

KENLAND POINTE CONDOMINIUM II

APPLICATION REQUIREMENTS

Please read carefully:

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

 A non-refundable Application Fee of \$125.00 (1 to 2 adults) and \$150.00 (up to 3 adults) over the age of 18 years of age is required. If 4 or more applicants have an additional fee of \$25.00 dollars (per person).

*Please make Money Order or Cashier's Check payable to L&C Royal Management.

2) The first Decal has no charge. A non-refundable Parking Fee for the 2nd Decal of \$25 & Guest Tag Fee of \$5.00 is required from the applicant(s). For the guest parking its first come – first serve / upon availability.

*Please make Money Order or Cashier's Check payable to KENLAND POINTE CONDOMINIUM II.

- 3) All applicants (18 years of age or older) must also include:
 - □ Copy of Driver's License or Passport.
 - □ Copy of Vehicle Registration.
 - □ Copy of Contract or Lease Agreement (Lease minimum is 1 year).
 - □ 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) All applicants (18 years of age or older) must fill out a <u>Residential Screening Request Form</u>, as well as a <u>Disclosure & Authorization Agreement</u>.
- 5) Rules & Regulations: Must be signed by all applicants. PLEASE NOTE: PETS ARE NOT ALLOWED.
- 6) All Applicants must fill out and sign No Sub-Leasing Form
- 7) Please print your package/required copies, and then submit it 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). <u>Applications / documents will not</u> <u>be accepted by email or fax.</u>
- 8) Management will not receive any incomplete applications. An application will begin its process once all requirements are submitted.
- 9) The application process may take up to 15 business days. Applicants will be notified immediately of any updates. Please allow time for processing; do not repeatedly contact for status.



Please complete all questions and fill in all the 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, the order cannot be cancelled or refunded.

APPLICATION FORM

Application Type: () Lease	e / ()Oo	ccupano	су					
Association: KENLAND POI	NTE CONDOM	INIUM	11					
Address Applied For:								
First Applicant				_				
Name:								
Marital Status: () Single Tel #:							-	
E-mail:								
Second Applicant								
Name:			DOE	3:	SSN #:			
Marital Status: () Single	/ ()Marrie	ed /	()	Separated	/ ()Divor	ced	/ () Widowed
Tel #:	Cell #:			(Other:			
E-mail:								
Other family members wh Name					Relationship	ı).		
Emergency Contacts:				_	1		<u> </u>	1
Name	Name Relat		ionship		Tel #		Cell #	
Vehicles:								
Make	Model			Year	License Pla	te #	Colo	or
First Applicant Driver's License #:							Stat	0.
							_ ଓାଧା	e:
Second Applicant Driver's License #:							Stat	e:



RESIDENCE HISTORY

Present Address:						
City:				Dates of Res		
Landlord:				Tel #:		
Previous Address:						
City:	State:	Zip:		Dates of Re From:		
Landlord:						
EMPLOYMENT REFEREN						
Employer:				Tel #:		
Address:						
Monthly Income:				Dates of Em From:		
Employer:				Tel #:		
Address:						
Monthly Income:				Dates of Em From:		
CHARACTER REFERENCE	<u>CES</u> (No Family Memb	ers)				
Name:			City:		State:	
Tel #:	Email:					
Name:			City:		State:	
Tel #:	Email:					
Name:			City:		State:	
Tel #:	Email:					

If this application is not legible or is not completely and accurately filled out, L&C Royal Management (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions of illegibility.

By signing, the applicant recognizes that L&C Royal Management and the Association will investigate the information supplied by the applicant and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable.

First Applicant Name:	Signature:	Date:
Second Applicant Name:	Signature:	_Date:

LC Royal Mgmt – KENLAND POINTE CONDOMINIUM II /Ref# RESIDENTIAL SCREENING REQUEST						
<u>REOIDENTIAL CORLEMING REGOLOT</u>						
First:	Middle: _		Last:			
Address:						
City:		ST:	Zip:			
SSN:	<u>_</u>	DOB (M	M/DD/YYYY):			
Tel#:	_	Cel#:				
	<u>(</u>	Current Employe	<u>er</u>			
Company:	<u>N/A</u>	Tel#:	<u>N/A</u>			
Supervisor:	<u>N/A</u>	Salary:	<u>N/A</u>			
Employed From:	<u>N/A</u> To:	<u>N/A</u> Title:	<u>N/A</u>			
Current Landlord						
Company:	<u>N/A</u>	Tel#:	<u>N/A</u>			
Landlord:	<u>N/A</u>	Rent:	<u>N/A</u>	<u></u> _		
Rented From:	<u>N/A</u>	То:	<u>N/A</u>			
I have read and signed the Disclosure and Authorization Agreement.						
SIGNATURE:		DA	TE:			

DISCLOSURE AND AUTHORIZATION AGREEMENT <u>REGARDING CONSUMER REPORTS</u>

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 and/or continued residence. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your residence. Upon timely written request of the management, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

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.

