

ISLAND PLACE AT NORTH BAY VILLAGE CONDO

1455 N Treasure Drive, North Bay Village, FL 33141

Phone: 305-397-8329

PLEASE READ ALL INSTRUCTIONS BELOW CAREFULLY

ALL FEES ARE NON-REFUNDABLE

Method of payments:

Company Checks or Money Orders ONLY. No personal checks, No credit cards.

Cashier Checks/Money Orders \$150.00 Regular Fee (15-20 business days / 15-20 dias laborales) **NO RUSH SERVICE AVAILABLE** no exceptions. **PLEASE NOTE THE FOLLOWING BEFORE MAILING/DROPPING OFF YOUR APPLICATION**

1. Fees are per applicant, unless married. If last names are different, copy of marriage certificate **MUST BE PROVIDED AND ATTACHED.**
2. Cashier Check or Money Order **ONLY FOR: Common Area Security Deposit.** Equivalent to One Month's Rent or \$1,000.00 whichever is less.
3. A copy of the lease/sale contract must be attached. Please note only the names on the contract will appear on the actual approval if granted. If a different name (ie Corporation) must be on certificate of approval corporation documents copies are required. **NOTE COPIES WILL NOT BE MADE BY OUR OFFICE.**
4. Screening Addendum and Acknowledgement of Rules and Regulations must be filled out **completely** and attached.
5. Application **MUST BE COMPLETELY** filled out and signed, please put N/A if there is no information to provide in that area and a social security must be on the application for screening purposes. **IF applicant does not have a valid social security then a copy of the passport is required. NO FAXES ARE ALLOWED; ORIGINAL SIGNATURES ONLY.NO EXCEPTIONS**
6. Application **MUST BE submitted to the association not less than thirty (30) business days before the moving date or closing date.** **No exceptions.** If application is **NOT** turned into the association office (30) business days before moving date or closing date, applicant is not allowed to move in.
7. Should a potential occupant move in without prior written approval, the Association will impose a \$200.00 FINE per day up to a thousand dollars (\$1,000.00) maximum to your account without any previous notice.

Occupancy prior to approval of the Association is PROHIBITED.

Lease is subject to renewal at the end of the lease term

It is the owner's responsibility to make sure current/updated/renewal of lease is on file prior to expiration OF CURRENT CONTRACT/LEASE to avoid possible eviction and/or deactivation of all FOBs at owners expense of any and all unapproved tenants residing on property.

OCCUPANCY REGULATIONS No more than 2 occupants per room as mandated by the Fire Department.

Applications along with the above requested information must be **HAND DELIVERED** to:

Island Place at North Bay Village Condominium Association, Inc.

1455 N. Treasure Drive North Bay Village, Florida 33141

NO FAXES ARE ALLOWED; ORIGINAL SIGNATURES ONLY.

- **If there are any questions NOT answered or left blank on the application, the application will be returned and NOT processed. Please make sure to review your application prior to turning It into the association to avoid any delays.**

NOTE: Prospective buyers and/or tenants will NOT be approved if the sellers and/or landlords are delinquent on their maintenance fees account and/or have any pending violation.

Applicant(s) Contact Information to schedule interview:

Day Number: _____ Evening Number: _____

Please DO NOT CONTACT/CALL the management office to RUSH the process as this will only delay the application; Management will contact you when the application has been approved to schedule an interview with the Association.

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APPLICATION CHECKLIST FOR APPLICANT TO FOLLOW

(Please return this form with application)

Association: ISLAND PLACE AT NORTH BAY VILLAGE CONDOMINIUM ASSOCIATION

Property Address: _____

Owners Name: _____

Applicant(s) Name: _____

All of the items below are required prior to processing of application.

