

## RENTAL/PURCHASE APPLICATION Instructions

**PLEASE BE AWARE THAT THIS PROCESS TAKES UP TO 15 BUSINESS DAYS (not including weekends and holidays). RUSH OPTION IS NOT AVAILABLE. FEES ARE NON-REFUNDABLE. This process may also take longer than expected if the application is incomplete. The Board of Directors will make every effort to ensure the approval or disapproval is provided within fifteen (15) days from the date received. An in-person interview may be required with the new owner(s) or prospective tenant(s).**

The following applies to any real estate transaction involving the sale/purchase, rental or transfer of any property within Century Lakes Townhomes Association, Inc. Please be advised that occupancy of any property is not permitted until Association approval is obtained. This applies to the sale of a property or the lease (rental) of a property. Short term rentals are not permitted (Air B&B and the like). Failure to comply with this regulation may result in the disapproval of the tenant(s) or buyer(s) and may also result in fines. Any legal fee incurred by the Association as a result of a buyer or tenant occupying a unit prior to receiving Association approval will be charged to the responsible parties. In the event of a rental/lease, the owner will be held responsible.

### **FOR SALES ONLY:**

#### **Please make sure the following information is requested prior to the closing:**

1. Association approval will not be released until an estoppel has been requested and processed.
2. **TO REQUEST AN ESTOPPEL** please visit [www.harborms.com](http://www.harborms.com)
3. **CONDO/PUD QUESTIONNAIRE** please visit [www.harborms.com](http://www.harborms.com)
4. The seller is responsible to provide the buyer(s) with a copy of the Association's Covenants and Restrictions/Bylaws. If the seller does not have a copy of the governing documents for Century Lakes Townhomes Association Inc., one may be purchased for \$50.00. **NO PERSONAL CHECKS, COMPANY CHECKS, CREDIT CARD OR CASH ACCEPTED. Payment may be in the form of MONEY ORDER OR CASHIER'S CHECK.**
5. Once the sale is final, **YOU MUST** provide a copy of the closing statement or warranty deed to: [centurylakeshoa@gmail.com](mailto:centurylakeshoa@gmail.com) We will not be able to update the Association's records without either of these documents.

## **PLEASE READ CAREFULLY!!**

All applicants ages 18 and over **MUST** apply. All required documents **MUST** accompany the application. In the event the application is incomplete or any of the documents requested are missing, the application will **NOT BE PROCESSED**. **THERE ARE NO EXCEPTIONS!**

The applicant(s) will be notified once the application is approved or denied.

**DO NOT MAIL, FAX OR EMAIL** the application. Please contact [centurylakeshoa@gmail.com](mailto:centurylakeshoa@gmail.com) for delivery options.

## **APPLICATION REQUIREMENTS**

1. Applicant(s) must submit a completed application. If the question(s) does not apply, write in "N/A" (Not Applicable) - **DO NOT LEAVE ANY SPACES BLANK**.
2. Copy of the Purchase Contract/Agreement or Rental/Lease Agreement **listing ALL occupants, including minor children**.
3. Employment letter or last two (2) paystubs for each employed person. In the event that the person is self-employed, please provide a copy of the most recent tax return and last three (3) bank statements. If none of these apply, please contact [centurylakeshoa@gmail.com](mailto:centurylakeshoa@gmail.com) for further instructions.
4. Copy of Driver License for **all occupants 18 or over**. If you do not have a driver license, please provide a copy of a valid, U.S. issued photo ID or current/valid passport or visa.
5. **Lease Addendum must be signed by the landlord and prospective tenant (Leases/Rentals Only)**
6. The application fee is **\$100.00 per adult or \$100.00 per married couple**. (anyone residing in the property who is 18 or older must apply). Payment must be made on the website: [www.harborms.com](http://www.harborms.com) or in the form of a money order payable to: Harbor Management Services, Inc.

**\*\*The screening background check includes credit report, all criminal records within the U.S. nationwide sexual offenders, sexual predator, US Patriot Act, FBI's most wanted, as well as all eviction and terrorism records.**

Please print legibly. Answer all questions. No questions should be left blank. If the question does not apply, write "N/A" - not applicable.

THIS APPLICATION IS FOR: (MARK WITH AN "X")

SALE/PURCHASE: \_\_\_\_\_

RENTAL/LEASE: \_\_\_\_\_

**CENTURY LAKES TOWNHOMES ASSOCIATION, INC.**

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

No. Of adults (Age 18 or over) occupying/residing in the property: \_\_\_\_\_

**Applicant 1.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Marital Status: Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_

Best Contact Phone Number: \_\_\_\_\_

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

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

How long have you lived in this property? \_\_\_\_\_

Employer: \_\_\_\_\_

How long have you been employed with this company? \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Employer Ph: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**Applicant 2.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Marital Status: Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_

Best Contact Phone Number: \_\_\_\_\_

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

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

How long have you lived in this property? \_\_\_\_\_

Employer: \_\_\_\_\_

How long have you been employed with this company? \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Employer Ph: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**Applicant 3.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Marital Status: Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_

Best Contact Phone Number: \_\_\_\_\_

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

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

How long have you lived in this property? \_\_\_\_\_

Employer: \_\_\_\_\_

How long have you been employed with this company? \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Employer Ph: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**Applicant 4.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Marital Status: Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_

Best Contact Phone Number: \_\_\_\_\_

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

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

How long have you lived in this property? \_\_\_\_\_

Employer: \_\_\_\_\_

How long have you been employed with this company? \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Employer Ph: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**Names and ages of children under 18:**

