

## **L&C Royal Management Corporation**

*A Community Association Management Company*

13155 SW 42<sup>ND</sup> STREET STE#103

MIAMI, FL 33175-3428

T (305) 228-7326/7 F (305) 228-7328

[lcroyal@lcroyalmanagement.com](mailto:lcroyal@lcroyalmanagement.com)

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### **APPLICATION REQUIREMENTS**

Please read the following information carefully:

1) The application must include the information of all those that will occupy / rent / purchase the property.

2) A non-refundable Application Fee of \$125.00 (1 or 2 adults), or \$150.00 (3 or more adults) is required.

\*Please make Money Order or Cashier's Check payable to **L&C Royal Management**. No other payment methods are accepted.

3) You must also include:

- a. Copy of Driver's License or Passport (per each adult).
- b. Copy of Vehicle Registration.
- c. Copy of Contract or Lease Agreement.
- d. If purchasing under a Corporation, please submit a copy of the Articles of Incorporation.  
- *Application must be filled out by president(s)/owner(s) of the Corporation.*

4) Each adult must fill out a Residential Screening Request Form, as well as a Disclosure & Authorization Agreement.

5) Please print your package/required copies, and then submit to our office (either in person or by mail). Applications/documents will not be accepted by email.

6) Management will not receive any incomplete application. An application will begin its process once all requirements are submitted.

7) Turn-around time for an application is up to 15 business days. Applicants will be notified immediately of result. Please do not repeatedly contact for status and allow the process to take its course.

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E-mail: [lcroyal2@lcroyalmanagement.com](mailto:lcroyal2@lcroyalmanagement.com)

*NOTE: Print legibly or type. Answer all questions on pages of this application. If not complete or has blank spaces, this application may be returned or not approved.*

APPLICATION FOR: \_\_\_\_\_ SALE \_\_\_\_\_ RENTAL (Check applicable one)

Community Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

Address: \_\_\_\_\_

Owner Acct. No. \_\_\_\_\_ Desired date of occupancy: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Marital Status: (\_\_\_\_\_) Single | (\_\_\_\_\_) Married | (\_\_\_\_\_) Divorced | (\_\_\_\_\_) Widowed

2<sup>nd</sup> Applicant's Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email: \_\_\_\_\_ Number of adults who will live here (age 18 or older): \_\_\_\_\_

Names & ages of children/minors: \_\_\_\_\_

Breed, weight & color of pets: \_\_\_\_\_

Driver's License #1: \_\_\_\_\_ Driver's License #2: \_\_\_\_\_

Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**RESIDENCE HISTORY**

1- Present Address: \_\_\_\_\_ How Long: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

**(Please specify if you are the owner)**

2- Previous Address: \_\_\_\_\_ How Long: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**EMPLOYMENT REFERENCE**

1- Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

2- 2<sup>nd</sup> Applicant's Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

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**PERSONAL REFERENCES**

1- Name: \_\_\_\_\_ Home No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Work Phone No. \_\_\_\_\_

2- Name: \_\_\_\_\_ Home No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Work Phone No. \_\_\_\_\_

3- Name: \_\_\_\_\_ Home No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Work Phone No. \_\_\_\_\_

Have you ever had any legal conflict with a Landlord? \_\_\_\_\_

Have you ever had any legal conflict with a residence? \_\_\_\_\_

This application is subject to acceptance by the Owner/ Association / Landlord. The applicant understands that the Owner/ Association / Landlord will authorize L&C Royal Management Corporation to act as their agent to investigate the information supplied to the applicant on this application from L&C Royal Management Corporation. (And the owner/Association/ Landlord) will not be liable or responsible for any inaccurate information in their report, caused by Illegibility or wrong information on this information, given by the applicant. The Applicant agrees, not to hold L&C Royal Management Corporation and/or the Owner /Association/Landlord reliable for the reports received by their Investigators. All reports will be obtained under the regulations of the FCRA-FAIR Credit Reporting Act. The applicant agrees to sign the Authorization Form, needed by L&C Royal Management Corporation to receive the requested Information concerning the banking, employment, credit and residence information in reference to this application. L&C Royal Management Corporation may investigate all given references as deemed necessary and may also require a credit report through a credit reporting agency. All investigation reports will be handled confidentially and only the results will be reported to the Owner/Association/ Landlord or authorized persons. By signing this application the applicant authorizes the Owner/ Association/ Landlord and their agent L&C Royal Management Corporation, to investigate the information supplied.

