

APPLICATION

APPLICANTS, REALTORS AND AGENTS:

- A copy of the completed lease/sales agreement must accompany this completed application.
- A \$100.00 non-refundable application fee per person made payable to GROVE SQUARE CONDOMINIUM ASSOCIATION, INC. must be submitted with this application.
- Persons not signing the lease but planning on residing in the unit must submit an application along with the application fee and will be screened.
- A reference letter from your bank and from your place(es) of employment are to be brought with you at the time of the interview.
- Leases for less than one (1) year will not be considered.
- Incomplete applications will not be considered. There will be no exceptions to this requirement.
- A copy of the lease renewal is required (when applicable).
- A fully completed application, and all documents, must be in the Condominium Association office at least ten (10) days before the screening is scheduled.
- Closings and/or move-ins should not be scheduled until notification of approval by the Board of Directors or Association Management.
- A photo-copied picture I.D. is required when submitting an application. The same I.D. will be required at the time of screening.

It is the responsibility of the applicant to personally provide the information requested. Grove Square Condominium Association will not be responsible for completion of any part of this application. Also, all blanks in the application must be completed (if item (s) are not applicable it should be indicated by using N/A and all forms must be signed in the correct areas.

Please be aware that failure to follow the above stated requirements may result in the application being denied.

**Grove Square Condominium Association Inc.
2801 Florida Avenue, Suite 100
Miami, FL 33133
305-442-7404
grovesquarecondo@bellsouth.net**

APPLICATION FOR OCCUPANCY

GROVE SQUARE CONDOMINIUM ASSOCIATION, INC UNIT # DATE

NOTE:

PLEASE RESPOND TO ALL INQUIRIES OF THIS APPLICATION SO THAT IT MAY BE PROCESSED PROMPTLY

APPLICANT NAME DATE OF BIRTH DRIVERS LICENSE AND STATE

SOCIAL SECURITY # PASSPORT # IF NO SOCIAL SECURITY # MARITAL STATUS

CO-APPLICANT NAME DATE OF BIRTH DRIVERS LICENSE AND STATE

CO-APPLICANT SOCIAL SECURITY # OR PASSPORT # UNIT OCCUPIED BY: # ADULT # CHILDREN

LIST PET, TYPE NAMES OF CHILDREN AND AGES

RESIDENTIAL HISTORY (LAST THREE (3) YEARS)

PRESENT ADDRESS: TELEPHONE #: EMAIL ADDRESS:

NAME AND ADDRESS OF PRESENT LANDLORD/MORTGAGE CO. HOW LONG? OWN RENT

ACCOUNT NUMBER MONTHLY PAYMENT TELEPHONE #

PREVIOUS ADDRESS: NAME OF BUILDING BLDG PHONE # HOW LONG OWN RENT

PREVIOUS LANDLORD NAME/ADDRESS: TELEPHONE # ACCOUNT# MONTHLY PAYMENT

PREVIOUS ADDRESS: NAME OF BUILDING BLDG PHONE # HOW LONG OWN RENT

PREVIOUS LANDLORD NAME/ADDRESS: TELEPHONE # ACCOUNT# MONTHLY PAYMENT

EMPLOYMENT HISTORY

CURRENT EMPLOYER: TYPE OF BUSINESS POSITION HIRE DATE

ADDRESS CITY ST ZIPCODE PHONE # ANNUAL SALARY

PREVIOUS EMPLOYER: TYPE OF BUSINESS POSITION HIRE DATE

ADDRESS CITY ST ZIPCODE PHONE # ANNUAL SALARY

PREVIOUS EMPLOYER: TYPE OF BUSINESS POSITION HIRE DATE

ADDRESS CITY ST ZIPCODE PHONE # ANNUAL SALARY

PREVIOUS EMPLOYER: TYPE OF BUSINESS POSITION HIRE DATE

ADDRESS CITY ST ZIPCODE PHONE # ANNUAL SALARY

ADDITIONAL INCOME: SOURCE: AMOUNT:

AUTO TYPE & YEAR LICENSE NO. AND STATE FINANCE CO. PAYMENT

LOANS & CHARGE ACCOUNTS

OWED TO:	ACCOUNT:	TOTAL DEBT:	PAYMENT:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BANKING / FINANCIAL INSTITUTIONS:

BANK OR INSTITUTINO NAME:	ADDRESS	TELEPHONE	ACCOUNT	OFFICER NAME
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CHARACTER REFERENCES:

NOTE: ASSOCIATION PROHIBITS USE OF RELATIVES, ATTORNEY, ACCOUNTANT, REALTOR, EMPLOYERS OR BUSINESS PARTNERS AS REFERENCES.