**Minor 1.**

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

Age: \_\_\_\_\_

**Minor 2.**

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

Age: \_\_\_\_\_

**Minor 3.**

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

Age: \_\_\_\_\_

**PETS:**

Number of Pets: \_\_\_\_\_

Breed: \_\_\_\_\_

Color: \_\_\_\_\_

Size (lbs): \_\_\_\_\_

**Vehicles**

No. Of vehicles you will be parking at the property: \_\_\_\_\_

**Vehicle 1.**

Make/Model \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No. \_\_\_\_\_ State: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

**Vehicle 2.**

Make/Model \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No. \_\_\_\_\_ State: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

**Vehicle 3.**

Make/Model \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No. \_\_\_\_\_ State: \_\_\_\_\_

Name of Registered Owner: \_\_\_\_\_

**PERSONAL REFERENCES**

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

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

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

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

**RULES AND REGULATIONS/AUTHORIZATION DISCLOSURE**

I/WE - Hereby confirm that I have received and will read or have read a copy of the Century Lakes Townhomes Association, Inc. governing documents (rules and regulations/bylaws).

I/WE - acknowledge that Century Lakes Townhomes Association, Inc. is a deed restricted community and that the rules set forth in the declaration of covenants and restrictions govern the use, responsibilities, safety, security, trash, architectural control, parking regulations, pets, leasing or sale of units, and burglar alarm of the Homeowner's Association. The property may not be subleased, or sublet partial or total. I understand that failure to comply with the Rules and Regulations (governing documents) will result in fines as permitted and/or legal enforcement as prescribed by the law.

I/WE, hereby authorize Century Lakes Townhomes Association, Inc. 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 Century Lakes Townhomes Association, Inc. to request a background check and credit report for all applicants, ages 18 and over. Said reports will be reviewed by the Century Lakes Townhomes Board of Directors and, upon request, 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 by the Board of Directors of the Association and the landlord. The applicant(s) agree, to hold harmless Century Lakes Townhomes Association, Inc., (Owner/Seller/Landlord/Board of Directors/Managing Agent/Agency) for information contained within the reports received by their investigators. All reports will be obtained under the regulations of the Fair Credit Reporting Act.

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

I/WE understand that the application process may not be rushed. The application process can take up to 15 days. Fees are NON-REFUNDABLE. This process may also take longer than expected if the application is incomplete. The Board of Directors will make every effort to ensure the approval or disapproval is provided within fifteen (15) days from the date received. An in-person interview may be required with the new owner(s) or prospective tenant(s).

Applicant 1. \_\_\_\_\_  
Signature Date

Applicant 2. \_\_\_\_\_  
Signature Date

Applicant 3. \_\_\_\_\_  
Signature Date

Applicant 4. \_\_\_\_\_  
Signature Date

**FOR OFFICE USE ONLY**

APPLICATION RECEIVED: \_\_\_\_\_  
DATE

RECEIVED BY: \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
SIGN AND PRINT NAME

\_\_\_\_\_  
SIGN AND PRINT NAME

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

APPROVAL DATE:

\_\_\_\_\_

\_\_\_\_\_

*Century Lakes Townhomes Association Inc.*

**Application for Residency**  
**Leases/Rentals Only**

Dear Owner,

Enclosed is the application for residency and consent forms which must be completed in their entirety by the prospective tenant. Please return the completed application packet with a copy of the fully executed lease and the attached lease addendum. Upon receipt, the Association will begin the screening process and review the results once received. The homeowner will be advised of the tenant's approval or disapproval in writing.

This approval process is required and may take up to fifteen (15) days to complete once all the required paperwork has been properly submitted. Failure to complete the application in its entirety may delay the approval process or result in disapproval of the application.

Occupancy of a home prior to receiving written Association approval will be deemed a withdrawal of any application and the Association will pursue immediate eviction of the unapproved tenant. Habitual failure of the homeowners to adhere to the approval process may also result in the withdrawal of any future applications.

Sincerely,

The Board of Directors  
Century Lakes Townhomes Association, Inc.





**ADDENDUM TO LEASE AGREEMENT**

THIS ADDENDUM, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
and between \_\_\_\_\_, owner of  
\_\_\_\_\_  
(owner)  
\_\_\_\_\_, hereinafter called Lessor, and  
\_\_\_\_\_  
(property address)  
\_\_\_\_\_, hereinafter called the Lessee and CENTURY  
LAKES TOWNHOMES ASSOCIATION, INC., hereinafter called the Association.

THIS is an addendum to the lease agreement dated \_\_\_\_\_ executed by  
and between \_\_\_\_\_, lessor and  
\_\_\_\_\_  
(owner)  
\_\_\_\_\_, lessee.  
(tenant)

LESSEE agrees to lease the premises subject to the terms and conditions as recorded in the Declaration of Covenants and Restrictions of Century Lakes Townhomes Association, Inc. and exhibits thereto recorded in Official Records Book 22381 at Page 1610-1616 of the Public Records of Miami-Dade County, Florida.

IN the event lessee or any guests of lessee violate any of the terms and conditions of the Declaration of Covenants and Restrictions, the Association shall have the right to terminate this lease. If lessee fails to comply with any of the rules and regulations of the Association, the Association shall send written notice specifying the non-compliance and indicating the intention of Association to terminate the lease by reason thereof. If lessee fails to correct the violation within five days of the notice, the Association may terminate the lease.

IN connection with any litigation arising out of this agreement, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney's fees, at both the trial and appellate levels.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed, sealed and delivered  
In the presence of:

\_\_\_\_\_  
Witness  
\_\_\_\_\_  
Witness  
\_\_\_\_\_  
Witness  
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Lessor  
\_\_\_\_\_  
Lessee  
\_\_\_\_\_  
Lessee  
\_\_\_\_\_  
Century Lakes Townhomes Association, Inc.

