



**Habitat Villas Community Association Inc.  
c/o South Florida Property Management and Consultants, LLC  
5600 S.W. 135th Avenue  
Suite 108  
Miami, Florida 33183  
Office: 786-409-4771 - Fax: 786 580-5128  
Email: mainoffice@soflmanagement.com**

**Application Check List**

**Once you have completed the application make sure you have:**

Answered and filled in all questions of the application making sure you list everyone that will be living with you including children, spouses and other relatives. Make sure that you have also, filled in car information and pet information.

Made out your money orders, cashier's checks, or company check out to and South Florida Property Management and Consultants, LLC.

Your lease or purchase contract attached to the back of the application.

Signed at the bottom of the first page understanding that this process takes time and that your credit and criminal history will be obtained.

A copy of your Driver's License

A copy of your Social Security card

A copy of your car's registration

Police report from everyone over the age of 18 from Miami-Dade County

A money order, company check, or cashier's check if your community asks for one.

Not Sure? Please ask us, we're here to help you make this process go smoothly and in a timely matter

\*Please note some communities have strict rules regarding the size of the pet and the number of pets that are allowed. Please do not hesitate to ask what rules apply to you when moving in to



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**Screening Fee \$250.00 or \$375.00 RUSH.** Payment made only by Money Order and payable to South Florida Property Management and Consultants, LLC. (NON-REFUNDABLE)

Date Printed: \_\_\_\_\_ Date Received in Office: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_

**THIS IS TO INFORM YOU OF OUR PROCEDURE TO HANDLE APPLICATIONS FOR RENTAL/PURCHASE APPROVALS SO THAT YOU CAN PLAN ACCORDINGLY.**

**Please sign and return this form with your application.**

1. Processing an application takes time.
2. Your credit history is checked through a credit reporting company.
3. Your references are thoroughly checked by telephone if the information on your background is not the same as in your application.
4. If required by the Community you are applying for, a Police Report may be obtained.
5. We forward your application to be approved by the Board of Directors of the Community you are applying to, which is solely responsible for the period of time they take to approve it. (**Entire process could take from 10 to 15 days from receipt to approval**)

**The application will not be processed unless the following items are enclosed:**

1. Sales contract or a copy of the lease.
2. Money order payable to South Florida Property Management (NON-REFUNDABLE)
3. Your signature on this page understanding all of the above mentioned.
4. **All documents requested in the front page must be submitted at once together with the entire application and payment.**

Screening your application takes some time and follow-up is vital. Sometimes we must telephone several times to the people you list as references, not everyone is available during working hours. That is why we ask you for their home and office telephone numbers. The above information should give you an understanding why applications cannot be "rushed". Status on applications will ONLY be given to the prospective tenants, NOT Realtors or Title Companies or any THIRD parties involved.

Thank you for your cooperation and understanding.

I have read and understand all of the above information and have received a copy of this form upon signing.

Applicant \_\_\_\_\_ Dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## APPLICATION FOR LEASE

This application and the attached Application for Occupancy must be completed in detail by proposed lessee. Please attach a copy of the proposed lease to this application.

**No unit may be leased for less than one (1) year.** Please consult your condominium documents for specific information.

Processing of this application will begin after all required forms have been completed, signed and in the Management's office

Occupancy prior to final approval is prohibited

Processing of this application will begin after all required forms have been completed. Signed and in the Management's office

Date: \_\_\_\_\_ Unit Number \_\_\_\_\_ Approximately Closing Date \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Owner's Address (NOT of the unit to be sold): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name and Telephone of Realtor \_\_\_\_\_

Email address: \_\_\_\_\_

**BUYER/TENANT INFORMATION**

NAME(S) of proposed tenant/buyer(s) (as will appear on title/lease)

(a) \_\_\_\_\_ (b) \_\_\_\_\_

NAME, AGE and RELATIONSHIP of ALL proposed occupants of the unit:

NAME \_\_\_\_\_ AGE \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ S.S # \_\_\_\_\_

Driver's License # \_\_\_\_\_ D.O.B. \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ S.S # \_\_\_\_\_

Driver's License # \_\_\_\_\_ D.O.B. \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ S.S # \_\_\_\_\_

Driver's License # \_\_\_\_\_ D.O.B. \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ S.S # \_\_\_\_\_

Driver's License # \_\_\_\_\_ D.O.B. \_\_\_\_\_

1. In making the foregoing application I represent to the Board of Directors that the purpose for the purchase of this unit is  
AS PERMANENT RESIDENT (  ) AS SEASONAL RESIDENT (  ) FOR RENTAL (  ) OTHER EXPLAIN \_\_\_\_\_
2. I hereby agree for myself and on behalf of all persons who may use the unit which I seek to purchase that we will abide by all the restrictions contained in the By-laws, Rules and Regulations, Condominium Documents and restrictions which are or may in the future be imposed by the Board of Directors of
3. I understand that I will be present when guests, relatives or children who are not residents occupy the unit.
4. I have \_\_\_\_\_ have not \_\_\_\_\_ received from the current owner a copy of all the condominium documents and Rules and Regulations.
5. I understand that the acceptance of purchase of a unit is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to final approval is prohibited.
6. I understand that the Board of Directors. Of the Community Association may cause to be institute such an investigation of my background as the Board may deem necessary. Accordingly, I specially authorize the board of Directors or their agents to make such investigation and agree that the information contained in this and the attached application may be used in such investigation. And that the Board of Directors and Officers of the Community Association itself, or Community Association Screenings, as Agent shall be held harmless from any action or claim by me in connection with use of the information contained herein or any investigation conducted by the Board.