NAME	ADRESS	TELEPHONE #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

NEIGHBORS AND PREVIOUS NEIGHBORS:

NOTE: PLEASE LIST TWO FROM EACH RESIDENCE BEGINNING WITH PRESENT RESIDENCE:

NAME:	ADDRESS:	TELEPHONE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

PLEASE LIST TELEPHONE NUMBERS WHERE THE ASSOCIATION MAY REACH YOU DURING THE NEXT TWO WEEKS.

SIGNATURE OF APPLICANT / CO-APPLICANT _____

BY SIGNING THE ABOVE, APPLICANT AND CO-APPLICANT CERTIFY THAT INFORMATION PRESENTED HEREIN IS TRUE AND CURRENT AND AGREE THAT PROVIDING ERRONEOUS INFORMATION MAY RESULT IN DENIAL OF APPROVAL BY THE ASSOCIATION.

THE ABOVE SIGNED ACKNOWLEDGES THAT THE ASSOCIATION OR AGENT ASSIGNED BY THE ASSOCIATION MAY INVESTIGATE THE INFORMATION PROVIDED AND AGREES THAT FULL DISCLOSURE OF ANY INFORMATION MENTIONED HEREIN, INCLUDING RESIDENTIAL, EMPLOYMENT, PERSONAL, BANK AND FINANCIAL INFORMATION, CHARACTER REFERENCES, CREDIT INFORMATION MAY BE MADE TO THE ASSOCIATION AND/OR PROPERTY OWNER IN ADDITION TO ANY OTHER INFORMATION OBTAINED AS A RESULT OF THE SCREENING INVESTIGATION.

REAL ESTATE BROKERS AND AGENTS
SELLING AND RENTING AT GROVE SQUARE CONDOMINIUM

We want to assist you in representing the residents at Grove Square by maintaining a quality residence which is appealing to your clients. Knowledge of the following procedures will facilitate your processing of sale/lease services:

SCREENING:

1. Applications must be fully completed, including a minimum of two character references (other than family, personal lawyer or partner), a bank reference and an employment verification letter or letters.
2. A completed application and an interview are required for all lessees, including out-of-towners. All applicants will be screened.
3. Persons not signing a lease but planning to live in the Unit must fill out an application and be interviewed.
4. Any person staying in a unit as a guest for longer than three (3) weeks must be considered a resident, submit an application and be interviewed.
5. All renters will sign a copy of the Rules and Regulations.

PETS:

The By-Laws of Grove Square Condominium Article XXX PETS state:

No pet or animal in excess of twenty (20) pounds shall be kept or harbored on the Condominium Property or within the confines of a Unit, without prior written consent of the Association. Such consent may be given upon such conditions as the Board of Directors may direct, shall be only for the particular pet specified in the consent and shall be deemed provisional and subject to revocation at any time. Pets must be hand carried at all times when not within the Unit of the pet's owner. No pet or animal shall be maintained or harbored within a Unit that would create a nuisance to any other Unit owner. A determination by the Board of Directors that a pet or animal maintained within a Unit creates a nuisance shall be conclusive and binding upon all parties

MOVE-INS ALLOWED ONLY BETWEEN 9:00 am AND 4:00 pm MONDAY THROUGH FRIDAY

Move-ins must be scheduled with the management office at least twenty-four hours in advance. A copy of the signed, approved lease form or sales agreement will be required for management to allow future move-ins. A Certificate of insurance and Business license of contracted movers or moving company must be presented prior to scheduled date of move-in. Make sure your clients are aware of these requirements. **NO MOVE-INS are permitted if maintenance fees are not current to date on the unit.**

ORIENTATION:

Advise new residents to personally visit the Management office for orientation of all procedures.

LOCKS:

If any new locks are installed the office requires a copy of the keys.

MAINTENANCE OF UNIT:

Grove Square Condominium Association does not maintain individual units. Please either make arrangements and notify the lessee or consult with the Property Manager regarding alternatives. **THIS IS EXTREMELY IMPORTANT FOR THE RELATIONSHIP BETWEEN YOU AND YOUR CLIENTS.**

RENEWALS:

All leases must be renewed for a period of one (1) year or more. If a tenant remains in the unit beyond the expiration date of his/her lease, a fine of \$50.00 per day may be assessed.

UNDER NO CIRCUMSTANCES CAN THE APPLICANT PURCHASE, LEASE OR OCCUPY THE UNIT PRIOR TO APPROVAL FROM THE BOARD OF DIRECTORS. FAILURE TO ABIDE BY THIS REQUIREMENT WILL RESULT IN PENALTY OR OTHER ACTION WHICH WILL BE ASSESSED TO OR TAKEN AGAINST THE UNIT OWNER IN ACCORDANCE WITH THE CONDOMINIUM DOCUMENTS.

