of units shall not be for a term less than twelve **(12**) months.

3.) Units have assigned parking spaces.

4.) Applicant/s understand that Douglas Grand Condominium is a secure building that requires that all visitors, vendors etc. that do not reside in the building must register at the concierge/front desk at the main entrance of the building at all times while visiting building. Applicant/s agree to abide by, support and enforce this procedure at all times while residing at Douglas Grand.

5.) Any Owner or Tenant who does not have pets on the date that the original application is submitted but that acquires a pet or pets at a later date must submit a Pet Registration Form and must provide a Veterinarians Certificate as outlined for the Associations approval. This form

may be obtained by requesting from Management Office at management@douglasgrand.com. All Rules and Regulations pertaining to pets as outlined in the condominium documents must be adhered to. Any Owner or Resident that does not comply with the Association's Pet Requirement will be subject to Violations, Fines, etc. as prescribed in the condominium documents and Rules & Regs.

SELLER / LANDLORD OBLIGATIONS and RESPONSIBILITIES:

1.) Providing the Buyer(s) / Renter(s) (as applicable) the following: Governing Documents, Rules & Regulations, Current Budget, Financial Statements, and Keys to Unit, Mailbox.

BUYER OBLIGATIONS and RESPONSIBILITIES:

1.) The Buyer(s) MUST and is/are SOLELY responsible for providing the Association the following documents after closing. Failure to submit the below-mentioned documents shall result in the Association not providing, mailing or informing you of meetings, memos, financial documents and assessment coupons.

o Closing Statement OR Warranty Deed

2.) Obtaining from Seller(s) the following: Governing Documents, Rules & Regulations, Current Budget, Financial Statements, and Keys to Unit, Mailbox.

In the event the Seller(s) do not provide the above-mentioned items to the Buyer(s), the Buyer(s) may purchase them from the Association.

IF YOU HAVE ANY OTHER IMPORTANT INFORMATION YOU WANT TO HAVE ON FILE, PLEASE ATTACH IT TO THIS APPLICATION. THANK YOU FOR YOUR COOPERATION.

PLEASE INCLUDE THE FOLLOWING WHEN SUBMITTING THE APPLICATION:

• COPY OF DRIVER'S LICENSE OR OTHER FEDERALLY ISSUED PHOTO I.D.

• COPY OF LEASE AGREEMENT or PURCHASE CONTRACT

• APPLICATION FEE ($100.00 per person by Certified Check or Money Order NO PERSONAL CHECKS OR CASH).

The undersigned Applicant(s) represent(s) and certify that all facts contained in my/our application are true and correct. I/we hereby authorize Douglas Grand Condominium Association, Inc. LLC, Managing Agent to make any investigation to confirm the contents contained in this application. I/we understand that this investigation may include, but not necessarily be limited to: credit report and a criminal background check, I/we consent to these investigations and authorize and direct any employer (past or present), credit reporting agency, property management co, and law enforcement agency to release to Douglas Grand Condominium Association, Inc. without any liability therefore, any information contained in their records concerning the undersigned Applicant(s). I/we further agree that the information contained in this application may be used in such investigation(s) and Douglas Grand Condominium Association, Inc. shall be held harmless from any action or claim by me/us in connection with the use of the information contained herein or any investigation conducted by Douglas Grand Condominium Association, Inc

IF RENTAL: I/We hereby authorize Douglas Grand Condominium Association, Inc. to provide a copy of all criminal background check, credit check, and previous tenancy reports to my prospective landlord _____, owner of unit No. .

APPLICATION FEE — Applicant(s) have submitted the sum of $_____ which is non-refundable for the processing charge and criminal back ground check, receipt of which is acknowledged by the Association. Such sum is not a deposit. In the event this application is approved or disapproved, this sum will be retained by the Association to cover the cost of processing the application for applicant(s). This application must be signed before the Association may process it.

RULES & REGULATIONS – I have received and read the Rules and Regulations of Douglas Grand Condominium Association, Inc. that were presented to me/us with this application and understand that I/we am/are to abide by such Rules & Regulations while I/we am/are residing at Douglas Grand and further understand that: 1) The Rules & Regulations also apply to our visitors while on the premises/property 2) I/we also understand that violation of any of the Rules & Regulations may be subject to fines to unit owners and ultimately eviction to Tenants by the Association, when it is warranted.

Agreed to and submitted for processing on the date below by:

_____ _____

SIGNATURE OF APPLICANT DATE

_____

PRINT NAME

_____ _____

CO-APPLICANT DATE

_____

PRINT NAME

Addendum to Lease Agreement

In addition to the terms and conditions outlined on the Lease Agreement executed on _____, 2025 and concerning the Lease term from: _____, 2025 to _____, 2026

_____, hereafter referred to as "Owner" and who is the owner of Unit # _____ located at Douglas Grand Condominium, 50 Menores

Avenue, Coral Gables, Florida 33134 and _____, hereafter referred to as "Tenant" further agree to the following terms and conditions for the term of the initial lease and any renewal thereafter:

> If at any time "Owner" becomes past due or delinquent with the payment of any Assessment as required by the monthly maintenance fees and/or any special assessment levied by the Association, "Owner" grants the Association the right to collect such past due or delinquent Assessments from the rent due as indicated in the preceding Lease Agreement as provided and executed by the Owner and Tenant. If and when "Owner" is identified as past due or delinquent, the Association will forward notification to the Tenant demanding payment of such assessments from the rent due to the Owner. A copy of such demand or notice will be forwarded to Owner by way of US Mail or by the last known form of contact as authorized by the Owner. Furthermore, if payment is not received from Tenant upon demand of payment by Association and within the time specified for the fees as outlined above, then both Owner and Tenant agree that Association shall have the authority to execute right to evict tenant and tenant shall comply.