Attached is the Signed Authorization Form for Release of Information. DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

APPLICANT

2<sup>nd</sup> APPLICANT

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**AUTHORIZATION FORM**

**APPLICANT(S):** This authorization form will be used only to obtain and verify information with your employers, banks and financial Institutions and credit organizations, which require your signature and name printed. You gave this information in connection with your purchase/rental/lease application as attached.

**AUTHORIZATION TO RELEASE INFORMATION ABOUT MY:  
EMPLOYMENT, BANKING, CREDIT & RESIDENCE**

The requested information will be used in reference to my purchase/rental/lease/lease application. I hereby authorize you to release any and all information concerning =my employment, banking, credit, and residence and give this information to:

**L&C ROYAL MANAGEMENT CORPORATION**

I hereby authorize L&C Royal Management Corporation to investigate all statement contained in my application as may be necessary. I understand that I hereby waive any privileges I may have regarding the requested information to release it to the above named party. A copy of this form may be used in lieu of the original.

Sincerely,

Nayma L Cardona – CAM  
L&C Royal Management Corporation

\_\_\_\_\_  
Applicant’s Printed Name

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Applicant’s Printed Name

\_\_\_\_\_  
2<sup>nd</sup> Applicant’s Signature

\_\_\_\_\_  
Date

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**RULES AND REGULATIONS RECEIPT**

I'm here to confirm that I have received –and **will read**- a copy of the Rules and Regulations governing the use, responsibilities, safety, security, trash, architectural control, parking registration rules, pets, sales or lease, recreational facilities, swimming pool rules and burglar alarms of Homeowners Association. This Unit **cannot be subleased or sublet partial or total**. Approval for occupancy for the unit is hereby granted to the Declaration of the Homeowners Association with the full approval of the present Board of Directors.

I understand that failure to comply with these Rules and Regulations and governing documents will result in fines, as prescribed by the law.

Number of adults who will live here (age 18 or older): \_\_\_\_\_

Number of children/minors who will live here: \_\_\_\_\_

Number of pets: \_\_\_\_\_

Property address: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

2nd Applicant's Printed Name: \_\_\_\_\_

2nd Applicant's Signature: \_\_\_\_\_

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

Approved By: \_\_\_\_\_  
Board Member Signature Title Date

\_\_\_\_\_  
Print Name

Property Manager: \_\_\_\_\_  
Signature Nayma Cardona Print Name Date

**L&C Royal Mgmt - Reflections at Imperial Lake / Ref# \_\_\_\_\_**

**RESIDENTIAL SCREENING REQUEST**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Tel#: \_\_\_\_\_ Cel#: \_\_\_\_\_

**Current Employer**

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Supervisor: \_\_\_\_\_ N/A \_\_\_\_\_ Salary: \_\_\_\_\_ N/A \_\_\_\_\_

Employed From: N/A To: N/A Title: \_\_\_\_\_ N/A \_\_\_\_\_

**Current Landlord**

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Landlord: \_\_\_\_\_ N/A \_\_\_\_\_ Rent: \_\_\_\_\_ N/A \_\_\_\_\_

Rented From: \_\_\_\_\_ N/A \_\_\_\_\_ To: \_\_\_\_\_ N/A \_\_\_\_\_

*I have read and signed the Disclosure and Authorization Agreement.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISCLOSURE AND AUTHORIZATION AGREEMENT**  
**REGARDING CONSUMER REPORTS**

**DISCLOSURE**

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

**AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

**READ, ACKNOWLEDGED AND AUTHORIZED**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.





## EXPLANATION OF RULES & REGULATIONS

In order to create a more congenial, pleasant and dignified residential atmosphere, the Association's Board of Directors has approved and established the following rules and regulations for the information and guidance of all residents and their guests.

## AUTHORIZATION FOR RULES AND REGULATIONS

The By-Laws of **REFLECTIONS AT IMPERIAL LAKE HOMEOWNERS ASSOCIATION, INC.** authorize the Board of Directors to adopt such uniform administrative rules and regulations governing the detail of the operation of the Association, and such restriction there upon, as may be needed. These include the following:

- 1- Requirements respecting the use and maintenance of the individual lots and of the common elements, and limited common elements, which may be deemed to be necessary to assure the enjoyment of all residents and their guests.
- 2- To prevent unreasonable interference with the use of the units and common and limited common elements.

These rules and regulations are reviewed periodically by the Board of Directors and amended as may be deemed necessary to better service the residents.

