

L&C Royal Management Corporation

A Community Association Management Company

13155 SW 42ND STREET STE#103

MIAMI, FL 33175-3428

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

lcroyal@lcroyalmanagement.com

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 **Puerto Bello 1**. 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.

L&C ROYAL MANAGEMENT CORPORATION

A Community Association Management Company

13155 SW 42nd Street Suite 103

Miami, Florida 33175

Tel: (305) 228-7326 Fax: (305) 228-7328

E-mail: 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

2nd 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- 2nd Applicant's Employer: _____ Phone #: _____

Address: _____

Position: _____ How long: _____ Monthly Income: _____

L&C ROYAL MANAGEMENT CORPORATION

A Community Association Management Company

13155 SW 42nd Street Suite 103

Miami, Florida 33175

Tel: (305) 228-7326 Fax: (305) 228-7328

E-mail: lcroyal2@lcroyalmanagement.com

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

2nd APPLICANT

L&C ROYAL MANAGEMENT CORPORATION

A Community Association Management Company

13155 SW 42nd Street Suite 103

Miami, Florida 33175

Tel: (305) 228-7326 Fax: (305) 228-7328

E-mail: lcroyal2@lcroyalmanagement.com

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

2nd Applicant’s Printed Name

2nd Applicant’s Signature

Date

L&C ROYAL MANAGEMENT CORPORATION

A Community Association Management Company

13155 SW 42nd Street Suite 103

Miami, Florida 33175

Tel: (305) 228-7326 Fax: (305) 228-7328

E-mail: lcroyal2@lcrovalmanagement.com

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

LC Royal Mgmt - Puerto Bello #1 / 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.

Puerto Bello 1 Condominium Association, Inc.
PARKING DECAL FORM

HOMEOWNER'S INFORMATION

Homeowner's Name(s): _____ Acct. #: _____

Property Address: _____

Mailing if Different: _____

Phone #: _____ Other Phone #: _____

E-mail: _____

TENANT'S INFORMATION (If applicable.)

Tenant Name(s): _____

Phone #: _____ Other Phone #: _____

E-mail: _____

VEHICLE INFORMATION

Residents are entitled access to a maximum of two parking decals and one guest tag per unit.

INFORMATION FOR VEHICLE NO. 1

Make: _____ Model: _____ Color: _____ Tag #: _____

Vehicle Identification #: _____ DECAL # 1: _____

INFORMATION FOR VEHICLE NO. 2

Make: _____ Model: _____ Color: _____ Tag #: _____

Vehicle Identification Number: _____ DECAL # 2: _____

GUEST TAG # _____

I HAVE READ AND UNDERSTAND THE FOLLOWING:

All HOMEOWNERS and TENANTS must be registered with the Association and must show their Approval Letter as proof. Each unit is entitled to a maximum of two parking decals and one guest tag per unit. The decals are to be affixed to the lower INTERIOR left corner of the front windshield by a management employee personally. All permits will be numbered and logged. Replacement decals will be issued only once a previously registered vehicle is no longer in service and has been removed from the community. Each time there is a change of vehicle, you must apply for a new decal, and the old one will be expired. Any vehicles found using expired permits will be towed at the owner's expense. Any vehicle that is parked in a guest space for more than 24 hours will be towed at the owner's expense.

Please note: you **must** bring each vehicle (with its corresponding vehicle registration) and your driver's license to the Office at the Association Clubhouse (located at 12301 NW 7th Lane Miami, FL 33182). Please contact (305) 485-3410 for further assistance.

Print Name

Signature

Date

PUERTO BELLO CONDOMINIUM No. 1

RULES and REGULATIONS

The association of Puerto Bello # 1 welcomes you to our lakefront community. The purpose of this information packet is to advise ALL residents about the basic guidelines that must be followed in general and in particular regarding parking, garbage collection, pets and hurricane preparations.

Most of the guidelines described herein are also part of the original “Declaration of the Condominium” as recorded before the Miami-Dade County Clerk of the Court.

All residents are expected to review and follow the basic community rules described on the following pages. Doing so will help maintain the security and value of our homes protecting the properties that we have all invested our time and money toward, and helping to ensure that the next buyers and residents that visit our community will find it attractive.

Please note: We are required to maintain records for each unit, including the names of all residents in each, all vehicles kept in our community, and contact information for each unit. Owners and residents are responsible to report any changes in contact information to management. Management must always have a way to reach residents and owners, especially in emergencies.

