

APPLICATION FOR OCCUPANCY

All new residents (owners and/or tenants) are required to apply with **THE ANCHORAGE AT MIAMI LAKES HOMEOWNERS' ASSOCIATION, INC.** prior to moving in. The application process could take roughly one to two weeks. A proposed buyer or tenant **MUST** be approved before moving in. You **MUST** obtain the required forms from the office of:

Lavin Property Management
2300 W 84th Street, Suite 312,
Hialeah, FL 33016
Phone: 786-516-9915
Website: www.lavinpm.com

All applications **MUST** be submitted to **THE ANCHORAGE AT MIAMI LAKES HOMEOWNERS' ASSOCIATION, INC.** All forms must be 100% complete and correct and must be signed by the appropriate parties. Incomplete applications **WILL NOT** be accepted nor processed.

Please note all application requests are only valid for 30 days. If there are any pending items, the application will automatically be cancelled 30 days after submission. All applications fees are non-refundable.

The following must be Included with the application:

- Application fee of \$150.00 for legally married couples. Any other applicant over 18 years of age must pay an additional \$150.00 per applicant. Made payable to: LAVIN PROPERTY MANAGEMENT. (Cashier's check or money order only) - Application fees are non-refundable.
- Security deposit fee of \$500.00 (Lease Only) (refundable upon termination of lease) payable to: **THE ANCHORAGE AT MIAMI LAKES HOMEOWNERS' ASSOCIATION, INC.** (Cashier's check or money order only)
Please note: Security deposits are refundable at the end of the Leasing period and the refund request must be resented with a copy of the front and back of the submitted cashier's check/money order. Please keep in mind that all refund requests take 10-15 business days to be processed.
- If the application is for sale an estoppel certificate **MUST** be requested before or at the time this application is submitted. Estoppel certificate fee of \$250.00 (standard) or \$350.00 (rush) is required. Made payable to: LAVIN PROPERTY MANAGEMENT (Cashier's check or money order only)
- Signed copy of the contract for lease.
- Completed application with a copy of all applicants' driver licenses or photo IDs.
- Three (3) reference letters, Including the reference's full name, phone number and email. A prior landlord **MUST** be one of the references. Relatives, attorneys, accountants, employees or business partners may not be used as references.

When a complete application package is received, we will commence the process for the background screening. Once the background screening is completed, we will forward the application to the Board of Directors for approval. All rental applicants must have a credit score of 630 or higher and no record of evictions within the past five (5) years in order to be approved by the Association. If the credit score is below 630 or they have an eviction on their record within the past five (5) years, the application will be automatically denied. Application fees are non-refundable.

All inquiries in reference to the application process must be done via e-mail to edward@lavinpm.com

Sincerely,

Lavin Property Management

THE ANCHORAGE AT MIAMI LAKES HOMEOWNERS'
ASSOCIATION, INC.

Application for Occupancy

**PLEASE FILL IN ALL BLANKS. APPLICATIONS NOT FULLY COMPLETED
WILL NOT BE PROCESSED.**

Note: Please note all applicants over the age of 18 (not married to primary applicant) must complete a separate application.

Date: _____ Desired Date of Occupancy: _____

This Application is for Lease of Unit#: _____

Property Address: _____

Realtor's Name: _____ Phone#: _____

Applicant's Name: _____

Phone#: _____ Cell Phone#: _____

E-Mail Address: _____

SSN#: _____ DOB: _____

DL#: _____ State: _____

MARITAL STATUS: Married () Separated () Divorce () Single ()

Spouse's Name: _____

Phone#: _____ Cell Phone#: _____

E-Mail Address: _____

SSN# _____ DOB _____

DL# _____ State _____

No. Of People who will occupy the unit: _____

LIST OF OCCUPANTS

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

PETS

Yes () No () How Many: _____ Weight: _____ Breed: _____
Weight: _____ Breed: _____

VEHICLES

Make: _____ Model: _____
Tag # _____ State: _____ Year: _____
Make: _____ Model: _____
Tag # _____ State: _____ Year: _____
Make: _____ Model: _____
Tag # _____ State: _____ Year: _____

RESIDENCE HISTORY

Present Address: _____
City _____ State _____ Zip _____ Own () Rent () Years _____
Name of Landlord: _____ Phone # _____

Previous Address: _____
City _____ State _____ Zip _____ Own () Rent () Years _____
Name of Landlord: _____ Phone # _____

Previous Address: _____
City _____ State _____ Zip _____ Own () Rent () Years _____
Name of Landlord: _____ Phone # _____

EMPLOYMENT HISTORY

ARE YOU: Self-Employed? Yes () No () Retired? Yes () No ()

Present Employment:

Employer Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone#: _____
From: _____ To: _____ Dept or Position: _____
Supervisor: _____ Monthly Income: _____

Previous Employer:

Employer Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone#: _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

Spouse's Employer

Self-Employed? Yes () No () Retired? Yes () No ()

Present Employment:

Employer Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

Previous Employer:

Employer Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

REFERENCES (No Relatives)

Name: _____ Years Known: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

Name: _____ Years Known: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

Name: _____ Years Known: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

SECURITY DEPOSIT

All new tenants require a \$500.00 security deposit fee (refundable upon termination of lease).

