

LAS VERDES CONDOMINIUMS
NELLY GORDILLO, PROPERTY MANAGER
SCREENING PROCEDURES FOR PURCHASE AND/OR RENTAL OF UNITS

The Board of Directors would like to take this opportunity to remind you of the screening procedures for your Association. All prospective purchasers and renters must be screen for approval to reside at Las Verdes Condominiums. Before a unit owner may sell or lease a unit, an Application for Sale/Purchase package or an Application for Lease package must be completed and submitted for Association approval.

You may obtain an application package at the offices of Miami Management, Inc. located at **1145 Sawgrass Corporate Parkway, Sunrise, FL 33323**. 954-846-7545

The following outlines the procedures to be used when selling or renting a unit at Las Verdes Condominiums. Properly complete the application package and return to Miami Management Inc. with the following:

1. A legible photocopy of the driver's license and social security for all occupants.
2. If you are an active Military member please provide proof.
3. Proof of [employment, business, and/or retirement] income (Ex. Recent pay stub, copy of last year's W-2/1099/1040, letter from Social Security Administration)
4. A recent bank statement
5. Color photograph(s) of all pet(s)
6. Copy of current vehicle registration(s). Registration must be under the owner's name.
7. Pictures of the vehicle(s) (4 sides)
8. A copy of the fully signed Contract for Sale or fully signed Lease Agreement.
9. The fee to process this application is **\$100.00** (non-refundable) per applicant (with the exception of husband and wife and children under 18 years old). If couple does not share the same last name, please provide a copy of certificate of marriage. Please make cashier check or money order payable to **"Las Verdes Condominiums"**.
10. A cashier check or money order for **\$50.00** made payable to **"Miami Management, Inc."** for processing.
11. For leases, A **\$1,000.00** dollar security deposit is required from the Owner accompanied with completed application; **Cashier Check or Money Orders made payable to "Las Verdes Condominiums"**.

Upon receipt of **all** of the above, arrangements will be made through Miami Management, Inc. for the prospective purchase or lessee to meet with members of the Association for an orientation meeting. **Prospective purchasers and/or tenants are not permitted to occupy the premises until after they meet in person with members of the Association and receive notification of approval from the Association.**

Association does not allow big moving trucks (12 or 18 wheeler) in any part of the community at any time.

Owners shall lease the units after 12 months of ownership. Leases at Las Verdes Condominiums shall not exceed 30% of the total units at any given point and shall be for a term of not less than 6 months. Prospective lessees are required to be screened and approved by the Association prior to moving in. The Association has the right to terminate any lease upon a lessee's failure to abide by the governing documents of the community. 2 persons per bedroom. Maximum number of vehicles: 2 vehicles for a 2 bedroom unit; 3 vehicles for a 3 bedroom unit.

Any unit owner not current in their monthly maintenance payments to the Association is not permitted by the Association to lease their unit until their payments are brought current.

ANY UNIT OWNER NOT IN COMPLIANCE WITH THE ABOVE WILL BE SUBJECTING THEIR TENANT(S) TO EVICTION.

**All applications must be submitted not less than 21 business days prior to closing.
If application is not completed it will be returned back to you.**

Las Verdes Condominium Association

(I/We) fully authorize investigation of all responses and references given.

(I/We) acknowledge vehicles are limited to standard motor cars (no pickup trucks over 3,200 pounds, no boats, no motorcycles, no trailers, no commercial vehicles), and whose use is for passenger use only.

(I/We) acknowledge and agree not to have or acquire a pet, without the expressed written approval of the Board of Directors.

(I/We) acknowledge we will not occupy the premises without authorization from the Association.

(I/We) agree any false or incomplete applications will be rejected.

(I/We) acknowledge the processing of this application may take from two (2) to four (4) weeks.

(I/We) agree no transient occupancy is allowed and that a copy of each and every lease and renewal lease or agreements must be provided to the Association.

(I/We) acknowledge we have received and read a copy of the Rules and Regulations.

(I/We) hereby issue authority and permission, while holding harmless credit reporting bureaus and Miami Management, Inc., releasing them and their officer(s), employees and members from any losses, expenses or damages sustained directly or indirectly by me or others from information disclosed in their investigative report whether made orally or in writing.

(I/We) certify the foregoing to be true and correct.

Applicant (Prospective Buyer/Tenant): _____ Date: _____

Co-Applicant (Prospective Buyer/Tenant): _____ Date: _____

Application must be submitted to:

Miami Management, Inc.
1145 Sawgrass Corporate Parkway
Sunrise, FL 33323

All applications must be submitted not less than 21 business days prior to the contract's effective date (lease start date for rentals or closing date for purchases).

