



# RENTAL / PURCHASE APPLICATION Instructions

**\*\*PLEASE BE AWARE THAT THIS PROCESS TAKES 15 BUSINESS DAYS, IT CANNOT BE RUSHED AND NONE OF THE FEES ARE REFUNDABLE\*\*** This process may also take longer than expected due to the delay of the Board of Director in giving an approval. Some Board of Directors may require an interview face-to-face with the new owners and / or prospective tenant.

The following applies to any real estate transaction involving the **sale/purchase, rental, or transfer of any condominium or homeowners Association unit.** Please be advised that no one can move into the desired unit until a written approval is obtained (this applies for purchase, rentals and leases). Failure to comply with this regulation may result in disapproval of the tenants or buyers and/or fines. Any legal fees that may apply due to the non compliance of the above mentioned will be charged to the responsible party (In case of a rental, the owner is responsible).

## PLEASE READ CAREFULLY

At the time of turning in the application, **all the documents requested along with a FULLY completed application must be given.** If the application is incomplete for whatever reason or if it is missing ANY paperwork, the application will be returned. There will be NO exceptions.

- (1) PROVIDE THE INFORMATION INDICATED IN THE **APPLICATION REQUIREMENT** PAGE INCLUDED IN THIS PACKAGE.
- (2) **DROP OFF** (DO NOT MAIL, FAX OR E-MAIL) THE COMPLETE APPLICATION AND THE CORRESPONDENT PAPERWORK TO THE UNLIMITED PROPERTY MANAGEMENT OFFICE AT 7665 NW 50 STREET, MIAMI, FL 33166.
- (3) SINCE THIS IS A STANDARD APPLICATION FORMAT, PLEASE CONTACT OUR OFFICE FOR SPECIFIC REQUIREMENTS REQUESTED BY THE ASSOCIATION YOU ARE CURRENTLY APPLYING FOR, SUCH AS RENTAL DEPOSIT, MOVING FEE, RENTAL RESTRICTIONS, ETC.

**FOR SALES ONLY:** Please make sure that before you close on your unit, the following information has been requested:

- Please be advised that a FINAL APPROVAL will not be released until an Estoppel has been given by the Association as well as the Association's attorney (if applicable)
- **ESTOPPEL INFORMATION: Please refer to the Estoppel Procedure and Schedule Fee Format at [www.unlimitedpm.com](http://www.unlimitedpm.com)**
- **CONDO/PUD QUESTIONNAIRE (IF REQUIRED BY LENDERS): Please refer to the Estoppel Procedure and Schedule Fee Format at [www.unlimitedpm.com](http://www.unlimitedpm.com)**
- It is the seller's responsibility to provide you with a copy of the Condominium's Documents (by-laws, rules and regulations, Declaration of Condominium). If the seller does not have a copy of the Condominium Documents, we can provide you with a copy at the cost of \$ 100.00 (NO PERSONAL CHECKS. COMPANY CHECKS. CREDIT CARD OR CASH ACCEPTED).
- **Once the sale is final it is imperative that you or your closing agent forward a copy of the warranty deed indicating date of closing and name(s) of new owner(s). If this is not done, we will NOT update your records due to lack of written proof of new ownership.**



# APPLICATION REQUIREMENT LIST

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**This process may also take longer than expected due to the delay of the Board of Director to give an approval. Some Board of Directors may require an interview face-to-face with the new owners and / or prospective tenant.**

At the time of turning in the application, the items requested below MUST be presented for ALL applicants over the age of 18 and all the documents requested, along with a FULLY completed application must be given. **If the application is incomplete for whatever reason or if it is missing ANY paperwork, the application will be returned unprocessed. There will be NO exceptions.**

Please be advised that once your Certificate of Approval is ready, the APPLICANT will receive a notification from our office.

## APPLICATION REQUIREMENTS

- Completed Application (Social Security No., Auto Tag No., Date of Birth, No. of cars, Name of Applicants, Employment, Etc.) No questions should be left blank. If it does not apply, please write N/A.
- Copy of Lease Agreement or Contract of sale/purchase.
- Employment letter or last two paystubs for each employed person. In the event that the person is self-employed, please provide us with a copy of the latest taxes and the last three bank statements. If none of these apply in your case, please contact our office for further instructions.
- Copy of driver's license for everyone over the age of 16. If you do not have a driver's license please provide a copy of a U.S. given picture ID. If you do not have a SSN or a U.S. picture ID please provide a copy of your passport (info page) and copy of visa.
- Residential Screening Request Forms PER APPLICANT OVER 18.
- Lease Rider **signed by the landlord and the prospective tenant** (RENTAL ONLY)
- A MONEY ORDER or CASHIER'S CHECK payable to **Unlimited Property Management** for the application and screening fee. **(NO PERSONAL CHECKS, COMPANY CHECKS, CREDIT CARD OR CASH ACCEPTED)**. Please contact application's department at 305-553-9731 for further information.

**\*\*The screening background check that will be conduct includes all criminal records within the US, nationwide sexual offenders, sexual predator, US Patriot Act, FBI's most wanted, as well as all eviction and terrorism records.**

NOTE: Print legibly. Answer all questions (Social Security No., Auto Tag No., Date of Birth, No. of cars, Name of Applicants, Employment, Etc.) No questions should be left blank. If it does not apply please write N/A.



