

South Pointe Cove Condominium Association, Inc.



Innovative Property Management
Services of South Florida

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 are the procedures and documents required by the Association for purchase, lease, and renewal applications:

1. A non-refundable processing fee payable to Innovative Property Management in the amount of \$100 per applicant, can be paid via online and money order only. (Legally married couples counts as one applicant. Must provide marriage certificate.)
2. All applicant(s) are required to complete a secure background check. A non-refundable fee payable to Innovative Property Management in the amount of \$25.00 must be provided per each applicant 18 years and older, can be paid via online and money order only.
3. Unit resident form must be completed by the current buyer for purchases, or by the current owner and perspective tenants for leases.
 - According to the Association's Declaration 5.7 Leasing: Units may only be leased in accordance with the By-laws and Rules and Regulations of the Association and/or this Declaration. Leasing of Units shall not be permitted during the first twelve (12) months of ownership of a Unit. No lease of a Unit shall be for a period of less than six (6) months. Additionally, tenants are approved for a period of one year, after that the lease renewal must be approved by the Association.
4. Copy of valid driver's license for all occupants.
5. Vehicle registration form, including copy of valid vehicle registration and car insurance for each vehicle.
6. Personal references. Three (3) personal reference letters, typed-written, including the writer's phone number and address, all letters must have different content.
7. Acknowledgement confirming receipt of the Association Rules and Regulations. All prospective applicants must sign and notarize the Addendum to Purchase/Lease. (Pg.5)
8. Copy of the Executive Purchase or Lease Agreement.
9. Copy of Section 8 voucher if applicable for tenants.
10. An interview with the Board of Directors is required if applicable. We will advise the applicant to schedule an interview.

For Purchases

Title Company must contact the Management Company to obtain an Estoppel letter. The application will not be approved without a completed Estoppel. The 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.

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UNIT OWNER FORM FOR USE BY THE MANAGEMENT COMPANY

Application for occupancy Purchase Lease Renewal

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.

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PERSONAL RELEASE FORM AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

IMPORTANT: Please read carefully before signing.

A consumer report and/or investigative consumer report including information concerning your character, employment history, rental history, personal characteristics, police record, credit and indebtedness may be obtained in connection with your rental application. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process.** If adverse action is taken, based in whole or in part on the information contained in the consumer report, you are entitled to receive a denial letter. The name, address and telephone number of Western Reporting, and a summary of your rights under the Fair Credit Reporting Act will be included. You may contact Western Reporting for a copy of the consumer report.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, landlord, police department, financial institution, consumer reporting agencies, credit bureaus or other persons or agencies having knowledge about you to furnish Western Reporting with any and all background information in their possession regarding you, in order that your suitability as a potential tenant may be determined.

By signing below, you hereby authorize without reservation, any party or agency contacted by Western Reporting to furnish the above mentioned information. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

Please print legibly to speed up processing time.

Applicant #1 Full Name _____

Applicant SSN _____ -- _____ -- _____ Applicant DOB _____

Email Address (Required): _____

Read, acknowledge, and authorized

Signature Applicant #1 Date

Applicant #2 Full Name _____

Applicant SSN _____ -- _____ -- _____ Applicant DOB _____

Email Address (Required): _____

Read, acknowledge, and authorized

South Pointe Cove Condominium Association, Inc.

Signature Applicant #2 _____

Date _____

VEHICLE REGISTRATION FORM

Section I: General Information

Applicant Name(s) _____

Property Address _____

Phone _____ Email _____

Section II: Vehicle Information

	Vehicle One (1)	Vehicle Two (2)
Make		
Model		
Year		
Color		
Tag Number		
State		

Valid vehicle registration, car insurance, and copy of driver's license are required to verify the information.

** If the vehicle is no registered by the applicant, a notarized authorization letter is required.

South Pointe Cove Condominium Association, Inc.

ADDENDUM TO PURCHASE / LEASE

This signed document acknowledges that the resident was provided a copy of Rules and Regulations of South Pointe Cove Condominium Association, Inc., and that the resident has read said Rules and Regulations. All residents and guests must abide by these Rules and Regulations, if:

- a. The owner fails to adhere, the owner will be subjected to fines and/or injunctive relief legal action.
- b. 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 _____

South Pointe Cove Condominium Association, Inc.

EMERGENCY CONTACT

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

South Pointe Cove Condominium Association Inc.

Rules and Regulations

1. DISPOSAL OF GARBAGE AND BULK TRASH

- All household garbage must be bagged in closed trash bags. This is a sanitary issue. Trash bags that are not properly closed cause pests infestations including flies, gnats, cockroaches, mice, rats, etc. All your garbage must be placed inside the trash containers. Do not throw your garbage outside the container. The opening of the trash containers is too high for most children. Children that cannot comfortably reach this opening are prohibited from throwing out the trash. Boxes must be broken down flat before being placed in the trash container. Please help us keep our property free of pests by properly bagging and disposing of your garbage.
- The Associations trash containers are not equipped to dispose of bulk trash such as mattresses, furniture, construction debris, appliances, auto parts, tires, paint, Christmas trees or other large bulky items. These items must be taken to the nearest Miami-Dade disposal site (on 268 ST/Moody DR. and 130th AVE).