Las Verdes Condominium Association Inc.: Authorization Forms

AUTHORIZATION TO THIRD PARTIES

I hereby authorize all persons, education institutions, banks and other financial institutions, current and former employers, current and former landlords, credit reporting agencies, governmental agencies and other organizations, agencies and entities to provide _____ with any information which _____ may request.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Social Security Number

Social Security Number

Date

Date

AUTHORIZATION AND ACKNOWLEDGMENT

In connection with my Application for Occupancy to the following residence: _____ address), I hereby authorize _____ to perform an investigation of my credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living and employment/work history, and to provide a report of the investigation to: _____ (Association). I hereby release and discharge _____ and Miami Management, Inc. from any and all claims, damages, liabilities, costs and expenses arising from the retrieving and reporting of such information.

I acknowledge receipt of "A Summary of Your Rights Under the Fair Credit Reporting Act" provided to me in accordance with the provisions of the Fair Credit Reporting Act.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date

NOTE: Complete all questions and fill in all blanks. If any questions are not answered or left blank, this application may be returned, not processed, and/or not approved. Print or type all information clearly. All information in this application will be verified.

Las Verdes Condominium Association Inc.: Application for Occupancy

NOTE: All telephone numbers must be reachable between the hours of 8:30 am - 5:00 pm.

Check one: Purchase: _____ Lease: _____

Property Address: _____

PHONE NUMBER (HOME and/or MOBILE): _____ EMAIL: _____

Applicant Full Name: _____ Birth Date: _____ Social Security # _____
(Last, First, Middle)

Have you ever been convicted of a crime Yes No If yes, Date(s): _____ Where Convicted: _____

Charge(s): _____

Co-Applicant Full Name: _____ Birth Date: _____ Social Security # _____
(Last, First, Middle)

Single: _____ Married: _____ Widowed: _____ Divorced: _____ Separated: _____ How Long: _____ Maiden Name: _____

Co-Applicant - Have you ever been convicted of a crime: Yes No If yes, Date(s): _____ Where Convicted: _____

Charge(s): _____

Number of adults (18+) who will occupy unit: _____ Pets: YES NO Describe: _____

Names and ages of others who will occupy unit: _____

Have any of the other occupants been convicted of a crime: YES NO If yes, please explain: _____

In case of emergency, please notify: _____

Telephone NUMBER – Work: _____ Cell: _____

PART I - RESIDENCE HISTORY

Please provide a complete address with city, state, zip code, unit # (if appropriate), etc.

A. Present address: _____ Phone: _____

Name of development: _____ Phone: _____ From _____ To _____

Landlord/Mortgage Company: _____ Amount: _____ Phone: _____

Address: _____ Mortgage/Loan Number: _____

B. Previous address: _____ Phone: _____

Name of development: _____ Phone: _____ From _____ To _____

Landlord/Mortgage Company: _____ Amount: _____ Phone: _____

Address: _____ Mortgage/Loan Number: _____

C. Previous address: _____ Phone: _____

Name of development: _____ Phone: _____ From _____ To _____

Landlord/Mortgage Company: _____ Amount: _____ Phone: _____

Address: _____ Mortgage/Loan Number: _____

PART II - EMPLOYMENT AND BANK REFERENCES

- A. Applicant's Employer: _____ Phone: _____
How Long: _____ Position: _____ Approx Income per month: _____
Address: _____ Supervisor: _____
- B. Co-Applicant's Employer: _____ Phone: _____
How Long: _____ Position: _____ Approx Income per month: _____
Address: _____ Supervisor: _____
- C. Bank Name: _____ Account Number: _____
Address: _____ Phone: _____ How Long? _____

PART III - CHARACTER REFERENCES (NO FAMILY MEMBERS)

1. Name: _____ Home Phone: _____ Work Phone: _____
Address: _____ Cell Phone: _____ How Long Known: _____
2. Name: _____ Home Phone: _____ Work Phone: _____
Address: _____ Cell Phone: _____ How Long Known: _____
3. Name: _____ Home Phone: _____ Work Phone: _____
Address: _____ Cell Phone: _____ How Long Known: _____

PART IV – VEHICLE INFORMATION

- Number of vehicles (include company issued): _____ Applicant's Drivers License Number: _____ State: _____
- Make: _____ Model: _____ Year: _____ Color: _____ Tag Number: _____
- Make: _____ Model: _____ Year: _____ Color: _____ Tag Number: _____
- Make: _____ Model: _____ Year: _____ Color: _____ Tag Number: _____
- Make: _____ Model: _____ Year: _____ Color: _____ Tag Number: _____

