

# Tiffany Lake Association / Cateleya Shores

904 E Tiffany Drive # 1 Mangonia Park FL

Email: [Tiffanylake@Elite-pmc.com](mailto:Tiffanylake@Elite-pmc.com) Phone: 561-872-1888

## APPLICATION & REQUIRED DOCUMENTS CHECK LIST

### APPLICATION FEE

An application fee of \$ 150.00 (per adult) is due upon submission of an application.

Payment must be in the form of Zelle to: [Info@elite-pmc.com](mailto:Info@elite-pmc.com)

Elite Property Management & Consulting Inc

**(Please add your Name, Building & Unit # on Memo Section)**

**Applications and required documents are to be emailed to [tiffanylake@elite-pmc.com](mailto:tiffanylake@elite-pmc.com) for processing.**

- Applications must be submitted to the Association complete with all required documents
- Incomplete applications will be rejected
- **Completed applications must be submitted at least 7 business days prior to the scheduled move in date.**
- **\*\*Rush\*\*** application processing requests will be an additional \$50 per applicant and \$45 per Applicant for after office hours Orientation requests (After hours requests are based on availability)
- Applicants that have received an application approval will need to email [tiffanylake@elite-pmc.com](mailto:tiffanylake@elite-pmc.com) to schedule an orientation
- Application Requirements:
  - Applicant #1 Completed Application (Do Not leave any blanks)
  - Applicant #2 Completed Application (Do Not leave any blanks)
  - Electronic Disclosure Authorization Form
  - Authorization to Release Information Applicant #1 Form
  - Authorization to Release Information Applicant #2 Form
  - Association Consent and Agreement Form
  - Assignment of Rent & Subletting Agreement (Homeowners who intend to or are currently renting their unit must sign)
  - Subletting Agreement
  - HO-6 and Renters Insurance (Homeowners purchasing a unit must sign. All tenants leasing a unit must sign)
  - Pet Registration Form
  - Copy of Driver's License/State ID
  - Vehicle Registrations and Vehicle Insurance
  - Copy of Executed Lease The Association requires an executed lease to verify it contains sufficient provisions and remedies needed to enforce Association policies and practices. **The minimum term of a lease is 7 months, but no longer than 1 year. Owners and Tenants are responsible to renew the lease prior to expiration and are required to provide an updated copy to the Association. NO EXCEPTIONS**
  - Executed Sales Contract (For unit purchase only)

I/We have completed my/our application in its entirety, and have included all required documents. I/We understand that by submitting an incomplete application and/or not providing all required documents, my application will be rejected and approval processing will be delayed until a completed application and required documents are resubmitted.

Applicant #1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Tiffany Lake Association / Cateleya Shores

## APPLICANT #1 APPLICATION

BUILDING# \_\_\_\_\_ UNIT# \_\_\_\_\_

UNIT SALE ONLY: \_\_\_\_\_ Investment Property \_\_\_\_\_ Owner Occupied

DATE: \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL: \_\_\_\_\_

Name \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Present Address \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever left owing money to a landlord or owner? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested for or convicted of a felony? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "Yes" to any of the above questions, please explain the circumstances regarding the situation.

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## APPLICANT #2 APPLICATION

DATE: \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL: \_\_\_\_\_

Name \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Present Address \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever left owing money to a landlord or owner? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested for or convicted of a felony? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "Yes" to any of the above questions, please explain the circumstances regarding the situation.

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# Tiffany Lake Association / Cateleya Shores

## ELECTRONIC DISCLOSURE AUTHORIZATION FORM

In a continued effort to keep our residents informed and up to date on community matters, the Association utilizes electronic communication for all of our notices and communications.

Please complete and return this form to authorize Tiffany Lake Association to use your email address and cell phone for general association-related communications. This authorization restricts the use of your email address for only the purposes of communications from the Tiffany Lake Association or the Association's management company. Your email address and cell phone number will not be shared with any third parties.

I hereby authorize and agree for Tiffany Lake Association to use my email address and cell phone number for all communications from the Association and or its management company, as described above, for association-related communications. I agree to promptly notify the Association of any changes in my email address or phone number, to ensure current contact information is on file with the Association. Furthermore, I agree to not hold the Association or its management company responsible for any notices not received due to not providing the Association with updated contact information.

