

THIRD MOORINGS CONDOMINIUM



Purchase/Lease Application Checklist

1. ___ All areas of the application must be completed and signed, including addresses and phone numbers for all applicants where applicable.
2. ___ Two Personal References Letters per applicant over the age of 18. (No family members.)
3. ___ If lease please provide Executed Lease Agreement.
4. ___ Clear legible copy of valid Government issued Driver's License and Social Security Card for all applicants.
5. ___ Photo ID for all applicants.
6. ___ Proof of legal U>S> Residency Status i.e. (Voters registration, birth certificate, resident card, etc.)
7. ___ International applicants must present copy of passport and mother's maiden name (for each applicant.)
8. ___ One Bank letter or acknowledgement of account is required.
9. ___ Proof of income (Letter from Employer, W2, Social Security, Pensions, Tax return.)
10. ___ Purchase- Copy of Executed Contract for Purchase (10% Down Payment required prior to Board approval.
11. ___ Bank letter of loan approval.
12. ___ Upon approval – Association requires payment of transfer fee in accordance with Florida Status 718.112.
13. ___ Copy of vehicle registration (must be valid and not expired.)

14. ___ A \$150.00 Money Order or Cashier's Check fee per application (non-refundable) payable to: Third Moorings Condominium Association.

15. ___ A signed affidavit acknowledging receipt of understanding and are in agreement with the Rules and Regulation will be required.

!!! If the above requirements are not met, the application will not be accepted. No Exceptions!!

Application and documentations received (Date _____): By
(Representative): _____



Third Moorings Condomini
 1501 NE Miami Gardens Dr
 Miami, FL 33179-4835



Buyer/Tenant Application

Important Information:

All questions on this application must be completely filled in. Incomplete applications or blank spaces will result in delay and/or denial of approval. The release of Information authorization form must be signed and dated by each applicant appearing on the Title/Mortgage/Lease and will exclusively be utilized to obtain a release of information including your Credit Report and National Background Check.

Application for: Purchase _____ Lease _____

Date of application: _____ Move in date: _____ No of Applicants (18 or older): _____

Property Address: _____

Term of Lease from: _____ To: _____

Real Estate Agent or Owner Representative Name: _____ Phone: _____

Applicant #1:

First name: _____ Middle name: _____ Last name: _____

Passport #: _____ Country of Passport _____ Expiration Date: _____

Social Security #: _____ D.O.B: _____

Driver's License #: _____ D.L State: _____

Phone number: _____ Atl.Phone: _____

E-mail: _____

Employment of Applicant #1:

Employed By: _____ Phone #: _____

Address: _____

Position: _____ How long at present job: _____ Monthly Income: _____





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Have you ever been arrested or convicted of crime? Yes / No

Dates: _____ County/State: _____

Convicted in: _____ Charges: _____

Applicant #1 Residence History:

Current Address _____

Landlord: _____ Phone _____ How long: _____

Previous Address: _____

Landlord: _____ Phone _____ How long: _____

Applicant #2:

First name: _____ Middle name: _____ Last name: _____

Passport #: _____ Country of Passport _____ Expiration Date: _____

Social Security #: _____ D.O.B: _____

Driver's License #: _____ D.L State: _____

Phone number: _____ Atl.Phone: _____

E-mail: _____

Employment of Applicant #2:

Employed By: _____ Phone #: _____

Address: _____

Position: _____ How long at present job: _____ Monthly Income: _____

Have you ever been arrested or convicted of crime? Yes / No

Dates: _____ County/State: _____





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Convicted in: _____ Charges: _____

Applicant #2 Residence History:

Current Address _____

Landlord: _____ Phone _____ How long: _____

Previous Address: _____

Landlord: _____ Phone _____ How long: _____

Applicant #3:

First name: _____ Middle name: _____ Last name: _____

Passport #: _____ Country of Passport _____ Expiration Date: _____

Social Security #: _____ D.O.B: _____

Driver's License #: _____ D.L State: _____

Phone number: _____ Atl.Phone: _____

E-mail: _____

Employment of Applicant #3:

Employed By: _____ Phone #: _____

Address: _____

Position: _____ How long at present job: _____ Monthly Income: _____

Have you ever been arrested or convicted of crime? Yes / No

Dates: _____ County/State: _____

Convicted in: _____ Charges: _____

Applicant #3 Residence History:

Current Address _____

Landlord: _____ Phone _____ How long: _____

Previous Address: _____





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Landlord: _____ Phone _____ How long: _____

Children under the age of 18:

First name: _____ Middle: _____ Last: _____ Age: _____

First name: _____ Middle: _____ Last: _____ Age: _____

First name: _____ Middle: _____ Last: _____ Age: _____

Vehicle Information:

1. Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

2. _____

3. Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Pet(s) Information:

Type: _____ Name: _____

Weight: _____ Miami Dade Tag #: _____

Vaccine number: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____



THIRD MOORINGS CONDOMINIUM CORP.

1501 N.E. Miami Garden Drive
Miami, Florida 33179

The Third Moorings Condominium Association Inc. is operated as Housing for Older Persons as such term is defined in the Fair Housing Act of 1988. The units shall be used for single- family residences only. Each unit shall be intended and operated for occupancy by at least one person who is Fifty-Five (55) years of age and must live in the apartment on a permanent basis.

THIRD MOORINGS CONDO GUIDELINES

Board members are voluntary and participate in the homeowners community interest to making our residence a better place. These guidelines of "how things work " will help you to understand some of the general practices of common- place inquiries and basic information **(AND MINIMIZE INTERRUPTIONS TO THE BOARD MEMBERS).**

1.- Garbage disposal , chutes at the end of the corridor hallways garbage is picked up two times per week, Tuesday and Friday. Recycle once per week.

Garbage must be wrapped in plastic bag, and placed in the TRASH CHUTE ONLY. Large cardboard boxes must be flattened before being placed in the trash, recyclables must be placed in the proper bins. No mats, articles, or furniture are to be placed on the catwalk. one storage bin is provided for each apartment

- a. **recyclable** items in specific bins
- b. **newspapers** in specific bins
- c. **oversized** objects at your own expense **(NO DUMPING)**


2.- Air conditioning repairs and replacements requiring access to the roof - request key for roof door, **contact board member**. No resident shall install or permit to be installed any window mounted or through the wall mounted A/C unit.

3.- Plumbing repairs and replacement requiring water shut down - **contact board member giving a 24 hour** warning to enable the water supply shut down and sign posting the day before.

4.- Storage lockers located in the storage rooms behind the staircases of the respective floors, the front door should be locked at all times.

5.- Exterminator usually comes monthly however for special termite treatment or other issues, contact one of the board directors.

6.- Maintenance Fee payments should be received by Management company, or deposited in the white box next to the elevator, **check payable to THIRD MOORINGS CONDO ASSOCIATIONS. Indicate your apt. number on the check.** Maintenance fees are due the 1st day of the month. As a courtesy, time is extended for five days. For maintenance paid after the 6th of the month, a late fee of \$ 25.00 is assessed