_____ Screening Fee - \$150.00

_____ Elevator Deposit - \$500.00 - (Check or Money Order) made payable to ISLAND PLACE AT NORTH BAY VILLAGE CONDOMINIUM ASSOCIATION (Refundable at end of lease term or upon move out)

_____ Security Deposit – Equivalent to One Month's rent or \$1000.00 whichever is less (Check or Money Order) common area security deposit made payable to ISLAND PLACE AT NORTH BAY VILLAGE CONDOMINIUM ASSOCIATION

_____ Pet Deposit - \$500.00 (Check or Money Order) ISLAND PLACE AT NORTH BAY VILLAGE CONDOMINIUM ASSOCIATION

_____ Pet Fee - \$500.00 non-refundable (Check or Money Order) ISLAND PLACE AT NORTH BAY VILLAGE CONDOMINIUM ASSOCIATION

_____ Complete Application. (One application and fee per married couple or one application and fee for each applicant)

_____ Present & Former information complete

_____ Social Security Number (if applicant does not have SS copy of passport will be needed)

_____ Date of Birth

_____ Copy of Driver's License or Passport

_____ Proof of Vehicle(s) Insurance

_____ Copy of Vehicle(s) registrations for all registered drivers.

_____ One (1) Personal Character and One (1) Employer Reference Letter.

_____ Copy of Rental Contract or Sales Contract.

APPLICATION FOR OCCUPANCY
This Application Must Be Completed in Full by Prospective Tenant

Name: _____

Spouse: _____

Present Address: _____

Phone: _____ (Home) _____ (Work)

Date of Birth: _____ Spouse DOB: _____

Social Security #: _____ Spouse SSN: _____

Number of Children: _____ Ages: _____ Pets: _____

Total Number of People to occupy Premises: _____ Adults: _____ Children: _____

In case of Emergency Notify: _____

Emergency Contact Number: _____

Vehicle Make & Model: _____ Tag#: _____

Vehicle #2 Make & Model: _____ Tag #: _____

Bank Reference: _____

(Name of bank and location)

Bank Telephone #: _____ Acct#: _____

Applicants Employer: _____

Employer Address: _____

Position: _____ Date of Employment: _____

Employers Telephone: _____ Contact Name: _____

Co-Applicants Employer: _____

Employer Address: _____

Position: _____ Date of Employment: _____

Employers Telephone: _____ Contact Name: _____

Approval is hereby granted to the association or its agent, to investigate all information supplied on this application, and full disclosure of pertinent facts may be made to the association. The association is also authorized to obtain a credit rating through a credit reporting agency if required.

Signed: _____ Signed: _____

Applicant Name: _____ Applicant Name: _____

**Association Name: ISLAND PLACE AT NORTH BAY VILLAGE CONDOMINIUM ASSOCIATION
INC. ISLAND PLACE AT NORTH BAY VILLAGE CONDO
Condominium Association, Inc.**

Rules and Regulations Receiver Form

I/We _____

Of Unit Number _____ AT Island Place at North Bay Village Condominium Association, Inc.
on _____, 202_____ at _____ am/pm

**HAVE READ THE RULES AND REGULATIONS AND FULLY UNDERSTAND EACH OF THE RULES.
I/WE WILL ABIDE BY THEM SO LONG AS I RESIDE AT:**

**Building: ISLAND PLACE AT NORTH BAY VILLAGE CONDO
1455 North Treasure Drive Unit _____, North Bay Village Florida 33141**

**WE/I FURTHER UNDERSTAND THAT A VIOLATION OF THE RULES AND REGULATIONS COULD
RESULT IN A LETTER AND/OR FINE AS DETERMINED BY THE BOARD OF DIRECTORS AND THE
ASSOCIATION RULES AND REGULATIONS.**

Signed this _____ day of _____ 20()

Tenant: _____
(Signature)

Print Name: _____

Tenant: _____
(Signature)

Print Name: _____

**PLEASE NOTE YOU ARE APPLYING TO RESIDEN IN A CONDOMINIUM NOT A RENTAL COMMUNITY.
FOR YOUR**

ISLAND PLACE AT NORTH BAY VILLAGE CONDO
Condominium Association, Inc.

VEHICLE REGISTRATION
(ONLY ONE ASSIGNED SPACE PER UNIT)

Name: _____

Address: _____

Phone#: _____ Year Round Resident? Yes _____ No _____

*** If you checked NO above, please answer the following questions for our knowledge when you are away***

Street #: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Owner: _____ Renter: _____

Number of Vehicles: _____

VEHICLE #1

Make: _____ Year: _____ Model: _____

Color: _____ Tag #: _____ Exp. Date: _____

License#: _____ State: _____

Vehicle Registered to: _____

Address Vehicle is registered at: _____

City: _____ State: _____ Zip: _____

VEHICLE #2

Make: _____ Year: _____ Model: _____

Color: _____ Tag #: _____ Exp. Date: _____

License#: _____ State: _____

Vehicle Registered to: _____

Address Vehicle is registered at: _____

City: _____ State: _____ Zip: _____

Signature of Applicant(s):

Signature

Print Name

Signature

Print Name

ISLAND PLACE AT NORTH BAY VILLAGE CONDO
Condominium Association, Inc.

