

Unit No.: _____

BUYER

RENTAL

SCREENING

APPLICANT(S) INFORMATION

Name: _____

Address: _____

Ph. Home: _____ Work: _____ Cell _____

OWNER(S) INFORMATION

Name: _____

Address: _____

Ph. Home: _____ Work: _____ Cell _____

DOCUMENTS COMPLETED

YES NO N/A

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Screening Application | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Lease and Pine Grove Lease Addendum signed or Sale Contract. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Reference Letters (from employer and landlords) for all applicants | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Screening fees: each applicant over 18 years old \$100, married couple \$150.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Tenants Deposit to the Association (\$420.00 for 1/1 unit - \$560.00 for 2/2 units) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Police Report from all residents 18 years of age and older | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Copies of ID Cards and Social Security Cards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Background Check (by Association Office) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Property inspection done by _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Screening Interview By (initials) _____, Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

DEPOSIT AND SCREENING FEES ARE PAYABLE TO **PINE GROVE CONDOMINIUM** WITH **MONEY ORDER ONLY**

OFFICE USE ONLY

Approved: _____ Disapproved _____ Action Date _____

Comments: _____

Authorized Signature

Authorized Signature

Title

Title

PINE GROVE CONDOMINIUM RULES AND REGULATIONS

BEFORE COMPLETING THE SCREENING APPLICATION, PLEASE READ THE FOLLOWING SUMMARY OF OUR ASSOCIATION RULES AND REGULATIONS. PLEASE, INITIAL EACH ITEM AND SIGN WHERE INDICATED, CONFIRMING THAT YOU HAVE READ AND AGREE WITH THESE POLICIES. A COMPLETE SET OF RULES AND REGULATION MUST BE ACQUIRED AT THE ASSOCIATION OFFICE

INITIAL (S)

GENERAL

- _____ 1) No person shall use the common elements, or any part thereof, or the condominium property , or any part thereof in any manner contrary to or not in accordance with such rules and regulations as from time to time adopted by the Association.
- _____ 2) No unit owner or resident shall direct, supervise or in any manner attempt to assert any control over any of the employees of the Association, nor shall he attempt to send any of such employees upon private business of such unit owner or resident, such employees to be directed only by officers of the Association or the management personnel engaged by the Association.
- _____ 3) The Association, through the resident manager, managing agent, or an office may retain a passkey to each unit for utilization only in the event of any emergency, such as fire, leakage, etc.
- _____ 4) Additional Rules and Regulation shall be posted in recreational area, including but not limited to the pool areas, from time to time, as may be promulgated by the Association's Board of Directors.

USE RESTRICTIONS

- _____ 5) The unit owner shall occupy and use his condominium parcel as a private dwelling for himself, and other members of his immediate family and guests, and for no other purpose. In the event a unit owner is a corporation, the unit shall be occupied and used by those stockholder, officers and directors of the corporation as may have been approved by the Board of Directors of the Association. Unit may be leased as provided in the Declaration of Condominium. Occupancy is limited to two (2) people per bedroom.
- _____ 6) An owner of a unit shall not permit use of the same of transient or hotel purposed. Individual room may not be rented out.
- _____ 7) PETS: A unit owner may keep one domestic pet in his unit, so long as said pet weighs less than twenty (20) pounds and does not constitute a nuisance or reasonably interfere with the quiet enjoyment of the promises by the other unit owners or residents. Renters may have one pet as described above only if authorized the unit owner in writing and so stated in the lease agreement. All pets must be walked on a leash on the perimeter of the property. Pet refuse must be picked up by the pet owner and properly disposed of. You must bring a copy of the Veterinarian documentz and picture of your pet to the Association office.
- _____ 8) STRAY ANIMALS: The placing food out for, or in any way attracting, encouraging or maintaining stray animals on condominium property is prohibited.
- _____ 9) No immoral, improper offensive or unlawful use shall be made of any unit, the condominium property or of any part thereof, and all laws, zoning ordinances and regulation of all governmental authorities having jurisdiction thereof shall be observe.
- _____ 10) The unit owner shall not permit or suffer anything to be done or kept in his unit which will increase the rate of insurance on the condominium property, or which will obstruct or interfere with the right of other or residents or annoy them by unreasonable noised, nor shall the unit owner or resident commit or permit any nuisance, immoral or illegal act in or about the condominium property.

