# **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) 228-7326/7327 F (305) 228-7328

#### **APPLICATION REQUIREMENTS**

Please read the following information carefully:

- 1) The application must include the information of all those that purchase the property.
- A non-refundable Application fee of \$100.00 per applicant other than husband/wife or parent / dependent child, which are considered one applicant, is required.
   \*Please make Money Order or Cashier's Check payable to L&C Royal Management.
- 3) A non-refundable Parking Decal Fee of \$10.00 is required from the Applicant(s). 
  \*Please make Money Order or Cashier's Check payable to Miller Dreams Townhomes
  Assoc.
- 4) You must also include:
  - a. Copy of Driver's License or Passport (per each adult).
  - b. Copy of car(s) Registration
  - c. Copy of Contract.
  - 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.
- 5) <u>Each adult must fill out a Residential Screening Request Form, as well as a Disclosure & Authorization Agreement.</u>
- 6) Rules & Regulations: All pages must be initialed by all applicants; #15 must be signed by all applicants. PLEASE NOTE: PETS ARE NOT ALLOWED.
- All Applicants must fill out and sign No Sub-Leasing Form
- 8) Please print your package/required copies, and then submit to our office (it is recommended that the application be dropped off in person. If sent by mail, we cannot verify documents have been filled out correctly and therefore, applicants may experience delays).

Applications/documents will not be accepted by email, fax or mail.

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

The application process may take anywhere from up to 15 business days (not counting weekends, or holidays). Applicants will be notified immediately of any updates. Please do not repeatedly contact us regarding status.

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Please complete all questions and fill in all blanks. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or not approved. Missing information will cause delays. Once submitted, order cannot be cancelled or refunded.

# **APPLICATION FORM**

Application Fo	or:SAL	ERENTAL	(Check Applicable one	e)	
Community Association: Miller Dreams Townhomes Condominium Association					
Current Owner's Name:					
Address:			Unit	#:	
Account #:	_Desired Date	e of Occupancy:			
APPLICANT'S NAME:					
Date of Birth:					
2 <sup>nd</sup> APPLICANT'S NAME: _					
Date of Birth:	Soci	al Security #:			
Marital Status: () Single					
Home #:	_Cell #:	Othe	r #:		
Fax #:	_Email:				
# of Adults (over age 18):		# of Children:			
Name, age, and relationship o	f other who w	vill occupy the un	iit:		
Name		Åge		nship	
Emergency Contacts: Name		Relationship	Phone	Other Phone	
		•			

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## **RESIDENTIAL HISTORY**

APPLICANT

1-	Present Address:		How Long:
	City:	State:	Zip:
	Landlord:(Please specify if you are the owner)		Phone #:
	, , , , , , , , , , , , , , , , , , , ,		
2-	Previous Address:		<u>-</u>
	City:	State:	Zip:
	EMPLOYMENT REFERENCE		
1-	Employer:		Phone #:
	Address:		
	Position:	How long:	Monthly Income:
	PERSONAL REFERENCES		
1-	Name:		Phone #:
	City:	State:	Phone #:
2-	Name:		Phone #:
	City:	State:	Phone #:
3-	Name:		Phone #:
	City:	State:	Phone #:
	Have you ever had any legal conflict with a Landlo	ord?	
	Have you ever had any legal conflict at a Residence	ce?	
	This application is subject to acceptance by the Ow / Landlord will authorize L&C Royal Managemer applicant on this application from L&C Royal Man responsible for any inaccurate information in their applicant. The Applicant agrees, not to hold L&C the reports received by their Investigators. All rep The applicant agrees to sign the Authorization Information concerning the banking, employmer Management Corporation may investigate all give credit reporting agency. All investigation report Owner/Association/ Landlord or authorized persociationd and their agent L&C Royal Management	nt Corporation to act as their agernagement Corporation. (And the over report, caused by Illegibility or wro Royal Management Corporation and orts will be obtained under the regular form, needed by L&C Royal Manant, credit and residence information references as deemed necessary is will be handled confidentially agons. By signing this application the	It to investigate the information supplied to the wner/Association/ Landlord) will not be liable or ong information on this information, given by the d/or the Owner /Association/Landlord reliable for allations of the FCRA-FAIR Credit Reporting Act. agement Corporation to receive the requested on in reference to this application. L&C Royal or and may also require a credit report through a not only the results will be reported to the exapplicant authorizes the Owner/ Association/
	Attached is the Signed Authorization Form for	or Release of Information. DAT	E:
	Print Name:	Print Name:	
	Signature:	Signature:	

2<sup>nd</sup> APPLICANT

#### L&C ROYAL MANAGEMENT CORPORATION

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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, 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 herby authorize L&C Royal Management Corporation to investigate all statements 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.

