

SONOMA LAKE CONDOMINIUM ASSOCIATION, INC.



CAM Firm License # CAB 4083

18901 SW 106th Ave Suite 210 Cuttler Bay FL 33157

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. A non-refundable processing fee payable to Innovative Property Management in the amount of \$150 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 applicant 18 years and older, can be paid via online and money order only.
3. Unit Owner and Employment Information forms must be completed by the current buyer for purchases, or by the current owner and perspective tenants for leases.
4. Copy of unexpired driver's license for all applicants.
5. Vehicle Registration Form (Maximum 2 vehicles)
6. Copy of unexpired vehicle registration and car insurance for each vehicle, photos of front and back for each vehicle. (Not applicable for Investors)
7. Personal references. Three (3) personal reference letters, typed-written, including the writer's phone number and address, all letters must have different content.
8. Pet registration form. Copy of pet vaccination records.
9. Acknowledgement confirming receipt of the Association Rules and Regulations. All prospective applicant(s) must sign and notarize the Addendum to Purchase/Lease.
10. Copy of the Executive Purchase or Lease Agreement.
11. All applicants must be interviewed by the Board of Directors prior to final approval.

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.

- Premature occupancy (before approval) is a failure to comply with Sonoma Lake Condominium Association, Inc. Governing Documents and the Rules and Regulations, and legal action might be taken.

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.

SONOMA LAKE CONDOMINIUM 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 _____

SONOMA LAKE CONDOMINIUM ASSOCIATION, INC.

EMPLOYMENT INFORMATION

APPLICANT 1

Employed Unemployed Student Retired

Employer Name: _____

Employer Phone Number: _____

Employer Address: _____

APPLICANT 2

Employed Unemployed Student Retired

Employer Name: _____

Employer Phone Number: _____

Employer Address: _____

SONOMA LAKE CONDOMINIUM ASSOCIATION, INC.

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 WesternReporting 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

Signature Applicant #2 Date

SONOMA LAKE CONDOMINIUM ASSOCIATION, INC.

VEHICLE REGISTRATION FORM

(No commercial vehicles allowed)

- All vehicles must be owned by registered residents or potential applicants.

Section I: GENERAL INFORMATION

Applicant(s) Name: _____

Property Address: _____

Cell: _____ Email: _____

Section II: VEHICLE INFORMATION

	Vehicle One (1)	Vehicle Two (2)
Vehicle owner		
Make		
Model		
Year		
Color		
Tag Number		
State		
Expiration date		
Decal/Sticker #		

X _____
Applicant(s) signature

SONOMA LAKE CONDOMINIUM ASSOCIATION, INC.

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 _____

- Copy of pet vaccination records, must be submitted.

Pets shall be restricted to the Owner's respective parcel, shall be restricted from making loud noise, and shall be walked with a leash, and must be picked up after.

X _____

Applicant(s) signature

SONOMA LAKE CONDOMINIUM ASSOCIATION, INC.

ADDENDUM TO PURCHASE / LEASE

This signed document acknowledges that the resident was provided with a copy of the Rules and Regulations of Sonoma Lake 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, the tenant will be subject to 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 _____

SONOMA LAKE CONDOMINIUM ASSOCIATION, INC.

EMERGENCY CONTACT

Name: _____

Relationship to Applicant: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Name: _____

Relationship to Applicant: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____