- _____ 11) The unit owner is obligated to properly install and continually maintain one smoker detector in his unit located immediately outside of the entrance to the bedroom(s).
- _____ 12) In order to preserve the residential character of the condominium, no business, trade or professions of any type whatsoever including but not limited to child care, shall be conducted from within any unit in the condominium or on condominium property without the prior written consent of the Association. The Association shall possess the additional authority to promulgate Rules and Regulation governing the manner, method and to what degree additional uses than those noted herein may be permitted, and further, shall have the power to revoke the granting of such additional permitted uses, when in question have become excessive and /or violate the residential character of the condominium.
- _____ 13) Television, radios, musical instruments and other instrumentalities of sound production or amplification must be used at such time and at such volume as will provide a minimum of disturbance to other residents.
- _____ 14) Common elements and limited common elements shall be used only for the purposes intended, and shall not be used for the hanging of garment of other objects, for the cleaning of rugs, the storage of household items, equipment, cartons, boats, or motorized vehicles, (except in designated parking areas).
- _____ 15) Barbecues are prohibited on balconies, patios and in backyard, according to the Life Safety Code NFPA 101, chapter 19, and governing multi-family dwellings.

COMMON AREA & RECREATIONAL FACILITIES

- _____ 16) 1. Children, whether they are guests or residents, shall not be permitted to play in the walks, parking areas, pathways or corridors of the condominium property, or other areas so designated from time to time as NO PLAYING areas.
- _____ 17) 2. The swimming pool north of the Clubhouse is designated the “family pool”. All children under fifteen (15) years of age must be accompanied by an adult. The swimming pool south of the clubhouse is designated “for adults only”. No one under the age of eighteen (18) year of age may not enter the fenced area a any time. Additional rules posted at each pool must be observed.
- _____ 18) 3. The Clubhouse is available for use by owener and residents displaying a valid Pine Grove identification card. Guests must be accompanied by owner/lessee. The days and hours of the Clubhouse availability shall be determined from time to time by the Board of Directors and posted at the Clubhouse. The Clubhouse is available for rental for private parties. Details are available at the Association office.
- _____ 19) 4. Barbecue/ picnic areas are available to Pine Grove residents only, on a first-came first-served. Residents are responsible to clean up all debris, and to remove decorations, etc. from these areas when finished.
- _____ 20) 5. The use of all recreational facilities shall at all times be governed by the Rules and Regulation promulgated by the Association as may be posted from time to time in or about such recreational facilities.
- _____ 21) 6. No garbage cans, supplies, potted plants or any other articles shall be placed in the hall, walkways, or parking areas and all garbage shall be properly bagged and deposited in facilities provided. Household garbage may not be deposited in laundry room receptacles.

ARCHITECTURAL

- _____ 22) 1. No clothes line or similar device shall be allowed on any portion of condominium property.
- _____ 23) 2. A unit owner or resident shall not cause anything to be affixed or attached to, hung, or displayed or place on the exterior walls, doors, terraces, railings, fences, or windows of the unit

except with the prior written consent of the Board of Directors. All window and exterior glass door coverings and drape linings shall be in colors specified by the Association.

- _____ 24) 3. No owners shall cause improvements or change to the exterior of the condominium, Including but not limited to installation of security bars, enclosing any terrace, balcony, or patio, painting or other extensive decoration of an aesthetic nature, installing electrical wiring, television antenna or air conditioning units which may protrude through the walls or roof of the condominium property or any manner change the appearance of any portion of Pine Grove without obtaining the prior written consent of the Association.
- _____ 25) 4. No unit owner shall, in any way, affix any "For Sale" or "For Rent" signs or any other kind of notice to the exterior of his unit nor in any other way allow any sign to be visible to the general public from within his unit.
- _____ 26) 5. Hurricane shutters shall be permitted and utilized only in accordance with the specification set forth by the Board of Directors.