**In making the forgoing application, I am aware that the decision of the Board of Directions of the Condominium Association will be final and that no reason will be given for any action taken by the Board. I agree to be governed by the determination of the Board.**

Applicant \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

## APPLICATION FOR OCCUPANCY

Applicant: \_\_\_\_\_  
(Last) (First) (Middle)

Co-Applicant: \_\_\_\_\_  
(Last) (First) (Middle)

Present address (NOT the address you are moving to):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(City) (State) (Zip) (Home telephone)

Present Landlord/Mortgage Company  
(Not for the address you are moving to):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Applicant) (Telephone)

Social Security #: \_\_\_\_\_  
(Applicant) (Co-Applicant)

Date of Birth: \_\_\_\_\_  
(Applicant) (Co-Applicant)

Children: \_\_\_\_\_  
How many and ages \_\_\_\_\_  
Pets: \_\_\_\_\_  
Description and weight \_\_\_\_\_

Total Number of people to occupy premises: \_\_\_\_\_

Is Co-Applicant spouse ( ) Yes ( ) No. If not, specify relationship: \_\_\_\_\_

IN case of Emergency, notify: \_\_\_\_\_

Telephone: \_\_\_\_\_

Has the applicant or co-applicant been convicted ( or arrested ) of a felony (crime) (Check one): YES  NO

EMPLOYMENT INFORMATION:

(Applicant's Employer) (Employer's address)

(Position) (Date of Employment) (Employer's telephone)

(Co-Applicant's Employer) (Employer's address)

(Position) (Date of Employment) (Employer's telephone)

NAME, ADDRESS & PHONE OF RELATIVE: \_\_\_\_\_

## **Vehicle Registration Form**

Please refer to your community's documents for a more precise description on how many vehicles are allowed per home. The most common rules pertaining to owner's vehicles and their parking are the following:

- 1. No commercial vehicles allowed.**
- 2. Time allowed for any guest to stay parked in a visitors parking is 24 hours.**
- 3. No abandoned vehicles (Example: expired tag, flat tires, not in moving condition.)**

Any owner not following the rules and regulations may be subject to a fine.

Any tenant not following the rules and regulations may cause a fine to be issued to the owner and they may be reevaluated and evicted without further discussion.

Vehicle 1:

Make: \_\_\_\_\_ Model \_\_\_\_\_

Color: \_\_\_\_\_ Tag Number \_\_\_\_\_

Vin # \_\_\_\_\_

Vehicle 2:

Make: \_\_\_\_\_ Model \_\_\_\_\_

Color: \_\_\_\_\_ Tag Number \_\_\_\_\_

Vin # \_\_\_\_\_

Vehicle 3:

Make: \_\_\_\_\_ Model \_\_\_\_\_

Color: \_\_\_\_\_ Tag Number \_\_\_\_\_

Vin # \_\_\_\_\_

A copy of each registration for every vehicle being registered must be sent to Management Company before this application may be processed.

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Signature of buyer

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Print Name

## **PET REGISTRATION FORM**

Please refer to your community's documents for a more precise description on how many pets are allowed per home if any. The most common rules pertaining to owner's pets and their behavior are the following:

- 1. All pets and their actions are the responsibility of the owner.**
- 2. All pets must meet the weight requirements of the community **25 lbs or less.****
- 3. Dogs must be walked on a leash** and it is the owner's responsibility to pick up the waste after the pet. (No Exceptions). This is not just a community law but also a Miami-Dade County law.
- 4. Pets must not be a nuisance to any neighbor (Eg. Excessive barking, barking loud enough to wake up neighbors will not be tolerated.)**
- 5. You must submit vaccination and tag records.**
- 6. Only two (2) pets per household allowed.**

Any owner not following the rules and regulations may be subject to a fine. Any tenant not following the rules and regulations may cause a fine to be issued to the owner and they may be reevaluated and evicted without further discussion.

Please list the types of pets that will be residing in your home

Pet 1:

Type \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_  
(Ex: Cat, dog, bird)

Pet 2:

Type \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_  
(Ex: Cat, dog, bird)

Pet 3:

Type \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_  
(Ex: Cat, dog, bird)

**All vaccine records for each pet must be kept up to date at the management office.**

**BANK REFERENCE: (Optional)**

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(Name)	(Location)
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(Type of Account)	(Account Number)	(Telephone)	(Date opened)
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**CHARACTER REFERENCES OTHER THAN RELATIVES:**

1. 

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(Name)	(Home Telephone)	(Office/work phone)
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2. 

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(Name)	(Home Telephone)	(Office/work phone)
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3. 

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(Name)	(Home Telephone)	(Office/work phone)
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Approval is hereby granted to {Association Name}, (hereinafter referred to as the "Condominium Association" or SFPM, LLC as Agent to investigate all information supplied on this application and a full disclosure of pertinent facts may be made to the Condominium Association, who is also authorized to obtain a credit rating through a credit reporting agency.

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Signature of Applicant	Signature of Co-Applicant
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Association Name: Habitat Villas Community Association Inc

**Property Address:**

Application for Unit # Date:

**THIS APPLICATION MUST BE COMPLETED IN FULL BY PROSPECTIVE TENANT OR OWNERS**