



# Harbor Management Services, Inc.

P.O. Box 924176, Homestead, FL 33092-4176

(305) 246-5867 [www.HarborMS.com](http://www.HarborMS.com)

BLDG# \_\_\_\_\_ UNIT# \_\_\_\_\_

PURCHASE \_\_\_\_\_ OR LEASE \_\_\_\_\_

## THE RESERVE OF PINECREST

*Revised January 2024*

Dear Applicant,

In accordance with the Association Document applicants are required to complete this application prior to occupancy.

In an effort to update our records and conform to the tenant approval process, the Association requests that you include all the information requested below, do not turn in incomplete applications. Only originals will be accepted. Do not fax or email signature copies.

- Application package.
- Copy of Lease/Purchase agreement.
- Bring **ORIGINAL** State ID and social security card to the office for every person over the legal age. (If, you are NOT A US RESIDENT PLEASE SEE PAGE 4).
- A Certificate from a veterinarian dated within the last six (6) months indicating, breed, age, and weight is required for pets. Pets over 25 lbs. are not allowed. No exceptions.
- Miami-Dade, Section 8, etc. housing agreements. (if applicable).
- One hundred (\$100) dollar application fee per married couple, and additional \$35 per anyone older than 18 yrs. Application fees may be paid using Cashier checks or Money orders made payable to: Harbor Management Services, Inc.
- Common area security deposit of \$1,000.00, which is refundable upon termination of lease, made payable to: The Reserve of Pinecrest Condominium Association.

The Association will respond in writing within **10 business days** on COMPLETE applications. If you are, a prospective tenant this approval process is mandatory, failure to obtain prior approval will result in legal action to enforce eviction.

For the Association,  
Harbor Management Services, Inc.

### DO NOT WRITE FOR MANAGEMENT USE ONLY

Paid \_\_\_\_\_ Posted \_\_\_\_\_ Initials: \_\_\_\_\_

TNT Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

H/O Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_ # of TNT \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FOR APPROVAL

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

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

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

\_\_\_\_\_  
(City) (State) (Zip) (Home Telephone)

\_\_\_\_\_  
(Cell Phone) (Email Address)

Best telephone number to be reached in the next 2 weeks \_\_\_\_\_

Present Landlord/Mortgage Company

(NOT for the address you are moving to): \_\_\_\_\_  
(Name) (Telephone)

Social Security No. \_\_\_\_\_  
(Applicant) (Co-Applicant)

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

Children: \_\_\_\_\_ Pets: \_\_\_ Pet Description - a photo is required-: \_\_\_\_\_

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

Is Co-Applicant spouse? YES \_\_\_ NO \_\_\_ If not, specify relationship: \_\_\_\_\_

In Case of emergency, notify: \_\_\_\_\_ Ph.: \_\_\_\_\_

Vehicle 1, type and color: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Vehicle 2, type and color: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Other Vehicle: \_\_\_\_\_ ID/Tag: \_\_\_\_\_

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 \_\_\_\_\_

**BANK REFERENCE** \_\_\_\_\_  
(Location)

\_\_\_\_\_  
(Type of Account)      (Account Number)      (Telephone)      (Date Opened)

**CHARACTER REFERENCES OTHER THAN RELATIVES:**

1. \_\_\_\_\_  
(Name)                      (Mobile phone)              (Office/work telephone)
2. \_\_\_\_\_  
(Name)                      (Mobile phone)              (Office/work telephone)
3. \_\_\_\_\_  
(Name)                      (Mobile phone)              (Office/work telephone)

Approval is hereby granted to The Reserve of Pinecrest Condominium, (hereinafter referred to as the Condominium Association) 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

**HAVE YOU EVER BEEN CONVICTED OR PLED GUILTY TO A CRIME?** Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes, please provide information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Application for Unit #** \_\_\_\_\_ **Building #** \_\_\_\_\_ **Date** \_\_\_\_\_

**Association Name:**

**THE RESERVE OF PINECREST CONDOMINIUM  
7504 SW 102 ST  
Miami Fl. 33156**

## 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 in this to this application.
- Usually, no unit may be leased for less than 6 months. 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.

Date \_\_\_\_\_ Lease Term: From \_\_\_\_\_ To \_\_\_\_\_

Lessor's name \_\_\_\_\_ Unit No. \_\_\_\_\_

Lessor's Address (NOT of the unit to be leased): \_\_\_\_\_

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

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

### LESSEE(S) INFORMATION

**NAME(S) of Proposed Lessee(s) (as will appear on Lease)**

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

**NAME, AGE AND RELATIONSHIP of ALL proposed occupants of the unit:**

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. I hereby agree for myself and on behalf of all persons who may use the unit which I seek to Lease.
  - a) I will abide by all the restrictions contained in the By-Laws, Rules and Regulations, and the restrictions which are or may be in the future imposed by the Board of Directors of **THE RESERVE OF PINECREST CONDOMINIUM** hereinafter referred to as "the Condominium Association".
  - b) I understand that sub-leasing or occupancy of this unit in my absence is not permitted.
  - c) I shall be present when guests, visitors, relatives, or children who are not permanent residents occupy the unit.
  - d) I understand that any violation of these terms, provisions, conditions and covenants of the Association documents provide cause for immediate action as therein provided or termination of the leasehold under appropriate circumstances.
2. I understand that the acceptance of Lease of a unit at the Condominium Association, is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. **Occupancy prior to approval is prohibited.**

In making the foregoing application, I am aware that the decision of the Board of Directors 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 \_\_\_\_\_

## NON-US RESIDENTS APPLICANTS

**Applicants without a social security numbers** must provide

some pages on the passport. (Original passport must be provided for copies):

- The picture ID page

• We also require at least one of the following:

- The page with the INS entry stamp
- Current visa
- Current I-94
- Permanent Resident Card

Applications without this information will not be processed.

**AUTHORIZATION FOR RELEASE OF BANKING, RESIDENCE, EMPLOYMENT, CREDIT AND POLICE INFORMATION**

I/e \_\_\_\_\_

hereby authorize the release of information to the Credit Agency and their Attorneys or Representatives concerning my banking, credit, residence, employment or police records in reference to this application for housing with THE RESERVE OF PINECREST CONDOMINIUM (hereinafter referred to as "the Condominium Association").

I/we understand the Board of Directors of the Condominium Association, may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors of the Condominium Association to make such investigation and agree that the information contained in the attached application may be used in such investigation

Furthermore, I/we release the Board of Directors and Officers of the Condominium Association, (to include: employees, officers, directors, brokers, agents and representatives of the foregoing) and all persons and firms providing or receiving information in this report, from any and all claims or liability which might arise from the release, transmission, assembly, interpretation of information, denial of application or other adverse action.

I/we are also authorizing the Management Company to furnish the Lessor with a copy of the Credit and Police Reports.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is



placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>