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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# 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**

READ, ACKNOWLEDGED AND AUTHORIZED

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.

Print Name		
Signature	Date	
For California, Minnesota or Oklof the report, if one is obtained,	ahoma applicants only, if you would like to receive ablease check the box.	а сору

# LC Royal Mgmt - Miller Dreams Townhomes / Ref#\_\_\_

# RESIDENTIAL SCREENING REQUEST

First:	Middle:		Last:			
Address:						
City:		ST:		_Zip:		
SSN:		DOB (MI	M/DD/YYYY): _			
Tel#:		Cel#:				
	<u>Cı</u>	urrent Employe	<u>er</u>			
Company:	N/A	Tel#:		N/A		
Supervisor:	N/A	Salary:		N/A		
Employed From:	N/A To:	N/ATitle:		N/A		
<u>Current Landlord</u>						
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:		DA	TE:			

# Miller Dreams Townhomes Condominium Association **L&C ROYAL MANAGEMENT CORPORATION**

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# Miller Dreams Townhomes Condo. Assoc, Inc.

# NO SUBLEASING OR ROOMMATES ARE PERMITTED

I, Understand that units cannot be subleased and no roommates are permitted.
If it is determined at any time that there are unauthorized occupants in unit, the
Association will move forward with the eviction process.
Acknowledged by:
Applicant Signature
Date
*Each adult must fill out and sign a separate form.

# Miller Dreams Townhomes Condominium Association **L&C ROYAL MANAGEMENT CORPORATION**

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# **DRIVER'S LICENSE ADDRESS UPDATE AGREEMENT**

I,, agree to update the address on my Driver's License
to the property I am moving to in Miller Dreams Townhomes: within 10 days after I am approved.
I understand I am being issued Temporary Parking Permits which will expire in the above mentioned time-frame.
I will present my updated license and register my vehicles before said time-frame accordingly.
I understand that my vehicle will be towed away at my expense if I do not comply with the terms of this agreement.
Acknowledged by:
Print Name
Signature
Date

# Miller Dreams Townhomes Condominium Association **L&C ROYAL MANAGEMENT CORPORATION**

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# Miller Dreams Townhomes ASSOCIATION VEHICLE REGISTRATION FORM

Homeowner's Information		
Homeowner's Name(s):		Acct. #:
Property Address:		
Home#:	Work#:	Cell#:
Tenant Information (If applicable	e)	
Tenant's Name(s):		
Home#:	Work#:	Cell#:
	REGISTERED VEHIC	LE INFORMATION
Reside	ents are only entitled acce	ss to two parking spaces <u>per unit</u> .
DECAL # 1:	DECAL # 2:	GUEST#
	INFORMATION FOR V	EHICLE:
Make:	Model:	Color:
VIN #:		Tag #:
Make:	Model:	Color:
VIN #:		Tag #:
ALL RE	SIDENTS MUST READ ANI	O UNDERSTAND THE FOLLOWING:
permanent parking decals the decals, but only two d new decal. Visitors' parkin DECALS ARE ALLOWED TO	and one (1) guest tag. It ecals will be distributed pg spaces can be used by copark in Visitors Park	s) or approved tenants. Each unit is entitled two (2 is the owner's choice of which registered cars will gener unit. Vehicles must be present when obtaining any owners and tenants. NO VEHICLES WITH PERMANENT ING. Towing will be enforced, at owner's expense. In allations of the parking in the association will be towed.
I have read the above men	tioned, and understand fu	lly.
Print Name	Signature	 Date

# Miller Dreams Townhomes Condominium Association **L&C ROYAL MANAGEMENT CORPORATION**

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# MILLER DREAMS TOWNHOMES CONDO. ASSOC, INC.