APPLICATION FOR: \_\_\_\_\_ PURCHASE/SALE \_\_\_\_\_ RENTAL

Community Name: \_\_\_\_\_

Physical Address of property: \_\_\_\_\_

No. of adults (over age 18) that will be residing in the unit: \_\_\_\_\_

Applicant # 1: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Applicant # 2: \_\_\_\_\_ Relationship with App. #1: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Applicant # 3: \_\_\_\_\_ Relationship with App. #1: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Applicant # 4: \_\_\_\_\_ Relationship with App. #1: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Marital Status: ( ) Single ( ) Married ( ) Divorced ( ) Widowed

Names and ages of children's: \_\_\_\_\_

No. of pets (Breed, Color, Size, etc.): \_\_\_\_\_

No. of cars you will park at this address: \_\_\_\_\_

Make and Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Plate No.: \_\_\_\_\_ State: \_\_\_\_\_

Make and Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Plate No.: \_\_\_\_\_ State: \_\_\_\_\_

Make and Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Plate No.: \_\_\_\_\_ State: \_\_\_\_\_

Phone # 1: \_\_\_\_\_ Alternate #: \_\_\_\_\_ Email: \_\_\_\_\_

RESIDENCE HISTORY

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long have you been living in this property? \_\_\_\_\_

Landlord: \_\_\_\_\_ (Please specify if you are the owner) Phone \_\_\_\_\_

EMPLOYMENT REFERENCE

Applicant No. 1 Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_

How long have you been working in this company? \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Applicant No. 2 Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_

How long have you been working in this company? \_\_\_\_\_ Monthly Income: \_\_\_\_\_



# LEASE RIDER

**THIS FORM IS TO BE USED FOR RENTAL APPLICATIONS ONLY**

In the event the LESSOR (OWNER) becomes delinquent in the payment of any monthly maintenance assessment due to the Condominium Association and if such delinquency continues for a period excess of ten (10) days, the LESSEE (TENANT) upon receiving written notice of such delinquency from the Condominium Association or it's Agent, shall pay the full amount of such delinquency as set forth in said notice to the Condominium Association, in care of the Management Company for the benefit of the Condominium Association.

LESSEE is authorized to deduct from rental payment due to the LESSOR the amount paid to cure the delinquency. It is understood and agreed by the LESSOR that the LESSEE shall continue to pay the monthly maintenance payments thereafter until the expiration of the lease. It is further understood and agreed such deduction from the rental payment will not constitute default of rent to the LESSOR.

It is understood the association has the right to evict the tenant(s) for non-payment of the Association's assessments with seven (7) days notice. Additionally, the LESSOR understands that if rent payments are not given to him/her personally due to the fact that they have a debt with the Condominium Association and the LESSEE is paying the debt as stated above, the LESSOR cannot pursue eviction for failure to receive funds personally.

**Unit Address:** \_\_\_\_\_

\_\_\_\_\_  
**Lessee name printed**

\_\_\_\_\_  
**Lessee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Lessee name printed**

\_\_\_\_\_  
**Lessee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Lessor (Landlord) name printed**

\_\_\_\_\_  
**Lessor (Landlord) Signature**

\_\_\_\_\_  
**Date**



# PERSONAL REFERENCES, RULES AND REGULATIONS RECEIPT, and AUTHORIZATION DISCLOSURE

## Personal references (the phone numbers must be within the U.S.)

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

## RULES AND REGULATIONS RECEIPT / AUTHORIZATION DISCLOSURE

I / WE /hereby confirm that I have received – **and will read or have read** – a copy of the Rules and Regulations, governing the use, responsibilities, safety, security, trash, architectural control, parking registration rules, pets , sales or lease, and burglar alarms of Condominium Association. **This unit cannot be subleased or sublet partial or total. I understand that failure to comply with the Rules and Regulations and governing documents will result in fines, as prescribed by the law.**

I / WE hereby authorize Unlimited Property Management, LLC to investigate the information supplied by the applicant(s) on this application as well as, the given references as may be deemed necessary for this screening procedure.

I / WE understand and authorize that Unlimited Property Management, LLC requests a background check and a credit report for all applicants over the age of 18. Said reports will be seen by Unlimited Property Management, LLC, the Board of Directors and if requested by the landlord. I / WE confirm that the background forms required have been signed by me / us.

I / WE understand that this application is subject to approval from the Landlord and Board of Directors of the Association. The applicant(s) agree, not to hold Unlimited Property Management, LLC and or the owner / Association / Landlord reliable for the information contained within the reports received by their investigators. All reports will be obtained under the regulations of the FCRA-Fair Credit Reporting Act.

I / WE hereby state that the information provided in this application is truthful to the best of my knowledge

I / WE understand that the application process CANNOT BE RUSHED, that it takes 15 business days, AND THAT NONE OF THE FEES ARE REFUNDABLE  
\*\*This process may also take longer than expected due to the delay of the Board of Director to give an approval. Some Board of Directors may require an interview face-to-face with the new owners and / or prospective tenant.

Applicant No. 1: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant No. 2: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant No. 3: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant No. 4: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