I hereby acknowledge that Las Verdes Condominium Association and/or its agent, CMK Investigations, Inc. may verify the information supplied by the applicant in this application, may obtain credit reports and may investigate the applicant(s) credit and background; including, but not limited to information as to character, general reputation, personal characteristics, and mode of living as provided by the Fair Credit Reporting Act. This may include a verification of bank accounts, references, and employment. The applicant hereby authorizes and consents to Las Verdes Condominium Association and/or its agent, CMK Investigations, Inc. to perform such verification and investigation.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Las Verdes Condominium Association Inc.: Rules & Regulations

1. The units at Las Verdes Condominium can only be used as a one family residence.
2. The residents shall not use, or allow the units to be used, in a manner that will inconvenience or disturb other residents, or in any way damage the reputation of the residential complex.
3. The sale or rental approval form required by the Association must be completed by the owner, or his/her representative, and presented through the management company to the Board of Directors of the Association **BEFORE** the proposed sale or rental takes place. Everyone who is to reside at the unit **MUST** be listed on the application. Any owner wishing to rent his/her unit must use a lease or rental agreement. If the proposed tenant is a close relative, whether or not they pay rent, a lease agreement must be executed and presented to the Board of Directors.
4. A screening fee will be charged on rental and purchase applications. Also, it is now required to conduct an extensive research report. All fees **MUST** accompany the application documents.
5. The Board of Directors will approve or deny the sale or lease application within twenty (20) working days from receipt of the fully completed application, fees and all required documents.
6. The renewal or extension of a lease agreement **MUST** be approved by the Board of Directors taking into consideration the behavior of the tenants during the leased period. Contracts for more than one year will be permitted. The approval or denial will be given through the management company by the Board of Directors.
7. **SUB-LEASEING IS NOT PERMITTED.** Sub-leasing is grounds for immediate eviction.
8. The Board of Directors will not approve applications of prospective tenants if such tenants have moved into the condominium property prior to the Board approval.

COMMON AREAS

9. Includes all areas of the community not inside the unit. Common property cannot be damaged or obstructed in any way.
10. Hanging clothes on the balconies, terraces, or exteriors of the units is not permitted. No religious images or statues on the outside of the units are allowed. Hanging bed sheets, newspapers, aluminum foil or masking tape on the windows and sliding doors of the unit is not allowed.
11. No storage of any kind is permitted on the balconies and terraces of Las Verdes, such as, but not limited to, old furniture, cans boxes, trash, etc. as this would give the community an unkempt and run down appearance. The Association has the right to remove these objects, at the expense of the owner.
12. The walkway and steps from the front door up to the gate are property of the unit owner, to maintain in a clean and acceptable fashion. The gate is considered part of the building and is maintained by the Association.
13. The landscaping is handled by the Association and unit owners shall not plant or modify the common area landscaping.
14. Broward County Ordinances require that dogs be kept on a leash any time they are outside the unit. All pets are prohibited in the pool and recreation areas.
15. Any type of addition, construction, wrought iron bars, etc. must be first approved by the Board of Directors through the management company. The management company will supply the necessary application forms upon request.
16. No signs, including Sale or Rental signs, statues or exterior decorations are permitted without prior approval from the Board of Directors.

POOL & PARKING AREAS

17. Anyone using the swimming pool does so at his or her own risk and they must obey the regulations that are posted on the walls.
18. The swimming pool is for the exclusive use of the residents and owners of Las Verdes and their authorized guests. There is a time schedule for the use of the pool and at all times, property behavior must be observed. No food or alcoholic beverages are permitted in the area. Guests must be accompanied by the resident at all times.
19. Children under twelve (12) years of age are not permitted in the pool and pool area without adult supervision. Parents are fully responsible for their children's behavior, not only in the pool and surrounding area, but also in the complex.
20. The use of floats, skates, skateboards or bicycles is not permitted in the pool area.
21. Running, pushing, ball playing, wrestling, loud music or inappropriate conduct is not permitted in the pool area and adjacent area.
22. No infants in diapers are allowed inside the pool.

23. Any vehicle improperly parked will be automatically towed at the expense of the owner. In the case of guests, the resident must be responsible for indicating to him or her where to park in order to avoid problems with other residents or owners and to avoid being towed for using someone else's space.
24. The guest parking is for the use of residents and guests; it is not to be used for the long-term storage of vehicles. Any vehicle so stored will be deemed to be abandoned, and will be reported to the Pembroke Pines Police, and towed away.
25. Car repairs, oil changes, etc. are not permitted in the parking areas.
26. The parking area was not designed as a playground. No sports can be practiced in the area. Bicycle and other toys cannot be ridden in the area for safety reasons. The Condominium is not responsible in case of accidents or damaged occurring because the parking areas are used as a playground. Parents are responsible for preventing their children and teenagers from using the parking areas as recreation areas.
27. No persons or boars are permitted in the lake. The Las Verdes Condominium Association and its members are not responsible for any accident or damages that may occur in the lake waters or surrounding area.
28. The parking of boats, trailers, or commercial vehicles on the Condominium property is prohibited. Parking of such vehicle within the Condominium property may result in their being towed at the owner's expense.
29. No storage of any kind is allowed in the meter rooms. The Association has the right to empty it without further notice.