To: Residents and Owners of MILLER DREAMS TOWNHOMES CONDO ASSOC. INC.

From: Board of Directors

#### **Ref.: RULES AND REGULATIONS**

Enclosed please find the Rules and Regulations Please take the time to review them and should you have any questions please contact L&C Royal Management at 305-228-7326/27 or via email at lcroyal@lcroyalmanagement.com.

Please take note that during the Organizational Meeting the following members were adopted into the Board of Directors.

**President - Oswald Astudillo** 

Vice President - Roberto Rodriguez

Treasurer – Cesar Restrepo

Secretary- Jorge Zaragoza

**Director- Javier Gonzalez** 

We would like to take this opportunity to remind you that any concerns, suggestions or complaints you may have must be directed to the Board of Directors through the management company. Please refrain from knocking on Board Members' unit. Should you have any Plumbing emergency or roof leak requiring attention during hours when the management office is not open, please call them at **786-449-4590**. Please leave a message if no one answers. Someone from the management office will return your call to address the situation.

Furthermore, it is important that all vehicles parked in the community either have a current parking permit or a visitor parking permit displayed at all times. Should you have any further questions or need a parking or visitor permit please contact the management company directly.

Thank you for your attention to this notice.

BOARD OF DIRECTORS
MILLER DREAMS TOWNHOMES CONDO ASSOC. INC.

#### 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) 228-7326/7327 F (305) 228-7328

# Miller Dreams Townhomes Condominium Association Inc. Rules and Regulations

Under the Condominium documents, the Board of Directors is responsible to establish Rules and Regulations, management is responsible to enforce them, and Unit Owners are responsible to see that the Rules and Regulations are observed by the families, guests, invitees, leaseholders and other persons over whom they exercise control and supervision. The purpose of these Rules and Regulations is to give the residents of Miller Dreams Townhomes Condominium Association their rights of individualism without infringing upon the rights of other residents. These Rules and Regulations are binding upon all Unit Owners and Residents and may be modified, added to, or repealed at any time by the Board of Directors or through a majority vote of the Unit Owners. The Rules and Regulations for Miller Dreams Townhomes are as follows:

# i. Exterior and Internal Buildings:

- 1. No sign, insignia, illumination, advertisement, notice or any other lettering, or equipment shall be exhibited, inscribed, painted, affixed, or exposed on any window or any part of the outside units or inside, allowing external visibility or attached to any area of the building without the written consent of the Association.
- 2. No awnings or other projections including televisions or radio antennas or wiring shall be attached to or extended from the outside walls of the buildings.
- 3. No external placement of bar or ornamental iron on doors, windows or patios.
- 4. No screens, shades, curtains, blinds etc. are permitted on the patio area.
- 5. Entrance door to the units cannot be changed, painted or altered in any manner without written approval of the Board of Directors.
- 6. The sidewalks, entrances, elevators, corridors and stairways of the buildings shall be kept clear of obstructions. As such they must be kept clear of bicycles, motorcycles, toy carriages, waste receptacles, footwear, umbrellas or other articles at all times.
- 7. Nothing shall be hung from doors, windows, walkways, balconies or corridors of the condo buildings.
- 8. All Unit front entry doors must be kept closed when not in use (entering or exiting a unit), for the following reasons, (a) to prevent spread of fire, (b) to minimize the spread of cooking odors (c) to minimize noise to the other Units and common areas.
- 9. Nothing shall be hung from balconies or walkways or placed in patio areas.

## **II.** Hurricane Shutters:

- 1. No shutters may be installed without prior written approval from the Board of Directors.
- 2. Shutters may only be installed on patio doors and windows.
- Shutters must be of a design that permits them to either roll up above the window or be removed completely.
- 4. Shutters must be opened <u>at all times</u> except when there is a hurricane warning or alert as published by the National Weather Service. These storm panels must then be removed immediately following the rescission of the hurricane alert or warning and the shutters must be opened/removed.