Paid: () Yes () No

Cashier's Check or Money Order #: _____

LEASE ADDENDUM

In the event the Lesser is delinquent in his or her obligation to pay to the Association, any general or special maintenance assessments] or any installment, the Association shall have the right, but not the obligation, to require the Lessee to pay said rental installment, or a portion thereof sufficient to pay said delinquent maintenance assessments, directly to the Association, upon the Association giving written notice of exercise of such right to the Lessee and Lesser. The right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against the Lessee or Lesser.

Initials: _____

Lesser (Owner) Signature

Lessee (Tenant) Signature

RULES & REGULATIONS

I, _____ acknowledge that a copy of the rules and regulations of the Association have been included in this package. If I wish to receive a full copy of the bylaws, the full package is purchasable at Lavin Property Management's office. I understand that all members of my household and/or any guests are required to comply with all the rules of the Association.

Signature: _____

Date: _____

Have any of the applicants ever been arrested for any other than a minor traffic violation?

Yes () No () Convicted Yes () No ()

Name of applicant: _____

If yes, please explain: _____

Applicant acknowledges that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside screening agency, will make an Investigation from the information given and present their findings to Lavin Property Management and the association for review. This Investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or its agent or Lavin Property Management or the unit owner liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to application. I/We acknowledge that upon request, a copy of any adverse information may be provided to solely the applicant in which had an adverse report with valid ID. The Association reserves the right to deny this application based on its Investigative findings.

Signature: _____

Date: _____

THE ANCHORAGE AT MIAMI LAKES HOMEOWNERS' ASSOCIATION, INC.

LEASE ADDENDUM

THIS ADDENDUM AGREEMENT is made and entered into this _____ day of _____, 20_____, by and between _____ Owner, (hereinafter referred to as "OWNER") and _____ Tenant (s), (hereinafter referred to as "TENANT").

WHEREAS The Anchorage at Miami Lakes Homeowners Association, Inc., (hereinafter "Association") is a Florida corporation-not-for-profit responsible for the operation and maintenance of the Anchorage.

WHEREAS OWNER and TENANT have entered into a Lease for the Lot with an address of:

WHEREAS OWNER and TENANT agree to modify such lease to include this Addendum.

NOW THEREFORE, in consideration of the following mutual covenants and promises, OWNER and TENANT agree as follows:

1. If at any time during the pendency of the lease, OWNER shall become thirty (30) or more days delinquent in the payment of assessments to the Association, OWNER and TENANT agree that association shall have the power, right and authority to demand lease payments directly from the TENANT and such past-due assessments, costs and attorney's fees, if any, as may be delinquent. OWNER and TENANT agree that TENANT shall pay full rental to Association upon demand.
2. OWNER expressly absolves TENANT from any liability to OWNER for unpaid rent under the Lease Agreement if such payment is made directly to the Association upon demand from the Association.
3. The Association shall have the right to notify the OWNER of a default in the payment of assessments. In the event that the assessments are not paid in full within ten (10) days of such notification, the Association shall have the right to collect the rent for the lot from the TENANT.
4. Such notification of the election to collect rent shall be in written form addressed to the TENANT and copied to the OWNER. Such right to collect rent shall continue until the delinquency has been paid in full. At such time as there is no longer a delinquency, the Association shall instruct the TENANT to make future rental payments to the OWNER.
5. Should TENANT fail to comply with the Association's demand within three (3) days of receipt of a demand for payment, the Association is hereby granted the authority to obtain a termination of tenancy, in the name if the OWNER, through the eviction proceedings, or to seek injunctive relief or specific performance under the Addendum.

6. TENANT(S) and TENANT'S visitors must follow the rules and regulations of the Association. [f they do not comply with the rules and regulations of the Association, the Association shall have the right to fine the tenant as well as to begin legal action/eviction proceedings against the TENANTS and/or all others in possession without prior approval from the OWNER, and the OWNER will be responsible for any legal fees and/or costs that are incurred.
7. OWNER and TENANT further agree that if such legal action becomes necessary, the Association shall be entitled to recover reasonable attorneys' fees and costs, including appeals from OWNER. Any costs shall be deemed a special assessment against the Lot and collectible in the same manner as any special assessment, pursuant to the Declaration of Covenants and Restrictions.
8. You have been advised that Anchorage at Miami Lakes strongly suggests that you obtain rental insurance for this property.
9. All rental applicants MUST have a credit score of 630 or higher and no record of evictions within the past 5 years in order to be approved by the association. If the credit score is below 630 or they have an eviction on their record within the past 5 years, the application will be automatically denied. Application fee is non-refundable.

IN WITNESS WHEREOF the undersigned has executed this Addendum.