ONE PER ADULT



KENLAND POINTE CONDOMINIUM II

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.

KENLAND POINTE CONDOMINUM II.

NO PETS ARE PERMITTED

I,_____, understand that units cannot have any pets allowed.

Acknowledged by:

Applicant Signature

Date

*Each adult must fill out and sign a separate form.

KENLAND POINTE CONDOMINIUM II PARKING PERMIT FORM

	НО	MEOWNER'S INFORMATION				
Homeowner's Name						
Property Address: _						
Mailing if Different:						
Phone #:		Other Phone #:				
E-mail:						
	TENAN	T'S INFORMATION (If applicable.)				
Tenant Name(s):						
Phone #: Other Phone #:						
E-mail:						
		VEHICLE INFORMATION				
 Residents are entitled to access to a maximum of <u>two</u> parking decals per unit and <u>one</u> guest tag (For the guest parking is first come – first serve / upon availability). First decal has no charge, The 2nd decal is \$25 dollars. For Decals Replacements will be a charge of \$25 & Guest Tag Replacements a \$5.00 fee Please make a Money Order or Chasier Check payable to Kenland pointe condo II. 						
INFORMATION FOR VE	HICLE NO. 1					
Make:	Model:	Color: T	ag #:			
VIN:		C)ECAL # 1:			
INFORMATION FOR VEHICLE NO. 2						
Make:	Model:	Color: T	ag #:			

VIN: _____

GUEST TAG #_____

I HAVE READ AND UNDERSTAND THE FOLLOWING:

Registration is processed at the management office located at 13155 SW 42nd Street STE # 103 Miami, FL 33175 during regular business hours: Monday – Friday, 9:00 am – 11:30 am or 1:00 pm – 5:30 pm.

A management employee must sticker and photograph each vehicle, therefore, all residents <u>must</u> take their vehicle, vehicle registration, and license with them at the time of registering. Tenants must bring their Approval Letter with them to show they are approved to reside in the community.

Each unit is entitled to a maximum of two parking decals. 2 permanent decals upon availability, and a guest tag upon availability.

Commercial vehicles are not authorized to park in the community, and therefore are not eligible to receive parking permits. Unregistered vehicles, unauthorized vehicles, vehicles using expired parking permits, and / or vehicles that are parked in a guest space for more than 24 hours will be towed at the owner's expense.

DECAL # 2:

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: <u>lcroval2@lcrovalmanagement.com</u>

KENLAND POINTE CONDOMINIUM II RULES AND REGULATIONS RECEIPT

I'm here to confirm that I have received –and <u>will read</u>- 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 <u>cannot be subleased or sublet partial or total</u>. 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: _____

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: <u>Nayma Cardona</u> Signature Print Name Date

KENLAND POINTE CONDOMINIUM II, INC.

Rules and Regulations

March 4th, 1999

Under the Condominium Documents, the Board of Directors is responsible to establish and enforce Rules and Regulations. and Unit Owners are responsible to see that the Rules and Regulations are observed by their families, guests, invitees, lease-holders and other persons over whom they exercise control and supervision. The purpose of these Rules and Regulations is to give the residents of Kenland Pointe Condominium II, Inc. 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.

Section 1 BALCONIES AND PATIOS

1. Barbecue grills with open flames may not be used on patios or balconies. The County may impose penalties including fines and/or imprisonment. Electric grills are permitted.

2. Carpeted balconies are prohibited because they cause deterioration to the underlying concrete and structural damage. Only painted floors or tiles are acceptable on balconies. Unit Owners must file an Architectural Modification Request form and obtain written approval from the Board of Directors prior to remodeling the balconies or patios.

3. Only patio furniture and plants are to be left on balconies or patios. Balconies are not to be used as storage. No linen, clothes, towels, rugs, carpets, etc. are permitted on balconies. Do not hang swings on balconies or patios.