## OCCUPANCY

- 1- No resident shall be used for other than single family residence purposes.
- 2- No resident shall commit or permit any nuisance or any immoral or illegal act in his or her unit, or in any of the common areas.
- 3- No resident shall cause any disturbing noise in the unit, or permit such family or guests to interfere with the peace and comfort of other residents.
- 4- **No person who is contemplating the leasing of their townhouse may execute a lease, move in or otherwise occupy it PRIOR to approval by the Homeowners Association.**

## PARKING SPACES

- 1- Parking areas are solely for automobiles. Boats, trailers, campers and Commercial Vehicles are not permitted to be parked in any area.
- 2- There is no parking of any vehicles allowed in the alleys, the lateral space between each block of houses. Any vehicle parked in these spaces will be

towed at the owner's expense. It is not the responsibility of the Board of Directors or towing company for any damages incurred at time of towing.

- 3- It is not permitted to leave a car parked in a visitor space for more than 24 hours. Any vehicles parked over 24 hours in a visitor space will also be towed at the owner's expense.
- 4- Any car left unattended at any property area will be towed away at owners expense.
- 5- **NO REPAIRS OF VEHICLES, other than emergency repairs, may be made on premises.**
- 6- The maximum speed of vehicles on premises will be 15mph.
- 7- NO "GO-CARTS" are allowed at Reflections, especially racing.
- 8- The owners of each lot shall be entitled to the use of two parking spaces.

#### **MINORS**

- 1- No minors may occupy a house unless their parent(s) or other adult(s) reside with them.
- 2- Parents will be responsible for any damages made to the buildings, vehicles or common areas by their children. Also Adults who play in common areas are responsible for the damages.
- 3- **Neither Adults nor Minors ARE ALLOWED to play in common areas, including parking lots. Since you have been notified regarding HOA Rules and Regulations, in case of any accident the Association should not be liable and is not responsible for any injuries or damages**

#### **PETS**

- 1- Any unit owner may keep one domestic pet on their property, so long as such domestic pet does not constitute a nuisance and unreasonably interfere with the quiet enjoyment of the premises by the other Unit Owners and provided further, that such domestic pet is maintained pursuant to the rules and regulations promulgated by the Board of Administration of the Condominium Association.
  - A. No pets shall be left unattended
  - B. Pet owners shall use a bag to pickup the pets' excrements.

## **SOLICITATIONS**

The distribution of brochures, pamphlets, folders, letters and other advertising items by placement under or in front of the unit doors of the Community is PROHIBITED. Distribution of charity or other types of solicitation must be approved by the board of Directors, prior to such distribution.

## **SIGNS**

No signs or other lettering shall be displayed on the property unless previously approved by the Board of Directors.

## **TRASH AND GARBAGE DISPOSAL**

- 1- No rubbish, trash, garbage or other material shall be kept or permitted upon any lot or common area or limited area,, except sanitary containers or trash cans with a secure lid or air tight bag. Trash collection is on Tuesdays and Fridays. Please place trash outside not sooner than the evening before collection and take in empty containers that same day.
- 2- Sanitary containers must have the home number painted on it and the containers shall be hidden with trees or bushes if placed outside of the home.
- 3- Sanitary containers shall not be placed around the mailboxes.

## **PAINT**

- 1- In order to maintain a uniform community, each homeowner shall from now on maintain their structures, including front, back and sides. Further each homeowner shall paint their townhouse at their own cost and with the colors assigned to the unit by the Board of Directors.
- 2- The Board of Directors shall determine the necessity of painting. When the Board determines that certain townhouses need to be painted, such homeowners shall paint their townhouses within 60 days. If such homeowners do not paint within 60days, the Board of Directors enforces it. (see last paragraph please)
- 3- Different color or colors is not permitted in one house in a block. Only the color or colors approved by the B.O.D. for the determined block.
- 4- The homeowners in a block which want to change the approved colors are allowed to as long as the majority of the owners have agreed and the Board has approved it.

- 5- Is it an obligation of all homeowners of each block to inform the management and board of directors of the make of paint, brand of paint and also where it was purchased.

### **MAINTENANCE**

- 1- All homeowners shall maintain their front and backyards clean and free of any trash or debris.

### **PENALTY**

Shutters are allowed to be placed but before installation must be approved by the Board of Directors. Metal panels, wood or other materials must be removed immediately after a hurricane warning is lifted. (Please see last paragraph).

Any Homeowner, who fails to comply with the above, will be responsible for all cost incurred in the enforcement of these Rules & Regulations, including Legal Fees, Court Costs and Fines as approved by the Board of Directors.

**PLEASE RESPECT THE RIGHTS OF OTHER PEOPLE.**

**REMEMBER THAT THIS IS OUR COMMUNITY; HELP US TO TAKE CARE OF IT.**