



CAM Firm License # CAB 4083
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OWNER / TENANT APPLICATION

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

1. A non-refundable processing fee payable to Innovative Property Management in the amount of \$130 per applicant, can be paid via online and money order only. (Legally married couples counts as one applicant. Must provide marriage certificate.)
 - Tenant must pay deposit of \$350.00. Please sign the Seapines Tenant Deposit Agreement form.
2. All applicant(s) are required to complete a 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. *Individuals with criminal records will not be approved, clean records only.*
3. Unit Owner form must be completed by the current buyer for purchases, or by the current owner and perspective tenants for leases.
4. Copy of valid driver's license for all applicant(s).
5. Vehicle Registration Form.
6. Copy of valid vehicle registration and car insurance for each vehicle.
7. Pet Registration Form.
8. Acknowledgement confirming receipt of the Association Rules and Regulations. All prospective applicant(s) must sign and notarize the Addendum to Purchase/Lease.
9. Copy of the Executive Purchase or Lease Agreement.
10. All applicants must be interviewed prior to final approval.
11. Copy of the Section 8 HAP contract. (If applicable)

For Purchases

Applicant must pay a Capital Contribution Fee of \$ 500.00 to the Association.

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.

Application process may take up to ten (10) business days from the time the completed application is received in our office to receive an approval or a disapproval letter from the BOD.



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>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you and/or the co-applicant(s) ever been evicted from any property? ____ If yes, provide detailed explanation.

For tenants:

Lease term is from _____ to _____.

** Copy of the Section 8 HAP Contract (If applicable)



**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): _____



VEHICLE REGISTRATION FORM

NO COMMERCIAL VEHICLES PERMITTED

Section I: GENERAL INFORMATION

Applicant(s) Name: _____

Property Address: _____

Cell: _____ Email: _____

Section II: VEHICLE INFORMATION

	Vehicle One (1)	Visitor's pass
Make		
Model		
Year		
Color		
Tag number		
State		
DO NOT FILL OUT THIS SECTION - FOR OFFICE USE ONLY		
Decal number		
Date		
Issued by		
Initials		



PET REGISTRATION FORM

Applicant(s) Name _____

Address _____

Pet's information

Type (dog/cat) _____ Breed _____ Color _____

Weight _____ Rabies Tag # _____ State _____

Type (dog/cat) _____ Breed _____ Color _____

Weight _____ Rabies Tag # _____ State _____

- All dogs must have up to date shot & license.
- No pit bulls or violent mix. Trained attack dogs or known to be vicious are NOT ALLOWED in Seapines.
- Dogs and cats are to be fed and maintained inside homes.
- Max two of each kind per unit.

X _____

Applicant(s) signature



ADDENDUM TO PURCHASE/LEASE

This signed document acknowledges that the resident was provided a copy of Rules and Regulations of SEAPINES CONDOMINIUM ASSOCIATION, 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



HOLD HARMLESS AGREEMENT/AFFIDAVIT

The Board will not consider approval of this Application unless all information requested is completely & properly filled out and provided.

I understand that the acceptance of this application is conditioned upon the truth and accuracy of this application and upon approval of the Board of Directors. Any occupancy prior to the approval of the Board of Directors is not permitted.

I hereby authorize the Board of Directors of Seapines to institute any investigation of my background, as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors or their agents to make an investigation and agree that the information contained in this application may be used in such an investigation, and the Board of Directors and its Officers of the Association itself shall be held harmless by the applicant from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board.

I hereby agree for myself and on behalf of all persons who may use this Seapines home which I seek to Purchase, Occupy and/or Lease that:

- (a.) I will abide by all of the restrictions contained in the rules and regulations of Seapines.
- (b.) I understand that sub-leasing or occupancy of a Seapines home is NOT permitted.
- (c.) I shall be present when guest, visitors, relatives who are not permanent residents occupy the home, except when notified to and approved by the Board.
- (d.) I understand that any violation of the terms, provisions, conditions, and covenants of the Association documents provides cause for immediate action. Seapines HOA reserves the right to evict the tenant and, or fine the owner under appropriate circumstances.

In making the foregoing application, I am aware that the decision of the Seapines Board will be final and that no reason will be needed for actions taken by the Board to be disputed. I agree to be governed by the determination of the Board and agree to hold all board members harmless from any action, whatsoever.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



SEAPINES TENANT DEPOSIT AGREEMENT

I, _____ was explained in detail that the deposit of \$350.00 is for the purpose of the keeping the outside of the unit clear and clean. By signing this Agreement, I am aware that any violation done to the unit will deducted from this deposit, unless I correct the violation in timely manner and according to the rules and regulations of Sealines Community.

Sincerely,

Name of Tenant: _____

Property Address: _____

Date: _____

CONVENIO DE INQUILINO EN SEAPINES

YO, _____ he sido detalladamente explicado que el depósito de \$350.00 es para el propósito de mantener mi unidad limpia e impecable. Firmando este acuerdo, yo estoy de acuerdo que cualquier violación a mi unidad será deducida de este depósito, a no ser que yo corrija esta violación en el tiempo adecuado y de acuerdo con las regulaciones de la Comunidad de Seapines.