Applicant #1 Name (PRINT CLEARLY): \_\_\_\_\_

Applicant #2 Name (PRINT CLEARLY): \_\_\_\_\_

Property Address: \_\_\_\_\_ Tiffany Dr. Unit # \_\_\_\_\_

To be used for Tiffany Lake Association communications:

Applicant #1 Email address: \_\_\_\_\_

Applicant #1 Cell phone: \_\_\_\_\_

Mailing Address (For Unit Sale ONLY): \_\_\_\_\_

Applicant #2 Email address: \_\_\_\_\_

Applicant #2 Cell phone: \_\_\_\_\_

Mailing Address (For Unit Sale ONLY): \_\_\_\_\_

Applicant #1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tiffany Lake Association / Cateleya Shores  
**VEHICLE REGISTRATION FORM**

**VEHICLE #1:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate # \_\_\_\_\_ State: \_\_\_\_\_

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

Vehicle Insurance Company: \_\_\_\_\_ Valid thru: \_\_\_\_\_

**Vehicle Assigned Decal # (Association to Enter)** \_\_\_\_\_

**VEHICLE #2:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate # \_\_\_\_\_ State: \_\_\_\_\_

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

Vehicle Insurance Company: \_\_\_\_\_ Valid thru: \_\_\_\_\_

**Vehicle Assigned Decal # (Association to Enter)** \_\_\_\_\_

- 1. Include copy of current vehicle registration**
- 2. Include current copy of vehicle insurance card**

# Tiffany Lake Association / Cateleya Shores

## AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize, TIFFANY LAKE CONDOMINIUM ASSOCIATION and/or ELITE PROPERTY MANAGEMENT AND CONSULTING INC, herein referred to as "MANAGER" and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for occupancy through a third party service. Said report may contain information about me from consumer reporting agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, and any information that I have disclosed on my applications and/or any attachments, exhibits. I authorize the MANAGER to contact or contract others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the MANAGER to furnish the above mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application. This authorization and consent shall be valid in the original, fax or photocopy form. authorize the ongoing procurement of the above-mentioned information/reports by the MANAGER at any time during my occupancy with the MANAGER. The name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request to the personnel department of the MANAGER. A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FCRA can be provided by contacting the agency directly.

By signing below, I acknowledge understanding of the purpose of this Authorization Form and its intended use.

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### **Applicant #1 Information**

Print First, Middle and Last Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Driver's License State \_\_\_\_\_  
Maiden, Other and/or Former Name(s) \_\_\_\_\_ Gender: \_\_\_\_\_  
Male / Female      Date of Birth: \_\_\_\_\_

IMPORTANT: The following information will be used by Screening Services for identification purposes only to perform a background check. This information will not be used as part of the decision process of your prospective Association.

Applicant # 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Tiffany Lake Association / Cateleya Shores

## AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize, TIFFANY LAKE CONDOMINIUM ASSOCIATION and/or ELITE PROPERTY MANAGEMENT AND CONSULTING INC, herein referred to as "MANAGER" and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for occupancy through a third party service. Said report may contain information about me from consumer reporting agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, and any information that I have disclosed on my applications and/or any attachments, exhibits. I authorize the MANAGER to contact or contract others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the MANAGER to furnish the above mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application. This authorization and consent shall be valid in the original, fax or photocopy form. authorize the ongoing procurement of the above-mentioned information/reports by the MANAGER at any time during my occupancy with the MANAGER. The name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request to the personnel department of the MANAGER. A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FCRA can be provided by contacting the agency directly.

By signing below, I acknowledge understanding of the purpose of this Authorization Form and its intended use.

\*\*\*\*\*

### **Applicant #2 Information**

Print First, Middle and Last Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Driver's License State \_\_\_\_\_  
Maiden, Other and/or Former Name(s) \_\_\_\_\_ Gender: \_\_\_\_\_  
Male / Female    Date of Birth: \_\_\_\_\_

IMPORTANT: The following information will be used by Screening Services for identification purposes only to perform a background check. This information will not be used as part of the decision process of your prospective Association.