LAS VERDES CONDOMINIUM
RULES & REGULATIONS

I, OR WE, HAVE READ, ACKNOWLEDGED AND UNDERSTAND THE RULES AND REGULATIONS OF THE LAS VERDES CONDOMINIUM ASSOCIATION, AND I/WE AGREE TO ABIDE BY THESE RULES AND REGULATIONS WITH THE UNDERSTANING THAT IT IS FOR THE HEALTH, SAFETY, AND WELFARE OF ALL RESIDENTS OF LAS VERDES CONDOMINIUMS.

I ALSO UNDERSTAND AND ACKNOWLEDGE THAT THE RULES AND REGULATIONS EXTEND TO ALL MEMBERS OF MY/OUR FAMILY, GUESTS AND INVITEES, OF WHOM I/WE ACCEPT RESPONSIBILITY FOR.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date

Las Verdes Condominium Association Inc.: Pet Registration Form

(Please complete sections 1, 2 and 4 **OR** sections 1, 3, and 4)

Section 1

Applicant (Purchaser/Lessee): _____

Address: _____

Telephone Number: _____

Section 2

Please include a color photo of each pet for identification purposes.

Pet #1

Breed of Pet: _____

Approximate weight of pet (full grown) _____ (pounds)

Pet's Name: _____ Age: _____

Pet #2

Breed of Pet: _____

Approximate weight of pet (full grown) _____ (pounds)

Pet's Name: _____ Age: _____

Section 3

I do not own a pet.

Applicant Signature

Co-Applicant Signature

Date

Date

Section 4

Please remember all dogs are to be walked in the specified "Dog Walk" area, and all excrement must be picked up by the dog owner. All pets must be on a leash at all times while outside your unit and under control and care of by a responsible adult.

By my signature below, I verify I have read and understood the above and will abide by the Rules and Regulation of the Las Verdes Condominium Association Inc. in this regard.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date

Las Verdes Condominium Association Inc.: Information Sheet (Purchase/Rental)

Once the screening application has been returned from the credit check, you will be scheduled for an in-person interview. In order to take occupancy of your unit, you must have a signed approval form, which will be given to you by the office of Miami Management, Inc. once papers are returned from the Board, after your interview. Please allow a minimum of four full weeks for the screening process.

If you have any questions regarding the screening process, please feel free to call our office at (954) 846-7545, Monday through Friday, between 9:00AM and 5:00PM.

Thank you.

Provide us with the following information so you may be contacted for your interview.

Applicant Name

Co-Applicant Name

Home/Mobile Phone Number

Home/Mobile Phone Number

Business/Work Phone Number

Business/Work Phone Number

Las Verdes Condominium Association Inc.: Lease Addendum

Tenant acknowledges that the Leased Premises at _____ (Property Address) PEMBROKE PINES, FL 33027, constitutes a part of LAS VERDES CONDOMINIUM ASSOCIATION, INC. In relation to the Leased Premises and LAS VERDES CONDOMINIUM ASSOCIATION, INC., Tenant represents, warrants, covenants and agrees as follows:

- (a) Tenant has reviewed the Declarations of LAS VERDES CONDOMINIUM ASSOCIATION, INC. and all exhibits attached thereto of LAS VERDES CONDOMINIUM ASSOCIATION, INC. (collectively called "the Declaration").;
- (b) Tenant shall abide by all of the terms, covenants and conditions of the Declaration and all rules that may be promulgated from time to time by LAS VERDES CONDOMINIUM ASSOCIATION, INC.

Landlord hereby grants LAS VERDES CONDOMINIUM ASSOCIATION, INC., a lien upon Lease Payments from Tenant and Security Deposits due from Owner in the event that Landlord is delinquent in its payment of maintenance due to LAS VERDES CONDOMINIUM ASSOCIATION, INC. In the event of such a delinquency by Landlord, LAS VERDES CONDOMINIUM ASSOCIATION, INC. may, without notice to Landlord collect such payments as are due and payable by Tenant and apply the same to amounts due from Landlord. LAS VERDES CONDOMINIUM ASSOCIATION, INC. is under no obligation to collect such amounts and may elect to proceed against Landlord for the collection of past due maintenance rather than collecting the same from Tenant and may further collect amounts due from Tenant and simultaneously proceed against Landlord for any additional amounts owing thereon.

Applicant Signature

Co-Applicant Signature

Date

Date

Owner Signature

Co-Owner Signature

Date

Date