- 7.- Important notices are found on the bulletin board located near the **mail-boxes**.
- 8.- In the case of selling or buying a condo unit, you should get an application kit from the board (or management company) for the new buyer and/or the real estate agent acting as representative, as well as insurance information(posted in the bulletin board in the lobby). **You must occupy the apartment for one year** before you can sell or rent it. You must notify the Board 30 days before you intend to sell or rent. A form letter of intention to sell is available in the office and should be filled out. You cannot lease for less than six months, no More than one year. At the expiration of one year, you cannot rent again for a period of two years. Prospective purchaser or tenant must appear before the Board for approval(screening). The board must have a copy of the lease or contract. Prospective purchaser or lessee will not be approved unless above is agreed to. **(in the ByLaws and declaration of the condo does)**
- 9.- Condominium units shall not be used for any business or commercial use what so-ever
- 10.- You are responsible for any **damage to elevators and catwalks** caused by your mover
- 11.-No loud noise, TV or radio **after 11:00 p.m.** No unit owner or tenant will make or permit any disturbing noises upon the condominium property by himself, his family, servants, guest, etc. nor to permit anything by such persons that will interfere with the rights, comforts or conveniences of other unit owners or renters. No phonograph, television, radio, sound amplifier or other sound equipment may be played or operated in a manner that disturbs or annoys other occupants of the condominium complex. No work shall be allowed on weekends except in an emergency or with **BOD** approval.
- 12.- No signposting in windows, No aerals or anything on the outside of the building that would change the appearance of the building. **(in ByLaws)**
- 13.- No parking in front of the lobby. All cars must head into the parking bumpers (front forward parking). There is one parking space assigned for each apartment. Guest parking is provided in the front parking lot (south side). You must drive slowly in the parking lot. Parking is prohibited for the follow type of Oversize Vehicles Commercial, with letterings, signs, reels, racks vans, flat beds, stakes bodies, dual wheels, tractors, trailers, recreational, campers, motor homes, boats. Special purpose vehicles must be approved by the board of Directors. No repairs shall be made in the parking lot and all vehicles must have valid license plates. Cars must not be washed with a hose, bucket only. Please observe all parking signs are vigorously enforced. Guest parking is limited to guests of unit owner.
- 14.- No children under 17 are permitted to live in the apartment. Children under 17 may be permitted to visit no longer than three months. Guest limitations when the owner is absent **(ByLaws)**.
-  15.- No pet of any kind permitted.
- 16.- After moving in, you may call the cable TV company for installation. Cable TV is included in your maintenance fee. Phone number is posted in the lobby.
- 17.- Florida law prohibits smoking in the common areas.
- 18.- Have a next of kin (contact person) in case of emergency, and the name of the person who has a key to your unit. And submit all information to the Board

19.- **PERSONAL INSURANCE:** The association is not responsible for any inside apartment unit repair, owners are responsible for maintenance and replacement of your own unit. Although the insurance coverage afforded through the association provides hazard insurance for the units, such insurance does not include coverage of floor, wall or ceiling coverings, improvements by unit owner, or the personal property of the unit owner, nor damages caused by water leaks (unless main pipes shared communally). Unit owners may also be responsible for the payment of any deductible under Associations policy when damage in unit is caused by unit negligence. It is recommended that each unit owner obtain individual insurance to cover the foregoing. When in doubt ask the board.

20.- All residents are urged to save water, water and sewage is very expensive.

21.- The Board of Directors Meetings are held once a month.

22.- A telephone number for service of the equipment in the Laundry rooms is posted on the laundry machines in the room and should be called if there are any problems with the equipments operation. You should take care of your own clothes and program your time in order to be finished on time.

23.- **FLOOR COVERING:** In any second and/or third floor unit, floor covering other than carpeting, such as tile, wood, etc. which is installed in areas other than a kitchen, bathroom, or hallway, must be installed with sound reducing materials approved by the BOARD to reduce noise transmitted to lower unit.

24. **Improvements/Modifications of interior/exterior apartments-** seek the approval of the board and check if building permits are required.

25.- **OUTDOOR COOKING:** No cooking or barbecuing will be permitted in any enclosed or screened-in patio, balcony or porch.

26.- When moving in or out of apartments please request from a board member the elevator padding and floor coverage so we may keep our elevator in good condition and avoid damages.

The following list of rules has been drawn from the governing documents to ensure uniformity and proper maintenance of the buildings and units in order to give our community a well- groomed, quality appearance and maintain a peaceful atmosphere to build equity into our investment.