Real Estate Agent

APPLICANT

Condominium Unit during this lease:

- a. All occupants of the Condominium Unit will abide by all of the restrictions contained in the Declaration of Condominium for Grove Square, and the By-Laws and Rules and Regulations which are or may in the future be imposed by Grove Square Condominium Association, Inc.
- b. Under no circumstances shall this Unit be sub-leased, or the lease assigned; any such sub-lease or assignment shall null and void the lease immediately.
- c. "The parties hereto specifically acknowledge and agree that Grove Square Association is here-by empowered to act as agent of the Unit with full power and authority to take such action as may be required to compel compliance by the Lessee and/or the Lessee's family or guests, its supportive exhibits, the Florida Condominium Act and the Rules and Regulations of the Association. If it becomes necessary for the Association to take action to evict the Lessee or take such other action as the Board may deem necessary, the Unit Owner and Lessee shall be jointly and severally liable for reasonable attorney's fees and costs incurred by the Association, including, but not limited to, such costs and fees as maybe incurred in any appeals."

It is understood that the approval of the Lease/Purchase of the Unit is conditioned upon the truth, accuracy and completeness of this application, and upon the approval of the Board of Directors.

I understand that the Board of Directors of Grove Square Condominium Association, Inc. may investigate my background in the manner that it deems necessary. Accordingly, I SPECIFICALLY AUTHORIZE THE BOARD OF DIRECTORS AND THEIR AGENTS TO MAKE SUCH REASONABLE INVESTIGATIONS, AND AGREE THAT THE INFORMATION CONTAINED IN THIS APPLICATION MAY BE USED IN SUCH INVESTIGATION AND THAT THE BOARD OF DIRECTORS, OFFICERS AND AGENTS OF GROVE SQUARE CONDOMINIUM ASSOCIATION, INC. SHALL BE INDEMNIFIED AND HELD HARMLESS FOR AND FROM ANY ACTION OR CLAIM IN CONNECTION WITH GATHERING AND USE OF THE INFORMATION CONTAINED HEREIN OR IN ANY INVESTIGATION CONDUCTED BY THE BOARD OF DIRECTORS.

AS TO LEASES:

I have obtained from the current owner a copy of the Rules and Regulations, pertaining to the occupancy of the Condominium Unit; have received same and agree to be bound this document.

_____ (Initials)

AS TO BUYERS:

I have obtained from the current owner a copy of the current Grove Square Condominium Documents _____ (Initials)

In making the foregoing application, Owner/Applicant is aware that the decision of Grove Square Condominium Association, Inc. will be final and that no reason will be given for any action taken by the Board of Directors. Owner/Applicant agrees to be governed by the determination of the Board of Directors.

Unit Owner

Applicant

Unit Owner

Applicant

APPLICANTS: Authorization to release Banking, Credit, Residence, Character Reference and Employment information form must be signed personally, by each applicant. Picture Identification may be required to verify signature.

Date: _____

AUTHORIZATION TO RELEASE BANKING, CREDIT, RESIDENCE,
CHARACTER REFERENCE AND EMPLOYMENT INFORMATION.

You are hereby authorized to release and give to the below-mentioned party(s) or their attorney or representative any and all information requested concerning my banking, credit, residence, character reference, and employment in reference with my/our application made for residence/employment.

CONDOMINIUM ASSOCIATION: GROVE SQUARE CONDOMINIUM ASSOCIATION, INC.

DESIGNATED PARTY: CORE LOGIC SAFE RENT

I hereby waive any privileges I may have with respect to the said information in reference to it's release to the aforesaid party(s).

PHOTOCOPIES of this Authorization may be made to facilitate multiple inquiries. In the event a photocopy is received, it should be treated as an original and the requested information should be released to facilitate application for residency/employment.

Signed: _____ Date _____

Applicant's signature

Applicant's Name Printed

Co-Applicant Signature

Co-Applicant Name Printed

VISITOR'S STAY AT GROVE SQUARE CONDOMINIUM

As a material inducement to GROVE SQUARE CONDOMINIUM ASSOCIATION, INC., to approve my lease of the unit specified below, I hereby agree that visitors wishing to reside or prolong their stay for more than 3 weeks at a stretch, must go through with the screening as a rule of GROVE SQUARE CONDOMINIUM ASSOCIATION at the cost of \$100 per individual or I will be fined \$100 per day.

Unit Number _____ Resident _____
Resident _____

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