4. Washing patios and balconies is permitted with moderation. It is recommended to save water, to prevent mildew, to prevent the use of strong chemicals and the excessive water run off.

5. Only white and yellow lights are permitted in balconies and patios.

Section 2 BUILDING EXTERIOR

1. No sign, signal, insignia, illumination, advertisement, notice or any other lettering, or equipment shall be exhibited, inscribed, painted, affixed, or exposed on or at any window or any part of the outside of the units or inside allowing external visibility or attached to any other exterior of the buildings without prior written consent of the Board of Directors. Seasonal decoration is allowed but must be removed within two weeks of that holiday ending.

No awnings or other projections, including satellite dishes, television or radio antennas or wiring shall be attached to or extended from the outside walls of the buildings.

3. No shades, curtains, blinds, tents, etc. are permitted on the balcony or patio area. No reflective material is permitted on glass windows or doors. Aluminum foil is expressly prohibited. Screens are permitted on balcony doors only.

4. No clothesline or drying clothes is allowed on balconies inside or outside the unit, including linens, cloths, clothing. curtains. towels. rugs. shoes, mops, etc.

5. There are special rules restricting the installation of floors inside the unit or on balconies. Please see FLOORING. There are restrictions on planting trees, shrubs or vines on the ground of patios. Please see PLANTS.

6. For security reasons, access to the roof is restricted. If you need to repair your air conditioning unit, please call the Management Company 24 hours in advance to make arrangements for opening the roofs. All AC repairs must be performed between 7:00 AM to 5:00 PM, from Monday through Friday.

Section 3 COMMUNITY LIVING

 Owners are responsible for all obligation of ownership as set forth under the terms and conditions of the Declaration of Condominium, Articles of Incorporation and By-laws of the Association. Owners will be financially responsible for any and all actions of persons renting the unit.

2. Units are to be used as a private dwelling by the owner or approved tenant. The use of dwelling or common areas for immoral, improper, offensive or unlawful purposes or practices creating nuisances or causing increased insurance rates is prohibited. Units cannot be used as storage or to conduct or operate any business.

A Children are the door responsibility of their parents or legal guardians, including null supervision, the contract of the We consider the effect responsibility of their parents or legal guardians, menuing an experiment. Playing shall not be provide the property and including full compliance by them of these rules and regulations. Playing shall not be exemitted in any halfways stairways elevators or other public places nor shall they interfere in any way with the quiet

A Mailburges are set to be used as recreational surfaces. No bicycling, skating, etc. is permitted in hallways. Entryways. califorment and compart of other owners or aneste stairways, hawbags, etc. must and be used for children's play areas and must be kept clear of bicycles, motorcycles, toys,

caunitages, waste receptacles, frequear, umbrellas, or other articles at all times, 5. No noise, music or other sound or conduct shall be permitted at any time in such a manner as to disturb or annoy other

Residents. If a resident is disturbing the peace, the Board recommends calling the Police.

a. Residents and/or their guests are not permitted to play excessively loud music from their cars at any time. No excessive moise will be germitted in the parking lot area, like loud mufflers, unreasonable honking of horns, screeching of tires, etc.

Section 4 FLOORING

1. Installation of any type of floors inside your apartment or balcony or patio is restricted, except for units located on the first floor. Unit owner must file an Architectural Modification Request form and obtain written approval from the Board of Directors prior to the installation. Free forms are available on request to the property Management Company.

2. Soundproofing with a rating of SPF-55/60 or higher is required. Installation specifications in writing are required along with the application. If approved, inspection by the Property Manager is required after the soundproofing is installed and before the tile is laid. If the tile is installed without proper soundproofing, The Board of Directors will require the tile to be removed and install soundproofing.

3. Carpeted balconies are prohibited because they cause deterioration to the underlying concrete and structural damage. Only painted floors or tiles are acceptable on balconies. Unit Owners must file an Architectural Modification Request form and obtain written approval from the Board of Directors prior to remodeling the balconies or patios.

4. Unit owner installing floors or remodeling the apartment is responsible for any damage caused to the common areas and for the removal of any debris left on the common areas. Unit owners are responsible to obtain all City or County permits if applicable.