2. SALE OR RENTAL OF YOUR UNIT

- Our Association documents (see Declaration, sections 5.7, 11.0-11.6) prohibit the rental of a unit during the 1st twelve (12) months of ownership. This provision of the documents will be enforced. Violation of this provision will result in a fine of \$100.00 per day until such time the violation is corrected. If the violation is not corrected within 30 days, the Association will pursue legal action against the unit owner.
- All persons purchasing or renting a unit must fill out an application as prescribed by the Association from time to time and pay a fee. The Association will interview all purchasers or renters of units. At this interview the individuals will acknowledge receipt of the Associations rules and regulations and raise any questions they may have regarding their residency at South Pointe Cove Condominium Assoc. The Association will approve or deny the purchase or rental of a unit once the purchaser or tenant complies with the approval process. Tenants are approved for a period of one year and all lease renewals must be approved by the Association.

3. NO "FOR SALE" OR "FOR RENT" SIGNS ALLOWED

4. PETS

- In our Association documents (see Declaration, section 5.6) "the keeping of pets may be authorized by the Board of Directors as a conditional license and not as a right". The

following regulations apply to all the residents of South Pointe Cove Condominium Assoc. that have pets.

- Dogs must be on a leash any time they are on the Association's common areas. The designated area for your dog to poop is the area immediately behind your unit. All persons walking their dog must pick-up their dog's their poop. All pets must be properly registered with the County and a copy of the registration, a photograph of your pet and proof of your pets annual vaccinations must be provided to the Association.

5. PROHIBITED ANY TYPE OF NUISANCE

- Loitering, no walking/ standing around for no reason. Any person standing around the property will be asked to leave. Miami Dade County Police are authorized to remove people from our property.
- Drinking and partying is only limited to your back yards, do not take this to the front of your unit because you would be on public parking, a common element. Think of the image you will be given your neighbors/community if there are drunk people in our parking lot in front of the buildings.
- No Loud music or conversation loudly.
- Littering, do not leave trash around. Pick up after yourself and your kids.
- Unruly guests will be asked to leave, and the Cops will be called to escort them out if needed. The host/Tenant or Owner of Unit is responsible for any damages.
- Damage or vandalism to condo property will not be allowed.

6. BARBEQUES / PROPANE COOKING DEVICES OUTDOOR

- NOT permitted.

7. CAR TOWING, PARKING SPACES AND VISITOR PARKING

- Any vehicle parked in the community that it is dysfunctional (crashed or with mechanical failure), will be towed at vehicle owner's expense.
- The owners of vehicles leaking fluids, such as oil water, radiator and, brake fluid, etc. will be responsible for cleaning the pavement and any damaged.
- Any vehicle parked in an assigned space that does not belong to that unit's owner, will be towed at vehicle owner's expense.
- Cars with no license plate or an expired plate will be towed at vehicle owner's expense.
- Visitor's parking is limited and are not to be used by owners for their vehicles. Otherwise, those unit owner's vehicles will be towed.
- Note: We are a crime watch community, police may come in and give tickets.

8. ENTRY GATE

- Every resident should have a clicker or a code to enter the property. You are responsible to give this to your guests in order to enter the community. If you don't open to them, no one else will.
- This is a crime watch community, which means all residents take responsibility and are authorized to call the police for any suspicious activity, like entering or exiting the community inappropriately.
- No tail gating! One car at a time. Bar comes down quickly. If you break it you pay for it. Please write down tag number of whoever you see breaking it and call Innovative Management Company at 305-242-7174. Do not enter through the Exit gate.
- When exiting, stay all the way to the right, go around the palm trees.
- Please use pedestrian door not the clicker if you don't have a car.

9. VIOLATION OF ANY OF THESE RULES WILL RESULT THE FOLLOWING ACTIONS BY THE ASSOCIATION:

- 1st time violation - the unit owner and resident will be given a warning and the unit will be assessed for the costs, if any, of correcting the violation.
- 2nd violation - A \$25.00 violation will be assessed against the unit owner and the resident of the unit. In addition, the unit will be assessed for the costs, if any, of correcting the violation.
- 3rd violation - A \$100.00 violation will be assessed against the unit owner / resident of the unit. In addition, the unit will be assessed for the costs, if any, of correcting the violation. If the unit is rented the Association will pursue eviction of the offending resident

Thank you all in advance for your cooperation.

Sincerely,

The Board of Directors of
South Pointe Cove Condominium Assoc.

Innovative Property Management Services

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