Signature of Owner and Tenant below acknowledges receipt of this addendum and signifies agreement to the terms as outlined above.

Owner: _____ Date: _____

Print Name: _____

Tenant: _____ Date: _____

Print Name: _____

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Receipt acknowledged by Association:

Date: _____ By: _____

ON BEHALF OF THE BOARD OF DIRECTORS OF DOUGLAS GRAND CONDOMINIUM ASSOCIATION, INC

Print Name:

Parcel Receipt Authorization

Name Owner(s) /Resident(s):

_____

Unit: _____

The Undersigned, the Owner(s)/Resident(s) of unit listed above (the "Unit") of Douglas Grand Condominium hereby authorizes the Douglas Grand Condominium Association. Inc (the "Association") representatives, servants or agents to accept, receive and sign for any parcel/s, deliveries, or mail addressed to the Unit, without imposing any liability thereon for the condition or substance of any such parcels so received.

Understanding that this Authorization is solely for the benefit of the undersigned, we herby release the Association, its employees, representatives, servants and agents, from any liability arising from this authorization, including without limitation, liability arising from the misplacement of parcels, and/or the negligence of the Association, its employees, servants or agents in such regard.

Executed this _____day of, _____, 20 _____

Owner(s) Resident(s) Signature:

_____

_____

Print Owner(s)/Tenant(s) Name

_____

_____

No Parcel may be left at the Front Desk/Concierge or Management Office over 48 Hours. If left over 48 hours, your parcel will be returned to sender!

Douglas Grand Condominium Association, Inc.

Unit #_____ Date of Request: _____, _____, 20_____

Move-In/Move-Out and Delivery Policy

Circle one: Move-In Move-out

All Move-Ins, Move-Outs and deliveries must be scheduled with the Front Desk/Concierge. Please contact the Front Desk/Concierge at 305-441-6664 or via email at management@douglasgrand.com for scheduling.

Notice for Move-Ins and Move-Outs must give at least five (5) days prior to the required date in order to properly schedule a reservation to use the service elevator.

Any other deliveries must be scheduled not less than 24 hours in advance. Elevator protective panels must be installed prior to moving or deliveries.

Deliveries, including Move-Ins and Move-Outs can only be made from Monday thru Friday between the hours of 9:00 a.m. and 4:45 pm. Move-Ins or Move-Outs during weekends or holidays are NOT permitted.

A Five Hundred Dollars ($500.00) Security Deposit in the form of a Cashier' payable to Douglas Grand Condominium Association, Inc. is required prior to the scheduling of any Move-In or Move-Out, such deposit will be applied to cover the expense of repair of any damages caused to the Association property during the move. If any damage occurs, the Association, its management or agents, in their sole discretion will determine the amount of any deduction required from the Security Deposit is necessary to cover the expense of repair. If the expense of repair exceeds the amount of the deposit, the Association will retain the deposit. Any amount owed over the amount of the Security Deposit will be charged to the Unit Owner's Assessment Account. If no damages shall occur, the Security Deposit will be returned/refunded within 5 days after the move has been completed and the conclusion of 'no-damages' has been determined.

All pallets, boxes and packing materials (bubble wrap, foam, shrink wrap, etc.) must be removed by delivery personnel at the time of the move. However, this remains the responsibility of the Unit Owner. The Association will impose a charge of $200.00 to the Unit Owner should the Association need to remove any moving materials, supplies, abandoned furniture, etc.

Moving vehicles are permitted to park in designated areas only and must not park anywhere on the Main Entrance Level, or block the garage entrances or exits or obstruct any parking areas.

Any assembly work must be performed inside the Unit or off-premises. The balconies are not available as a work area for delivery persons.

Boxes may be disposed of and must be broken down and brought down to the dumpster room located in the garage level/trash room level. Disposal of packing materials is not permitted by use of the trash-chute located on each residential floor. Please contact the Front Desk/Concierge @ 305-441-6664 should you need any directions concerning disposal of boxes or packing material.

Douglas Grand Condominium Association, Inc.

Unit #_____ Date of Request: _____, _____, 20_____

Circle one: Move-In Move-out

Move-in/Move-Out Date: _____, _____, 20_____ Time: _____ AM PM

Note: All approved residents must be listed on form and must agree to abide by all procedures. Initial/s and signature/s below constitutes resident/s full agreement to follow all procedures as outlined. The Association shall inspect for any damages at the conclusion of the move-in/move-out. Cost of repairing, cleaning, etc. required shall be notified to resident in writing and shall be deducted from deposit check.

Resident Name: _____

Resident Name: _____

Move In/ Move Out Procedures

6 _____ A Certified Check or Money Order in the amount of $500.00 made payable to **Douglas Grand Condominium must be collected prior to any move in or move outs.** Check will be held until the Association inspects the premises for any damages. Can take up to (5) Business Days to return the deposit.

7 _____ Moving boxes and/or any debris shall **NOT** be disposed via the buildings trash chute. Boxes shall be flattened and brought to the garbage bins on the ground floor. If boxes are disposed of via the trash chute the Association may bill the responsible resident/s for any charges the association incurs to remove boxes from trash chute and/or repair trash chute should this be necessary.

8 _____ **Resident/s must place protective floor/carpet covering to protect elevator and hallway floors prior to moving in/out of building. In the event resident hires a moving company, resident shall require company to follow same procedure.**

9 _____ Driver's license must be presented to Association Office so that elevator key may be provided.. Driver's license will be held until elevator key is returned to the Association office.

10 _____ Move In's/ Move Out's shall only be approved from Monday – Friday 9:00AM – 5:00PM.

I/We agree to the terms and conditions as outlined.

Signature_____ Print Name _____ Date _____

Signature_____ Print Name _____ Date _____