

Club La Costa Homeowners Association, Inc.



CAM Firm License # CAB 4083
18901 SW 106th Ave Suite 210 Cuttler Bay FL 33157
Tel: 305-242-7174
www.ipmsmiami.com
ApplicationsDept@ipmsmiami.com

OWNER / TENANT REGISTRATION

Listed below are the procedures and documents required by the Association for lease and purchase registration.

1. Unit owner form must be completed by the current buyer for purchases, or by the current owner and perspective tenants for leases.
2. Copy of valid driver's license for all applicants. Unit address needs to appear on the resident's driver's license and registration.
3. Vehicle registration form, along with a copy of valid vehicle registration, car insurance and photos of the vehicles. If the vehicle is not registered by the applicant a notarized authorization letter is required. Not applicable for investors.
 - a. No commercial vehicle(s) allowed by Association's governing documents.
 - b. Only one vehicle is allowed to be parked on common area parking lots as per governing documents.
 - c. Decals are only issued to vehicles belonging to registered residents living at that particular unit.
4. Pet registration form.
5. Acknowledgement confirming receipt of the Association Rules and Regulations. All prospective applicant(s) must sign and notarize the Addendum to Purchase/Lease. (Pg. 6)
6. Copy of the Executive Purchase or Lease Agreement.
7. Copy of the Section 8 HAP contract. (If applicable)

For Purchases

Title Company must contact the Management Company to obtain an Estoppel letter. The application will not be approved without a completed Estoppel. Estoppel must be requested by email to applicationsdept@ipmsmiami.com. The turnaround for the Estoppel is as follows: \$250.00 for (10) business days, or \$350.00 for (3) business days (RUSH), plus taxes and third-party service fee. If the account is delinquent a fee of \$150.00 may apply.

Club La Costa Homeowners Association, Inc.

UNIT OWNER FORM

FOR USE BY THE MANAGEMENT COMPANY

Application for occupancy Purchase Lease

Property Address _____

Owner's Information: (Must be completed by the buyer for purchase and by the current owner for lease)

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Person(s) who will normally occupy the unit:

<u>Full Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Email</u>	<u>Phone #</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

For tenants:

Lease term is from _____ to _____

** Copy of Section 8 voucher if applicable.

Club La Costa Homeowners Association, Inc.

EMPLOYMENT INFORMATION

APPLICANT 1

Employed Unemployed Student Retired

Occupation: _____

Employer Name: _____

Employer Phone Number: _____

Employer Address: _____

May we contact you at your place of Employment in case of emergency? Yes__ No__

APPLICANT 2

Employed Unemployed Student Retired

Occupation: _____

Employer Name: _____

Employer Phone Number: _____

Employer Address: _____

May we contact you at your place of Employment in case of emergency? Yes__ No__

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VEHICLE DECAL FORM

NO COMMERCIAL VEHICLES PERMITTED

Section I: GENERAL INFORMATION

Applicant(s) Name: _____

Property Address: _____

Cell: _____ Email: _____

Section II: VEHICLE INFORMATION

	Vehicle One (1)	Vehicle Two (2)	Vehicle Three (3)
Make			
Model			
Year			
Color			
Tag number			
State			
Expiration date			
Insurance Name			
Policy Number			
Expiration date			
DO NOT FILL OUT THIS SECTION - FOR OFFICE USE ONLY			
Decal #			
Date			
Issued by			
Initials			

- Copy of valid vehicle registration, car insurance and photos must be provided for each vehicle.
- Copy of driver's license. Unit address needs to appear on the resident's driver's license and registration.
- **No commercial vehicles** allowed by Association's governing documents.
- Only one vehicle is allowed to be parked on common area parking lots as per governing documents.
- Decals are to be permanently attached on the outside window, in **rear left side** of the vehicle.
- Decals will only be provided to **registered** occupants.
- Decals will NOT be issued if your account shows a balance past due, no exceptions.

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PET REGISTRATION FORM

Applicant(s) Name _____

Property Address _____

Dog's information

Breed of Dog _____ Color _____

Weight _____ Rabies Tag # _____ State _____

Breed of Dog _____ Color _____

Weight _____ Rabies Tag # _____ State _____

Pets are not allowed outside unattended in yard or on patios. Pets must be kept inside unless their owner is with them. They are to be kept on a leash and must be picked up after.

X _____

Applicant(s) signature

Club La Costa Homeowners Association, Inc.

ADDENDUM TO PURCHASE/ LEASE

This signed document acknowledges that the resident was provided a copy of Rules and Regulations of Club La Costa Homeowners Association, Inc., and that the resident has read said Rules and Regulations. All residents and guests must abide by these Rules and Regulations, if:

- The owner fails to adhere, the owner will be subjected to fines and/or injunctive relief legal action.
- The tenant fails to adhere, tenant will be subject to eviction.

This is to attest that all information provided on the attached information is true and correct and any false statements provided will result in disapproval and/or eviction.

Name _____ Signature _____ Date _____
Applicant #1

Name _____ Signature _____ Date _____
Applicant #2

State of Florida

Sworn to and subscribed before me this _____ day of _____ 20 _____, by

Please print applicant's name

() Personally, known to me () Produced Identification Type of Identification _____

() Did Take Oath () Did not Take Oath

Signature of notary public _____

Printed name of notary public _____

My commission expires _____

Club La Costa Homeowners Association, Inc.

EMERGENCY CONTACT

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Relationship: _____

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Relationship: _____