# III. Noise:

- 1 Radio, stereo and television sets should be turned down to a minimum volume between the hours of 11:00p.m. And 8:00a.m. All other noises, such as bidding goodnight to departing guests and slamming of car doors between these hours should be avoided.
- 2 Hallways, entryways, stairways, landings, etc are not to be used for children's play areas and/or as recreational surfaces. As such they must be kept clear of bicycles, motorcycles, toy carriages, waste receptacles, footwear, umbrellas or other articles at all times.
- 3 Absolutely no loitering (to be defined as hanging around, etc.) is permitted in the common areas (common areas to be defined as: hallways, stairs, entryways, elevators) this includes the parking lot. As such there are no parties/gatherings permitted in previously defined common areas, including the parking lot.

# **N. Patios/Balconies**

- 1. Clothes, towels, bed linens, etc. may not be left out to dry in the balconies/patios. Clotheslines of any kind in balconies/patios are prohibited.
- 2 Plants, pots, receptacles etc. must not be kept, placed or maintained on ledges or balconies.
- 3. No cloths, clothing, rugs or mops shall be hung up or shaken from windows, doors or balconies.
- 4. Nothing shall be swept, thrown or dropped from balconies. The use of detergents to clean balconies is prohibited since said detergent will damage the property of the unit owners in the first floor.
- 5. Animal waste in balconies must be picked up and disposed of in the garbage. It is prohibited to sweep animal waste from your balcony to someone else's property. Since animal waste can carry diseases, each unit owner is responsible to dispose of it properly and not throw it on someone else's property.
- 6. Unit owners and residents must advise guests that throwing cigarette butts from the balcony on to someone else's property (patios in the first floor) is prohibited.
- 7. According to Fire Marshal Regulations, No barbecues or open fires are permitted on any patio. We may be cited by the Fire Marshall and our insurance policy voided for not BBQs from balconies.

### v. Pets:

In no event shall dogs or cats be permitted in any of the public portions of the condominium building unless carried or kept on a leash. The owner shall indemnify the Association and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having any bird, pet, reptile or animal upon the condominium property.

- 1. No animals owned by members shall be allowed to commit a nuisance in any public portion of the buildings or grounds.
- 2. Pets shall include all types of animals, such as dogs, cat's, parrots, frogs, reptiles, turtles, etc.
- 3. All pets should be carried in the arms of their owners. If this is not physically possible, they should be restrained and kept on a leash.
- 4. Lessees, resident house guests or visitors may not at any time have a dog or any other pet at Miller Dreams Townhomes, a condominium.
- 5. Service dogs are allowed if the right documentation is presented to the Association (to be defined as: doctor notes, certificates, documentations, etc.)

Miller Dreams Townhomes Condo. Assoc, Inc. Rules and Regulations

# VI. Parking

- 2. Parking is not permitted in handicapped parking spaces except with a valid permit. Florida Statute (F.S. 316.008(4) provides for a fine up to \$250.00 for drivers who illegally park in designated handicapped parking spaces.
- 3. Association will assign tow (2) parking space per unit and the vehicle that is assigned to that space must have a decal. In order to receive the decal, Drivers License with name/address of unit owner/tenant must be presented at the time and a copy of it turned in to the Association.
- 4. Guest parking spaces owners and tenants have the right to use their visitor's spots as well. These spaces are not to be used for More than 24 hours.
- 5. No mechanical work may be performed on any vehicle on condominium premises.
- 6. No vehicle which cannot operate on its own power shall remain on the condominium premises for more than (24) hours. Vehicles will be towed at owner's expense.
- Any vehicle parked in a non-designated area will be towed at owner's expense WITH OR WITHOUT DECALS.
- 8. Vehicles can park head in or back into parking spots.
- 9. In order to apply for a parking assignment, owner must contact the management company for application. Once a new owner/tenant fills out parking application and returns it to the management company, said company will ensure that all requirements to buy/rent unit have been met prior to parking assignment.