PARKING DECAL PROGRAM

Decal# _____ / _____
Parking Space#: _____
Issued by: _____
Date: _____
(FOR OFFICE USE ONLY)

The Association is enforcing a MANDATORY PARKING DECAL PROGRAM in order to assist the association in identifying unauthorized vehicles on the property. Every resident who parks a vehicle on the property must obtain and place a parking decal on their vehicle in order to avoid having their vehicle towed. It should be placed on the rear window or may be placed on the rear bumper. Do not place it in a way that it cannot be seen. It must be visible! If it is not visible, your vehicle is subject to towing.

In order to obtain the required parking decal, please fill in the following information and drop off this form or bring it with you when you come to pick it up. Be prepared to show identification (drivers license) with your current address or a copy of your current lease, and a copy of the vehicle registration. It will help expedite the process.

Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____
Home Tel: _____
Work Tel: _____
Cell Phone: _____
Email Address: _____

Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____
Home Tel: _____
Work Tel: _____
Cell Phone: _____
Email Address: _____

Vehicle #1 Identification Information:
License Plate# _____
VIN #: _____
Year: _____ Make: _____
Model _____
Color: _____

Vehicle #2 Identification Information:
License Plate# _____
VIN #: _____
Year: _____ Make: _____
Model _____
Color: _____

Vehicle Decals will be assigned to the unit parking space and will be subject to tow if parked in unauthorized space. Lost or replaced tags will be available at a cost of \$5.00 per vehicle.

Provided to: _____ Print Name: _____ Owner _____
Tenant _____

Provided to: _____ Print Name: _____ Owner _____
Tenant _____

Tenant understands that parking decal will expire automatically when their lease expires.
Tenant must provide current copy of their lease to obtain a new Parking Permit.

Current Copy of Lease Provided: _____

Of Occupants: _____

ISLAND PLACE AT NORTH BAY VILLAGE CONDO
Condominium Association, Inc.

**ACKNOWLEDGEMENT OF PROHIBITION AGAINST UNAPPROVED OCCUPANTS AND CONTRACT
FOR PAYMENT OF PENALTIES AND FINES FOR VIOLATIONS**

NOTE: This is a legally binding contract. Do not sign and execute it unless and until you fully understand it and its legal significance, including the potential financial penalties and fines involved. You may take this Contract You may take this Contract to be reviewed by anyone of your choice before you execute it and we encourage you to do so.

I/We the following tenants, renters, occupants of Unit # _____ at Island Place at North Bay Village Condominium Association, Inc., 1455 North Treasure Drive, North Bay Village, Miami Dade County Florida 33141 (hereafter the " Association"), who are applying or have applied to the Association to be approved for occupancy of said Unit, do hereby understand, acknowledge, and agree that if any person(s) over the age of seventeen (17) resides (spends the night) in said Unit for more than fourteen (14) days during any calendar month, the I/We shall cause each such person to submit an application to the Association and participate in the screening process as if they were applying to become tenants.

I/We further understand, acknowledge, and agree that if we refuse or otherwise fail to comply (or fail to obtain compliance by such person(s) with the terms and provisions of this Contract, that we shall be liable to the Association for liquidated damages. Given that the nature of the damages to the Association in such instances is usually difficult or impossible to measure, we hereby voluntarily agree and consent to the amount of Four Thousand Dollars (\$4,000.00) as and for agreed upon liquidated damages for each person who resides in said Unit in violation of this Contract.

I/We further understand, acknowledge and agree that the liquidated damages are not the exclusive remedy available to the Association, and that the Association may take any additional action(s) to protect itself and enforce its declaration documents, bylaws and rules.

In addition to the liquidated damages referenced above, I/We hereby understand, acknowledge, and agree that we shall also be responsible for payment of all reasonable attorney's fees, suit monies and costs incurred by the Association in removing the offending person(s) from the property by injunction or other legal means.

READ, UNDERSTOOD AND AGREED BY:

Signature

Date

Print Full Name

Signature

Date

Print Full Name