PARKING AND VEHICLE RESTRICTION

- _____ 27) 1. Each unit is assigned one numbered parking space. Each owner or lessee may receive two Pine Grove parking decals. Residents with a second vehicle and all guests must park in visitors' spaces only, and must move that vehicle from the visitor space within twenty-four (24) hours.
- _____ 28) 2. Any vehicle in inoperable condition may not be parked or stored in any parking area. No repairs to vehicles shall be performed in any parking area excepted on accession of emergency or unanticipated breakdown.
- _____ 29) 3. All vehicles must display a valid license tag. A vehicle with an expired or missing tag shall be deemed inoperable.
- _____ 30) 4. All vehicles must park in space designated for parking by stripping and a parking bumper. Never park on the grass!!
- _____ 31) 5. No parking area shall be used for boats, trailers, or storage of any item other than an operable motor vehicle.
- _____ 32) 6. Towing: Improperly parked vehicles are subject to towing at owner's expense. Vehicles will be towed immediately if parked on the grass or in areas not designated for parking
- _____ 33) Vehicles remaining in a guest space for more then 24 hours will be posted with a warning sticker and towed 24 hours after the warning time.
- _____ 34) Any vehicle deemed inoperable, including by not limited to expired or missing tag, will be towed immediately.
- _____ 35) Boats, trailers, and any other not defined as an operable motor vehicle, will be towed immediately.
- _____ 36) Numbered space are for exclusive use by unit owner or lessees, Unit owner or lessees may authorize the towing of a vehicle from their assigned space by calling the contracted tow company posted on signs at each driveway entrance.

SALES AND RENTALS

- _____ 37) 1. All sales and rental must be approved by the Association. Prospective buyers or tenants must obtain an application from the Association office at least two weeks prior to anticipated occupancy and /or closing.

Pine Grove Condominium Buy / Rental Application

PERSONAL INFORMATION

NAME(S) TO APPEAR ON THE LEASE:

Last: _____ First: _____ Middle _____ DOB: _____

SSN: _____ Driver's License No.: _____ State: _____

Telephone Number: H: _____ W: _____ Other _____

Marital Status (Check one). Single Married Divorced Widowed Separated

SPOUSE'S MAIDEN NAME:

Last: _____ First: _____ Middle _____ DOB: _____

SSN: _____ Driver's License No.: _____ State: _____

List names, relationship, & ages of all persons to be occupying the premises (including children, relatives, & other co-residents)

Name: _____ Relation: _____ DOB: _____

Name: _____ Relation: _____ DOB: _____

Name: _____ Relation: _____ DOB: _____

Name: _____ Relation: _____ DOB: _____

RESIDENCE HISTORY

Current Street Address: _____ How Long? _____

City: _____ State: _____ Zip Code: _____ Amount of Rent: \$ _____

Present Landlord/: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Reason for Moving: _____

Pervious Street Address: _____ How Long? _____

City: _____ State: _____ Zip Code: _____ Amount of Rent: \$ _____

Present Landlord/: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Reason for Moving: _____

ANYWHERE IN THE UNITED STATES OF AMERICA:

Have you or co-applicant ever been evicted? Yes No
Have you or co-applicant use ever broken a rental agreement/lease contract? Yes No
Have you or co-applicant ever been sued for non-payment of rent? Yes No
Have you or co-applicant ever been sued due to rental property damages? Yes No
Have you or co-applicant ever been charged of felony or misdemeanor? Yes No

EMPLOYMENT INFORMATION

PRESENT EMPLOYER:

Where: _____ Supervisor _____ How Long Employed? _____
Address: _____ City: _____ State ____ Zip Code: _____
Position: _____ Income _____ Hourly Weekly Monthly Salary

REVIOUS EMPLOYER:

Where: _____ Supervisor _____ How Long Employed? _____
Address: _____ City: _____ State ____ Zip Code: _____
Position: _____ Income _____ Hourly Weekly Monthly Salary

SPOUSE' OR 2ND APPLICANT'S EMPLOYER:

Where: _____ Supervisor _____ How Long Employed? _____
Address: _____ City: _____ State ____ Zip Code: _____
Position: _____ Income _____ Hourly Weekly Monthly Salary

OTHER INFORMATION

List all vehicles to be parked on the premises by applicant, spouse, or children (including cars, trucks, and motorcycles)

Make: _____ Year: _____ Color: _____ License: _____ State: _____
Make: _____ Year: _____ Color: _____ License: _____ State: _____
Make: _____ Year: _____ Color: _____ License: _____ State: _____

Contact person in case of emergency? _____

What is your relationship to this person? _____

Address: _____ City: _____ State ____ Zip Code: _____

Telephone Number: H: _____ W: _____ Other _____

Are you bringing any pet? Yes No What Type of Pet? _____

NOTE:

ONLY ONE (1) DOG OR CAT IS ALLOWED AND MUST WEIGHT TWENTY (20) POUNDS OR LESS (ADULT WEIGHT). YOU MUST BRING VETERINARY DOCUMENTS AND A PICTURE OF YOUR PET. IF YOU FAIL TO COMPLY WITH THIS REQUIREMENT, YOU WILL BE SUBJECT TO EVICTION.