Section 5 GARBAGE, RECYCLING AND RUBBISH DISPOSAL

1. Household garbage must be placed in securely tied plastic bags. No paper bags should be used. Size of trash chute allows only plastic bags of 13 gallons or smaller. Use the trash chute to dispose of your garbage. Any items too large to put into the trash chute are to be carried downstairs and placed directly into the trash containers.

2. Household garbage must be kept inside each unit at all times, except when carried out to the trash chute or container. Do not leave your garbage bags outside of your unit for disposal at a later time.

3. Large items that do not fit in the trash containers like old furniture (mattresses, bed frames, chairs, tables, etc.). seasonal trash (Christmas trees). unused appliances or equipment (TV sets, A/C units, ranges, refrigerators, bath tubes. heaters, etc.), large cardboard boxes or rubbish coming from remodeling are to be carried out by the owner to the nearest county disposals located at 2200 SW 117 Av. (Snapper Creek) or 8000 SW 107 Av. (Sunset Kendall). Owners who leave these items in the trash area will be charged with the cost of removing such items.

4. Recycling bins are located next to the trash containers: one is for newspapers only (no magazines) and other for plastic or glass (cans and bottles without lids or caps). Rinse all containers of food matter. Place your newspapers and clean plastic/glass directly into the appropriate recycling container. Do not place your regular garbage into the recycling container. Law requires recycling; we urge you to comply.

5. Recycling bins and garbage containers are not to be used for toxic waste, hazardous materials or environmentally dangerous products. Dumping of used car oil is expressly prohibited.

6. Regular garbage is removed three times per week (Monday, Wednesday and Fridays). Recycling is removed on Fridays only.

Section 6 HURRICANE SHUTTERS

1. Hurricane shutters need written approval to be installed. Unit owners must file an Architectural Modification Request form and obtain written approval from the Board of Directors prior to the installation. Free forms are available on request to the property Management Company.

2. Shutters must be of a design that permits them to roll up above the window, fold back against the wall or be removed completely. Shutters must be in a color so as to match with the rest of the building.

Section 10 PLANTS

1. Potted plants (natural and artificial) are permitted at the entrance door of the apartments, provided that:

- A. Plants cannot obstruct any public walkway.
- B. Natural plants cannot outgrow the pots or reach the ceiling.
- C. Natural plants must have a catch basin underneath to prevent drainage of water, mildew or stain on floors. Potted plants placed outside without the basin will be removed.
- D. Unit owners are responsible for the cost of repairing any damage caused by their plants.
- E. During high winds or hurricane warnings, all plants must be removed and secured inside the units.

2. Potted plants (natural or artificial) are permitted on patios and balconies, provided that:

- A. Natural plants cannot outgrow the pots or reach the ceiling.
- B. Natural plants must have a catch basin underneath to prevent drainage of water, mildew or stain on floors.
- C. Unit owners are responsible for the cost of repairing any damage caused by their plants.
- D. During high winds or hurricane warnings, all plants must be removed and secured inside the units.

3. Planting trees, shrubs or vines on the ground of patios is restricted. Owners must file an Architectural Modification Request form and obtain written approval from the Board of Directors prior to the planting. Free forms are available on request to the property Management Company. Trees with extensive root systems (ficus, for example) are not permitted. Vines that grow on the exterior walls are not permitted.

4. Hanging baskets of natural plants must have a catch basin underneath to prevent drainage of water, mildew or stain on floors. Potted plants fixed or placed on the outside of the wood handrail of balconies are prohibited.

Section 11 **RENTAL OR SALE OF UNITS**

1. Rental and sale of units is restricted. Unit Owners must apply and receive written approval of the Board of Directors to rent or sell the unit. Occupancy prior to approval is prohibited.

2. A complete Credit and Police Report will be conducted on all new tenants and owners.

- 3. The Application to Lease is composed of the following documents:
- (a) Request for Approval of Rental. Owner must request the approval to lease the unit.
- (b) Application for Occupancy. Prospective tenant must fill out all the information requested.
- (c) Authorization for Release of Banking, Residence, Employment, Credit and Police Information. Prospective tenant must authorize the release of information.
- (d) Receipt of Rules and Regulations. Owner must provide prospective tenant with all the Rules and Regulations pertaining to unit and the community and advise them of penalty for non-compliance. Owner and prospective
- tenant must sign the Receipt. (e) Lease Addendum form. The addendum to the Lease attached to the application must be filed out completely by the
- owner and the new tenant.
- 4. The Application for Sale is composed of the following documents:
- (a) Request for Approval of Sale. Owner must request the approval to sell the unit.
- (b) Application for Occupancy. Prospective buyer must fill out all the information requested.
- (c) Authorization for Release of Banking, Residence, Employment, Credit and Police Information. Prospective buyer must authorize the release of information.