#### VII. Rubbish/Garbage Disposal

- 1. All garbage must be in a securely tied plastic gain and placed in garbage chute.
- 2. Do not leave any unwanted items or garbage in common areas, please place in the dumpster/recycling bins.
- 3. Any items that are large must be carried downstairs and be placed directly in the dumpsters.
- 4. Under no circumstances is garbage to be placed outside unit doors for disposal at a later time.
- 5. No dumping of building materials and/or furniture, etc. is permitted in the trash areas or elsewhere on the premises. It's the resident's responsibility to have these items hauled away from the premises.

# **Payment of Monthly Maintenance Assessments:**

- 1. The maintenance fee is due on the first {1st) of each month.
- 2 In the event that a monthly installment has not been received by the <u>15th</u> day of the month, a \$25.00 late fee will be added to your account.
- 3 If the unit s occupied by a tenant and the unit owner is delinquent in[paying any monetary obligation due to the association, the association may make a written demand that the tenant pay to the association the subsequent rental payments and continue to make such payments until all monetary obligations of the unit owner related to the unit have been paid in full to the association. The tenant must pay the monetary obligations to the association until the association releases the tenant or the tenant discontinues tenancy in the unit.

# IX. Sale and Rental of Units:

- 1. In the event that a unit owner is selling their unit, prior to closing, prospective buyers must fill out an application with the management company in order to have a background check done.
- 2. Once the prospective buyers pass the background check, prior to moving in they will receive a copy of the Rules and Regulations and meet with a member of the Board of Directors.
- 3. If a unit owner desires to rent their unit, prior to a tenant signing lease agreement, tenant must fill out an application with the management company in order to have a background check done.
- 4. Once the tenant passes the background check and the "Tenant's Application Form" is approved by the Board of Directors, tenants must receive a copy of the Rules and Regulations and meet with a member of the Board of Directors.
- 5. Unit owner must submit a copy of the lease agreement to the Board of Directors/Management Company. The lease must include a clause which states that the tenant has received a copy of the Rules and Regulations of the Association and agrees to abide by them.
- 6. No unit owner may enter into a lease agreement for a term of less than one year .Renting a unit for a period of less than a year is prohibited.
- 7. In the event of any violation by the tenant, their family, guests or invitees of the Rules and Regulations of the Association, or any provision of the Declarations of Condominium documents, such violations shall be deemed a breach of the lease. OWNERS/TENANTS WILL receive notice of violation, ASSOCIATION WILL HAVE THE RIGHT TO BREACH CONTRACT IF VIOLAION IS NOT CORRECTED IN A REASONABLE MATTER
- 8. Moving is from Monday-Sunday from 9:00a.m. 5:00p.m.
- 9. Forms necessary for processing applications are available at the office of the Management Company.

Miller Dreams Townhomes Condo. Assoc, Inc. Rules and Regulations

#### XI. Guests

- 1. A guest is defined as a person who is visiting either an owner or a tenant, either during the daytime or staying overnight.
- 2. Guests who will occupy units in the absence of the owner or approved tenant for less than 10 days, need to register with the Property Manager and provide copies of driver's license (for out of town guests, copy of passport/visa), vehicle information and exact days of stay.
- 3. Guests who will occupy units in the absence of the owner or approved tenant for 10 days or more must apply/pay for background screening in addition to registering with the company.

# xII. Children:

- Children will be the direct responsibility of their parents or legal guardians, including full supervision of them
  while on the condominium property and including full compliance by them of these Rules and Regulations and
  Regulations of all other By-Laws and Rules and Regulations of the Association.
- 2 Playing shall not be permitted in the hallways, stairs, elevators, or other public places, nor shall they interfere in any way with the quiet and comfort of other owners and/or guests.



## RULES AND REGULATIONS RECEIPT

# I HAVE READ AND UNDERSTOOD THE RULES AND REGUALTIONS ABOVE.

I agree to comply and abide by these rules and any future rules of Miller Dreams Townhomes Condominium Association, as well as the By-Laws and Declarations of Miller Dreams Townhomes Condominium Association. I understand that violation of any of these Rules or Covenants of the By-Laws and the declaration of Miller Dreams Townhomes Condominium Association may be punishable by fine.

Building #	L	In <u>i</u> t #	
Signature of Applicant	Date	Print Name	
Signature of Co-Applicant	Date	Print Name	
Signature of Co-Applicant	Date	Print Name	

**APPROVED BY:**