Applicant # 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Tiffany Lake Association / Cateleya Shores

## ASSIGNMENT OF RENTS

As a condition of lease approval, the Owner and Lessee shall agree to the following: in the event the Unit Owner is delinquent in the payment of any assessment for more than ninety (90) days, the Association may notify the Lessee of the delinquency and in such event, the Lessee shall be obligated to commence paying all future rent payments to the Association, until the delinquent assessments and related charges are paid in full to the Association. At such time, the lessee shall resume paying rent to the Unit Owner. During the period that the Lessee is paying the rent to the Association, the Unit Owner may not evict the Lessee for non-payment of rent. However, if the Lessee does not pay the rent, the Association shall have the authority to evict the Lessee. In such an event, the Unit Owner shall be obligated to reimburse the Association for the eviction cost and attorney's fees incurred by the Association.

## SUBLETTING AGREEMENT

**(Subletting is NOT PERMITTED)**

I / We, do hereby agree not to allow anyone to reside in the condominium unit referenced in this application without prior written approval of Tiffany Lake Condominium Association Board of Directors.

I/We understand that failure to abide by this agreement may subject me/us to violation fees, immediate termination of lease and/or eviction.

By signing this document, I/We do hereby agree to abide by the terms and conditions of the Assignment of Rents, Subletting Agreement, and HO-6/Renters Insurance sections outlined above.

Applicant #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

# Tiffany Lake Association / Cateleya Shores

## PET REGISTRATION FORM

This application must be completed in full, signed, dated, and submitted to the Association for review.

- The Association reserves the right to reject any pet for any reason.
- Only non-aggressive breeds 20 lbs. or under will be considered.
- There is a maximum limit of 1 pet per apartment.
- By signing this registration form, you agree to abide by all pet policies and rules of the Association.

Please include the following information and documents:

- Completed Registration Form
- Current photo of the pet(s) to be considered for tenancy.
- **\*\*Lease Agreement must include pet\*\***
- If registering a Dog, you must also provide:
  - Copy of the County registration
  - Veterinarian statement confirming the name, breed, weight, height, color and age of the dog.
- If registering a CAT:
  - You must provide a veterinarian statement confirming the cat has been spayed/neutered.



**\*\*NO pet(s) may be replaced, or new pet(s) added without the prior written approval of the Association office and the completion of the Pet Registration and Agreement and the Addendum to Lease with Pet Registration.\*\***

1<sup>st</sup> Pet Name \_\_\_\_\_ Cat/Dog \_\_\_\_\_ Breed \_\_\_\_\_

Color \_\_\_\_\_ Height \_\_\_\_\_ in. Weight \_\_\_\_\_ lbs. Age \_\_\_\_\_



# Tiffany Lake Association / Cateleya Shores

## ASSOCIATION CONSENT AND AGREEMENT

I/We agree all Association requirements will be completed, and fees will be paid prior to move-in. Upon approval, I/We agree to promptly schedule and attend a brief orientation by the Association prior to moving in. The purpose of the orientation is to review the rules and regulations of the community, answer any questions you may have, and receive access to the amenities and parking passes for the property.

By signing this application, I/We agree I/We have received, understand, and agree to abide by the rules and regulations of the Association. I/We also agree all correspondence from the Association or on behalf of the Association will be sent to the via electronic communication.

I/We have completed the application in its entirety, and have included all required documents. I/We understand that by submitting an incomplete application and/or not providing all required documents, my application will be rejected and approval processing will be delayed until a completed application and required documents are resubmitted.

\_\_\_\_\_  
Applicant#1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant #2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Application fees:     \$150 per Applicant**  
**Additional fee:       \$110 per Application for Orientation**  
**Issued upon application approval and completion of orientation:**

- 1. Laundry Room and Garage Entry Code**
- 2. Vehicle Parking Decals**

**Payment must be in the form of Zelle to: [Info@elite-pmc.com](mailto:Info@elite-pmc.com)**

**Elite Property Management and Consulting Inc**

**(Please add your Name, Building & Unit # and Community Name in the Memo Section)**