5. Application to Lease or for Sale must be filled out completely. Applications will be returned and not processed if there are any questions not answered or left blank.

6. Owners must submit a completed sales or leasing application to the Association prior to the closing or moving date. The Board of Directors will then, within fourteen (14) days from the date of the Association's receipt of the completed application, either approve/disapprove the applicant or exercise the Association's right of first refusal.

7. Prospective buyers and tenants are advised that it is strictly prohibited to conduct or operate a business from any unit. Tenants are not permitted to have pets. Buyers are allowed to have one pet.

8. Tenants cannot sub-lease units or rooms.

9. Approved tenants and new owners should attend the next Board of Directors meeting after moving into the community. This is for the purpose of introducing the new residents to the community.

10. Forms necessary for processing applications are free and available at the Management Company. Once completed, forms must be mailed to KENLAND POINTE CONDOMINIUM II, INC, c/o Miami Management, Inc., 14275 SW 142

Sphilders are not to be much as rectarily bubbletion

& Oungraplanning to be absent during the hurricane season, need to designate a person to take one of the unit in facer adverse Owners must notify the property Management Company of the person who will be in Owner and where the persen can be reached.

Section 7 MAINTENANCE FEER

The monthly maintenance assessment is due on the first (1) day of each month. Your check must be provide to KENLAND POINTE II. Write your account number on the check.

2: When a monthly payment has not been received by the 15th of the month, a reminder notice will be sent to the limit Quarter to the mailing address that appears on the records of the Association

3 if the monthly payment has not been received by the last day of the month, a final notice will be sent to the Unit Owner and an interest of 18% per year or 1.5% per month will be charged for the delinquent month and every delinquent month thereafter.

4. If the monthly payment still has not been received, including the appropriate interest by the end of the second month, the Association's attorney will file a Claim of Lien against the property. All legal and administrative expenses incurrent, including reasonable attorney's fees, interest, etc. will be added to the Unit Owner's account.

5. If a Claim of Lien is filed and has not been satisfied within 33 days, Foreclosure proceedings will be instituted.

Section 8 PARKING

1. Parking is permitted only in the areas specifically designated for that purpose. Only one parking space per vehicle. Do not double park or block other cars. There is no assigned or reserved parking spaces. They are available on a first come first served basis.

2. Parking on the fire lane or driveways in front of the buildings will not be tolerated. Parking on the lawn is prohibited. Vehicles in violation will be towed away.

3. Parking is not permitted in Handicapped Parking spaces (painted in blue), except by permit only. Police will be called.

4. Mechanical work is not permitted on any vehicle on the condominium premises.

5. Commercial vehicles or trucks over 3/4 ton are not permitted to park overnight on the premises. Commercial vehicles are allowed only if engaged in actual loading or unloading of merchandise, groceries, children, etc.

6. Recreational vehicles (campers), mopeds, trailers and boats are not permitted to park at any time.

7. Towing of vehicles from the premises must be in accordance with County ordinances. Towing expenses are to be paid by the owner of the vehicle towed away. Contact property Management Company for assistance in towing.

8. Speed limit in the parking area is restricted to a maximum of 10 m.p.h.

9. Washing cars in the parking lot area is not permitted.

Section 9 PETS

1. Unit Owners are financially responsible for any damage to the common areas caused by their pets.

2. Only one dog or pet weighing no more than 25 pounds is permitted in any apartment. Tenants are not permitted to have

3. Domestic pets (cats. dogs. etc.) are permitted. Exotic pets (snakes, tarantulas, alligators, etc.) are prohibited. Raising, breeding or keeping animals, livestock, and poultry of any kind is prohibited. Raising pets for commercial purpose is

4. Pet owners are responsible for cleaning up after their pets.

5. Dogs should be kept on a leash when outside of the units. Pets must never be left attended by children under 10 years old. Law requires leashes; we urge you to comply. Pets must never be left unattended on balconies or patios so as to disturb the peace and tranquillity of occupants in other apartments. Any pet causing a nuisance or excessive noise, or causing danger to others, must be permanently removed from the property

6. Pets are positively prohibited from entering the pool area and the tennis court.