Applicant #1 Signature	Print Name: Applicant # 1	Date
Applicant #2 Signature	Print Name: Applicant #2	Date
Applicant #3 Signature	Print Name: Applicant #3	Date
Applicant #4 Signature	Print Name: Applicant #4	Date

Unit Owner's

Signature: _____ Date: _____

Print Owner's Name: _____

Owner's Mailing Address: _____

Owner's Contact Telephone(s): _____

Owner's Email: _____

THE ANCHORAGE AT MIAMI LAKES

COMMUNITY INFORMATION SHEET

Parking Notification Letter

The assigned parking area for this property has been designed to park two (2) vehicles comfortably. Several properties, depending on their location and if they have a garage, may allow for the parking of a third vehicle. All vehicles registered for this property must park in the designated area for this property only.

This letter advises you that the Association will not permit any vehicles to be parked parallel to any walls, emergency areas or any green areas. Vehicles cannot block any sections or obstruct the view for incoming or outgoing traffic. Resident vehicles cannot be parked in the visitor area; the area is strictly for visitors.

By signing this notice, you acknowledge that you have read this parking notification for The Anchorage at Miami Lakes HOA and affirm that you will adhere to these regulations. Please note that any vehicles parked illegally or in areas other than those belonging to this property may be subject to towing at the owner's expense.

Note: Parking rules and regulations will be enforced and closely monitored. Residents in violation of the parking rules and regulations will be subject to fines and request to vacate the premises (if tenants).

Applicant's Signature: _____

Applicant's Printed Name: _____ Date: _____

Applicant's Signature: _____

Applicant's Printed Name: _____ Date: _____

Applicant's Signature: _____

Applicant's Printed Name: _____ Date: _____

Applicant's Signature: _____

Applicant's Printed Name: _____ Date: _____

THE ANCHORAGE AT MIAMI LAKES HOMEOWNERS' ASSOCIATION, INC.

Items Available for Sale

Date: _____ Unit/Account Number: _____

Resident/Occupant name: _____

Property Address: _____

Phone: _____ Alt. Phone: _____

Email: _____

Documents Requirement to obtain these items:

- Copy of owner's Driver's License (Tenant must be an approved tenant)

Previous owner is responsible for providing you with a copy of the condo documents. If these were not provided to you, they may be purchased at a cost of:

Condo Docs/By Laws	Fee \$50.00	()
Pool Key	Fee \$25.00	()
Pedestrian Gate Key	Fee \$25.00	()
Envera Decal	Fee \$25.00	()

All fees are payable to: THE ANCHORAGE AT MIAMI LAKES HOMEOWNERS' ASSOCIATION, INC.

(Cashier's check or Money Order Only)

Total amount due: _____

Signature: _____

THE ANCHORAGE AT MIAMI LAKES
HOMEOWNERS' ASSOCIATION, INC.

Pet Registration Form

Date: _____ Unit/Account Number: _____

Resident/Occupant Name: _____

Property Address: _____

Phone: _____ Alt. Phone: _____

Email: _____

Type of Pet(s) (Breed and Color): _____

Pet age and weight (lbs.): _____

County Tag License # (will be verified on County Website): _____

Last time pet was vaccinated (attach proof of vaccination): _____

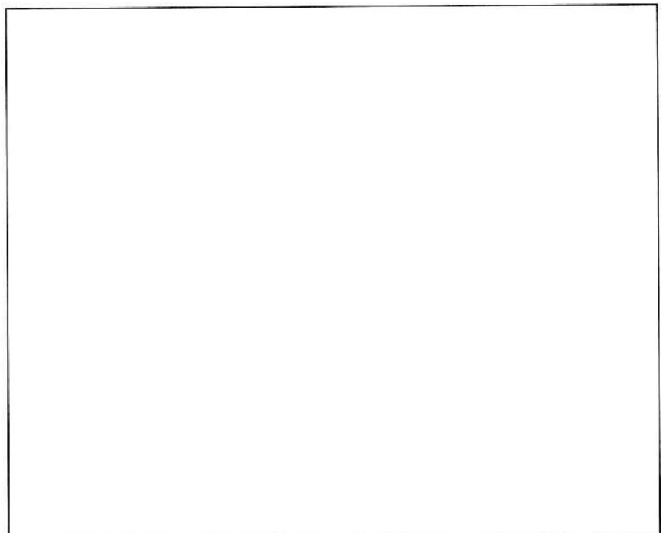
Veterinarian Name: _____

Veterinarian Phone: _____

PLEASE ATTACH PHOTOGRAPH OF PET:

Pet Owner Signature: _____

Date: _____



Picture must be included

THE ANCHORAGE AT MIAMI LAKES
HOMEOWNERS' ASSOCIATION, INC.

Acknowledgement of Rules and Regulations

I, _____ the applicant of this property (property address listed below) acknowledge that I have been provided with a copy of the rules and regulations of the Association. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

I, _____ the owner of this property understand that if I lease this property, I will be responsible for any violations of any rules and regulations caused by my lessee/tenant and I may be subject to violations and/or fines to my property.

I, _____ understand that I must undergo an interview with the property manager prior to moving in to the Association. The interview must be made by appointment only and must be within the same week as when the approval is issued.

Association Name: _____

Property Address: _____

Applicant Signature: _____

Date: _____