Sinceramente,

Nombre del Inquilino: _____

Numero de la Propiedad: _____

Fecha: _____



RULES AND REGULATIONS

Important Notice All owners, and tenant's will receive a violation with fee and tenants may be evicted if the Rules and Regulations are not followed. Legal action with Attorney will be implemented if needed.

- 1) All Tenants must fill out an application package, have interview, before moving in to unit. An appointment is needed.
- 2) Vehicles. NO COMMERCIAL UNTAGGED INOPERATIVE Vehicles shall be stored overnight or parked on the premises for more than 24 Hr. This violation will result in being TOWED AWAY at the owners expense. Owners may be fined.
- 3) Animals. No farm, livestock are permitted. All dogs and cats must be registered with the HOA., must be license, must eat inside unit; food can't be accessible to other animals. Owner and tenant both will be fined if in violation. NO PIT BULL OR ATTACK DOG ALLOWED. Pets are to be keep in owners unit limits
- 4) Property Maintenance. All unit's and common area need to be kept clean. All garbage needs to be bagged in green bins. Blue Bins are for Recycling only. Garbage days are Monday 7:00 AM. & Thursday 7:00 AM. Recycling every other Thursday 7:00 AM.
- 5) Building. Fence needs to be in good shape (Shadow Box Style). Painted Leather Brown (Rustolium), Home Depot building paint is Seapines Buff. Keep buildings free of mold and dirt.
- 6) No Business Establishment Set up in Seapines.
- 7) Crime Vandalism / Theft. All crimes will be prosecuted to the fullest extent of the law (There are cameras throughout Seapines watching you)

Please Report Illegal Dumping to 311

- 8) Dumping in Seapines is a Violation. If you have Bulk trash, secure it, and put in front of the unit or at back of road side. Call the County 311 and ask for a bulk waste pickup before you put the trash out. Request code and notify the HOA. Two pickups a year, 25 yards each.
- 9) Noise. Quiet hours each day from 10:00 PM. till 8:00 AM. These hours must be observed any loud noise within 100 feet of your property or vehicle can be fined by Miami-Dade County ordinance on noise.
- 10) Common Areas. Parking areas and grass grounds are not to be used for repairs, oil change, or radiator flushing of cars or trucks. Grass areas are not to be used as road ways or work areas.
- 11) Vehicle Parking and use of Parking Area. There is one parking space allowed per home. Guest parking spaces are available and unassigned. No double Parking in the street behind vehicles or parking on common areas.
- 12) Registration of Vehicles. Occupants of Seapines are required to register their vehicles with the Homeowners Association. In addition, the vehicle must have a current registration and tag. A copy of the Occupants insurance policy must be on file with the HOA.
- 13) Speed limit. It is mandatory that motorists adhere to the speed limit of 15 MPH in Seapines.

Initials _____



- 14) Children. All parents/guardians must supervise their children and confine their activities to the parents/guardians property. There is NO playing in the streets at any time. The HOA will not be held responsible for the safety of unsupervised children injured in the streets or common areas. In the event children cause damage to another's property, the parent/guardian shall be 100% responsible for losses incurred. Children may use common areas for safe Non-Destructive activities during day light hours. A parent or guardian must be present at all times.
- 15) Structural changes (exterior decorations). Any exterior structural changes must have the approval from the HOA in writing as well as a proper permit from Miami-Dade County before beginning work.
- 16) Yard Maintenance. Back and side yard inside fence are the responsibility if the owner. Grass, shrubs, and trees need to be kept neat, clean, and trimmed. Front yards need to be clear of debris. The common area is cut by the HOA. If you litter you will receive a Violation. PLEASE KEEP THE COMMUNITY CLEAN.
- 17) Signs. No commercial, advertising, or political signs of any kind are permitted in Seapines. Yard sales must have approval from the HOA one week before sale. Request by email: Info@ipmsmiami.com
- 18) Fences. No chain link fencing. Requirements are 1" by 6" pickets for backyard fences and must be shadow box wood fences. Fences must be painted with the approved color. Contact the HOA for color.
- 19) Drugs and other criminal activity. Illegal drugs are strictly prohibited on Seapines grounds. DEA enforcement will be called on any violations. Alcohol use needs to be kept within unit perimeters.
- 20) Occupancy. Seapines is a residential community. Two occupants are permitted to reside per bedroom. For tenants, sub-leasing is not permitted. (If unit is not being occupied, hurricane shutters may be closed).
- 21) Fire Codes. All properties must adhere to the Miami-Dade Fire Codes. No occupancy is allowed when unit is boarded up. Egresses or exits need to be available for each bedroom. Pathways around units need access (Fire Marshal Code) (Hurricane shutters or boarding may be used only when hurricanes are announced).
- 22) Habitability of residence. All units have to have a certificate of completion from Miami-Dade County Building Department. Any residence residing in unit in violation of said order will be prosecuted by Miami-Dade County and Seapines HOA.
- 23) Insurance. All owners are responsible for insurance on their property (Protection on a joining unit). Seapines only insures common area with liability.
- 24) Consent to Occupy. Owners are obligated to fill out a buyer package. Tenants need to get a police report, get board approval, and pay the \$75 application fee.

Initials _____



EMERGENCY CONTACT

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____