PARKING:

No one likes finding a green violation sticker on their car. **Receiving fines or discovering that your vehicle has been towed away would be even worse.** Please follow these guidelines below to be sure that you not encounter a green sticker, fine, or towing.

- Parking in front of fire hydrants is forbidden at all times. You and your guests may not park in front of a fire hydrant, even for a few minutes with your hazard lights on. This is a safety issue and is among the more serious offences that have been witnessed in this Community.
- Parking on grass areas, curbs designated as “no parking zones,” on sidewalks or other landscaped areas is not permitted. **Expect to be fined and/or towed away for doing so.**
- Do not block or partially block another vehicle, especially overnight. If you must briefly block another vehicle, you **must** leave a note indicating your name, unit number, and telephone number. **Vehicles found in violation will be subject to towing and/or fines.** Emergency and delivery vehicles need to be able to navigate our community and we must be able to identify owners to move vehicles if necessary. **Do not assume that others or the security guard will recognize your vehicle. It is your responsibility to ensure that all of your guests are aware of this policy.**
- Registration of all vehicles with the Association is mandatory. Each unit is permitted **two** vehicles to be regularly parked on the property at any one time. These vehicles must have current Florida or out-of-state registrations. Your permitted vehicles need to have an authorized Puerto Bello #1 sticker to be displayed on the front windshield. Any vehicles not satisfying this criteria will be considered unauthorized or left on the property as storage items and will be removed. No additional parking permits will be issued under any circumstances. **The Association aggressively removes vehicles not properly tagged and registered with the Association office.**
- Each unit is entitled to one mirror tag for guest parking. This is intended for your visitor’s use when on the property. **It is not intended for you to permanently store a third vehicle on the property.** If you have a guest who will be staying with you and using the guest tag for more than three days, it is your responsibility to contact the Management Company office at (305) 485-3410 and provide the vehicle information and estimate of the length of time your guest will be using the permit. Otherwise, you risk having the extra vehicle being towed as a violation of our parking rules which apply equally to all residents.
- If you have lost your guest tag, you may acquire another from the Association office. However, vehicles found using the “lost” tag will be immediately towed and permanently banned from the community. The original owner of the tag may be fined if the lost guest tag had not been previously reported to the Association.
- See the “Hurricane Guidelines” for special parking rules that apply during storm events.

See below special rules regarding large vehicles which may be enforced at the discretion of the Imperial Lake Master Homeowners Association, as they apply to our entire community and not solely Puerto Bello #1.

Commercial and Recreational Vehicles, Trucks and Vans: No trucks, pickup trucks, boats, vans, and/or commercial vehicles or recreational vehicles shall be parked, stored or kept on any portion of the Parking Areas; except in an emergency situation which may not exceed a maximum of 24 hours and in which a written permission must be obtained from the Association Office. Government/County and Police vehicles are excluded.

**Questions regarding this policy should be directed to the Association office:
(305) 485-3410.**

- ***Truck:*** shall be defined any truck larger than (3/4) tons.
- ***Van:*** shall be defined as (1) ton.
- ***Commercial Vehicle:*** shall include but not limited to all automobiles, trucks, and other vehicles including station wagons containing any trade or business name, advertising, signs or any type of lettering shall presumed to be used for commercial purposes. It also includes vehicles with equipment, including but not limited to racks, toll boxes, storage bins, ramps hydraulic lifts except ramps or lifts needed for handicapped persons on private vehicles.
- ***Recreational Vehicles:*** shall include but not limited to campers, mobile homes, motor homes, boats, trailers, dune buggies, or any other vehicle which has been modified by the installation of oversize tires or removal of body components as originally installed by the manufacturer. ***All vehicles which fall under this section will be towed away, without prior warning, at owners' expense.***

GARBAGE:

It is important that we, as a community, put our best face forward to potential buyers. We want to stand out when compared to other nearby communities. Our lake is a great selling point. However, the aesthetic state of our units will make the first impression on potential new buyers.

