

APPLICATION FOR OCCUPANCY - PURCHASE

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 sale.
- 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 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 # _____

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#: _____

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: _____

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): _____

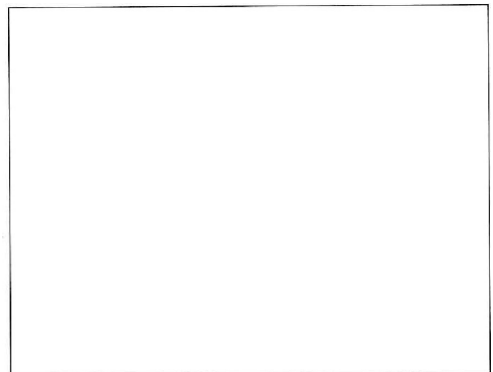
Veterinarian Name: _____

Veterinarian Phone: _____

PLEASE ATTACH PHOTOGRAPH OF PET:

Pet Owner Signature: _____

Date: _____



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: _____