11251 SW 88th street; Miami, Florida 33176 ♦ Phone 305-595-6827 ♦ Fax 305-595-0328

ADDENDUM TO LEASE AGREEMENT

This Addendum shall serve to modify and to supplement that certain lease agreement dated _____ by and between _____ (owner / lessor) and _____ (tenant / lessee)

Notwithstanding anything to the contrary in the lease agreement, the parties hereto do agree to the following:

- I- This lease agreement to abide by the Condominium Documents and Rule an Regulation of the Association, and to be bound by the guidelines of the Association which may become operative from time to time during the term and to insure the lessee’s guests and invitees observe same.
II- No more than two persons per bedroom shall occupy the unit.
III- In the event Unit Owner / lessor is delinquent in his obligation to pay the Association any general or special maintenance assessments, or any installment thereof, the Association shall have the right, but not obligation to require lessees to pay said rental installments or the portion thereof sufficient to pay said delinquent maintenance assessment, directly to the Association, upon the Association giving written notice of the exercise of such right to lessor and lessee. This right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against lessor or lessee.
i. Upon receipt of such notice by the lessee, said lessee shall pay directly to the Association and amount not to exceed normal monthly rental payment or the portion thereof sufficient to pay said delinquent maintenance assessments and fees, at such time(s) as the lessee’s next monthly rental payment(s) is/are due.
ii. The lessee is authorized to deduct such sums actually paid to the Association from the next rental payment, and subsequent payments until the total obligation of lessor is satisfied, regardless of whether payable directly to the lessor or his agent.
iii. In the event the lessee fails to pay delinquent assessment and the cost and fees incidental thereto, the lessee shall be deemed in default of this lease and subject to eviction proceedings and such further relief as the lessor is entitled to in the event of non-payment of the rent as the amount owed pursuant hereto, shall be deemed to be additional rent owed.
IV- In the event of any eviction proceedings or other action are necessary to obtain compliance with the terms of the Condominium Documents, lessor and the lessee shall be jointly and severally liable for the legal fees and costs incurred by the Association related to such proceedings or actions, and these legal fees and costs shall be in lien against the Unit of the owner/ lessor.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hand and seals this _____ day of _____, 20_____.

Signed, sealed and delivered in the presence of:

Witness _____, Unit owner
Witness _____, Unit owner
Witness _____, Tenant
Witness _____, Tenant

RENTAL POLICY AND PROCEDURES

1. **We are an equal opportunity housing provider**

We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

2. **Occupancy guidelines**

In determining these restrictions, we adhere to all applicable fair housing laws. All residents must be listed on the application and anyone 18 or over must be approved.

3. **Violations**

If you, residents, or visitors violate any of the Rules and Regulations of Pine Grove Condominium and receive at least two-violation letter from the Association, we will notify the unit owner to start eviction process.

4. **Application process**

We evaluate every application in the following manner. You must submit a rental application and answer all questions on the form. All adults living in the rental unit must complete an application and meet qualification requirements. We will determine whether, from your responses to the application questions, you qualify for the unit for which you are applying. If you do not, we will reject your application. If you do, we will check your credit report, criminal history, and employment and rental references to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application. This process may take up to 15 working days. Answer all questions truthfully, if you provide false information, your approval will be denied.

RENTAL CRITERIA

1. **Rental history:**

You must have satisfactory rental references from at least one prior landlord(s). If you have ever been evicted or sued for any lease violation, we may reject your application.

2. **Credit history:**

Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we may reject your application.

3. **Criminal history:**

If you have ever been charged of a felony, we may reject your application. If you have been charged of a misdemeanor involving dishonesty or violence within the past five years, we may reject your application.

PLEASE BRING A PICTURE ID, SOCIAL SECURITY CARD

CREDIT REPORT AUTHORIZATION

Please read the following carefully before signing:

Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant understands he or she may receive a telephone call from Pine Grove Condominium Association, Inc. within the next couple of days to review with the credit, residential, and employment information provided and to seek additional details to complete this application. Applicant acknowledges that the use of a photocopy of this form may be necessary to verify one or more credit references; applicant authorizes its use and requests that such copies be honored fully. Applicant acknowledges that any information, including criminal history, disclosed on this application or provided on the credit report may be provided to the property owner.

Applicant Signature

Date

Co-Applicant Signature

Date