- Garbage must be placed in the green outdoor garbage containers provided by the Miami-Dade Waste Department, please note that the Miami-Dade Waste truck won't pick up any items that are not placed inside this container.
- After the garbage is picked up, the green container must be placed inside the premises of your property. These are not allowed to remain in front of the property or at any location outside. Violators will be subject to fines.
- **Garbage bags, shopping bags, and loose items may not be left outside at any time.** Animals/rodents are able to open these bags and litter the area.
- Cardboard boxes may NOT be used on trash collection days for items that do not fit inside garbage containers; this won't be removed by the garbage truck.
- For large items such as furniture and appliances, the nearest place for disposal is located along the west side of FIU campus at 2200 SW 117th Avenue. You may also take electronics and certain chemicals to the home chemical collection center in Doral at 8831 NW 58th Street.
- **Absolutely nothing** can be poured or thrown in the storm drains except water. These drains empty directly into the lake.
- Before a hurricane or tropical storm, you must secure your garbage cans inside your unit. They must not be permitted to fly freely during a storm. As with all other loose objects, they will cause additional damage to the property and vehicles when thrown by the wind.
- Garbage cans and recycling bins must not be stored in front of your unit or the buildings. These must be stored in your back porch or patio and relocated to collection areas only on garbage collection days (Tuesdays and Fridays). Containers are not to be placed out for pick up prior to 6 PM of the night before. The emptied garbage containers are to be brought back inside by the evening of the pickup day.
- After a hurricane or tropical storm, do not pile garbage on the curbs until Miami-Dade Waste Management has indicated that garbage collection will resume and that local roads are cleared for traffic. Until then, you must keep your garbage outside on your back porch/patio.
- Recycling is strongly encouraged, as this will reduce the amount of garbage that you accumulate and allow your remaining garbage to fit within your garbage can.

PETS AND ANIMALS:

- Dogs, cats, birds and other household pets shall not be kept, bred or used for any commercial purpose and shall not be permitted to cause a nuisance or an unreasonable disturbance. Loose dogs are not permitted.
- Cleaning up after your pets is mandatory. No one is permitted to allow pets to leave waste in the common areas (including landscaped and paved areas, or to sweep waste from a porch or balcony into a common area or to discard animal waste into the storm drains or lake. No pets allowed in the common areas of the Lake either loose or on a leash.
- **Pets must not be allowed to run free in the common areas, including the grass areas along the lakeshore.** This is a violation of community guidelines and violators can expect to be fined. This is also a violation of the Miami-Dade County Leash Law (5-20) (http://www.miamidade.gov/animals/pet_laws.asp) with County fines from \$50-150.
- Dogs must not exceed 50 lbs. and must not be chained or tethered if no one is at home. This is a violation of the Miami-Dade County anti-tethering law (5-21) with County fines up to \$500.
- Home leftovers must not be placed outside for ducks and stray cats, this is not only unsanitary but is also littering. **We want to discourage this practice – anyone caught feeding the ducks and cats in this manner will be fined.**

OTHER OUTDOOR ACTIVITIES:

- Outdoor grills may only be used on your backyard patio, and are not permitted inside your unit or in the common areas. Indoor or outdoor cooking “open-pit” style is strictly prohibited. Your outdoor cooking must not pollute your neighbor’s air conditioning intake with smoke.
- Simple operations such as washing, recharging a battery, replacing a flat tire, adding oil or washer fluids, which can be completed within an hour or so, are permitted. Other significant mechanical work on your vehicle must be done elsewhere. Automotive fluids, spills and waste products must never be allowed to enter the storm drains. This could cause significant damage to the lake as the drains empty directly into the lake and do not go through any filtering process.
- No outdoor TV, satellite dish or radio antennae are allowed except those installed by the developer with written authorization from the Association.
- No exterior alterations, patio covers, fencing, and decorations allowed without the written authorization from the Association.

FINES:

The present Association's fine structure regarding garbage, pets and parking is as follows:

Garbage:

- 1st Violation: Warning
- 2nd Violation: \$25 Fine
- 3rd Violation or More: \$50 Fine (up to \$1000 in fines may be imposed.)

Pets (these fines do NOT include any that may be imposed by Miami-Dade County):

- 1st Violation: Warning *If a resident is injured as a result of the violation, the maximum fine may be imposed.
- 2nd Violation: \$25
- 3rd Violation or More: \$50 Fine (up to \$1000 in fines may be imposed.)

Parking (these fines do NOT include any that may be imposed by Miami-Dade County):

- 1st Violation: Warning Sticker *If parked by fire hydrant, vehicle will be towed without prior warning.
- 2nd Violation: Towing

HURRICANE SEASON / PRECAUTIONS:

- When a tropical storm or hurricane warning is issued, the security gates at the ends of the buildings may be unlocked by the security guard or board members. This is to facilitate the fastening of your storm shutters or panels. However, these gates will be locked permanently once winds reach 35 mph, or at sunset when a storm is expected before morning. Any preparations requiring access to the backs of the buildings must be completed before the gates are locked.
- For storm-related access, please call Security at (786) 339-7040 or Management Office at (305) 485-3410.
- If you will be away from home for an extended time during hurricane season, your hurricane shutters should be in place before you leave, or have arrangements made for these tasks to be done in your absence. Please inform Management Office that you will be away to prevent Fire Marshall/Fire Inspection citations for extended hurricane shutter/hurricane panel use.

When a TROPICAL STORM WARNING or HURRICANE WARNING is issued:

- Storm shutters must be in place and fastened. A single uncovered window, if destroyed, can allow winds to blow through the entire building and lead to roof failure for all units. If you are unable to secure your shutters, it is your responsibility to make arrangements in advance to have someone else do this for you.

- Move ALL objects located outside which are not securely tied down. This includes flower pots, garbage cans, and all items on your patio or balcony. Heavy items such as barbecue grills must be brought inside or tied down. Canopies must be removed or stored. Extra care should be taken to ensure that propane tanks do not leak as this poses a fire hazard.
- Pick up all trash or similar items in front of or near your property. These items will otherwise become airborne during a storm, causing damage to vehicles and the buildings. No organized effort by the Master Association and/or Puerto Bello Condominium # 1 Association will be made to remove these items in advance of a storm - this is your responsibility.
- Remove any items stored on roof level. Personal item storage is not permitted in these areas.
- Garbage collection will usually be suspended by the County. If you have set your garbage outside, bring it back inside. After the storm, garbage should be placed on your patio - **do not pile garbage on the curbs and roadways**. When County garbage collection resumes, *and once roads have cleared*, you may resume placing your garbage at the curbs for collection.
- **No vehicles of any size may be double-parked, parked along curbs, corners, grass areas, fire hydrants, or in a space which does not belong to you**. There will be no exceptions. All vehicles parked in Puerto Bello # 1 spaces must display the parking decal or the hanging window guest tag, as usual. Emergency vehicles must have clear access to all areas of our community after a storm, and falling debris or other damage may trap illegally parked vehicles. Additionally, there are many “first-responders” (police, fire, medical, government personnel) who reside in our community who must be able to attend to their responsibilities. If you have more than the permitted two vehicles, or have others sheltering from the storm with you, you may park the extra vehicles by the clubhouse, although a concrete parking structure off-site would be a safer parking solution. Do NOT use the parking space of a neighbor unless you have received written permission to do so.

We regret that vehicles in violation of the above will have to be towed, to ensure the post-storm safety of all residents.

SALE AND/OR RENTAL OF A UNIT:

When a homeowner prepares to sell or rent their home, the following procedures need to be followed to protect your interest as well as those of the new homeowner or tenant.

- 1) Obtain an “*Application Package*”. This package must include information of all those in the Sale Contract/Lease Agreement as well as those who will occupy the unit. No sub-leasing, short-term rental, etc. Lease agreements must be for a minimum of 1 year.
- 2) Buyer’s Title Company must request the Estoppel Letters and Violations Report should be made immediately upon the contract becoming binding between all parties.
 - Estoppel Letter: An accounting report letter, which will outline the status of the homeowners’ account to the buyer.
 - Violation Report: Will place both seller and purchaser on notice of any violation(s) of the Rules and Regulations and/or documents of Puerto Bello # 1.
- 3) Closing: Delivery of copy of signed Warranty Deed to Management Company must be made as soon as possible.

The Management Company is required to maintain records for each unit, including the names of the residents, and the contact information of such. Homeowners and renters are required to submit copies of leases, and the prospective owners and tenants must be screened by the Management Company, and personal references as well as police and credit reports that are part of the aforementioned Community Document Package must be presented at the time of the screening and **before** occupying the property.

SECURITY:

Security is a major concern for all residents – owners and renters. The private security firm is provided by Imperial Lake Master Homeowner’s Association, and is instructed and authorized to enforce the Rules and Regulations of all the residents within its area of responsibility which includes Puerto Bello # 1. The telephone number for the security guard on duty is (786) 339-7040.