

Alton Park Condominium Association, Inc.

Application for Consent to Lease or For Sale

This application form is fully completed to include, a copy of all proposed sales/rental contracts, a photocopy of picture ID, a photocopy of valid unexpired auto registration, two (2) letters of recommendation for each applicant over the age of 18, an original police report for each applicant over the age of 18, and a cashiers check or money order for the application fee, must be received by the Management office, at the address below, **no less than ten (10) working days prior to** the date action is desired of the Association. The Board of Directors will have ten days after the interview of an applicant.

applicant.
**Missing or incomplete information will cause the application to be returned without action. ** Fees: (NON-REFUNDABLE)
Application Fee: Money Order or Cashier's Check: \$150.00 Per Person Over the age of 18 years old Payable to Vte Consulting LLC
\$100.00 Impact fees payable to Alton Park Condominium
\$30.00 Money order or Cashiers check made payable to VTE Consulting LLC per application over the age of 18
S1,000.00 Security Deposit per application (Personal Check) payable to Alton Park Condominium. (Refundable)
Please note application takes from 20-25 business days. If you would like to rush 7-10 business days there is a fee of \$100.00

ONCE THE SALE IS FINAL, IT IS IMPERATIVE THAT YOU FORWARD US A COPY OF THE WARRANTY DEED AND SETTLEMENT STATEMENT INDICATING THE DATE OF THE CLOSING AND NAME(S) OF THE OWNER). Without this information, we can't update our system.
Application Print Date Date
Alton Park Condominium Association, Inc.

Email: Info@vteconsultingllc.com or office@vteconsultingllc.com

APPLICATION MUST BE COMPLETED IN FULL BY PROSPECTIVE TENANT(S) OR BUYER(S)



Rush: YesNo (additional fee required)
1) Fully completed
2) \$150.00 Money Order or Cashier's check per applicant
3) \$30.00- Money Order or Cashier's check per applicant
4) \$100.00 Impact Fee Money Order or Cashier's Check Payable to Sky Lakes Gardens
5) Two Personal Reference Letters per applicant
6) U.S. Government Issued Photo ID per applicant
7) Copy of Executed Lease or purchase contract- Must be fully executed
8) Sales Only. Please provide proof of income.
9) Copy of License (if you are registering a vehicle with the association)
10) Copy of vehicle registration (if you are registering a vehicle with the association)
11) Copy of vehicle insurance (if you are registering a vehicle with the association)
12) Signed and Acknowledgment receipt of Rules and Regulations.
13) \$1,000.00 Security Deposit Per Application (Personal checks payable to
If the above requirements are not met, the application will not be accepted. (No Exceptions)
Application and documentation received (Date): Received By:

This document must be filled out by the office manager.

Restrictions:

New Residents must be interviewed and approved by the Association, with ten (5) days in advance notice to move in or out.

- Residents are permitted to move into the building between the hours of 8:00 A.M. 5:00 P.M. Monday through Friday.
- If you are having work done in your unit it must be done between the hours of 8:00 A.M. - 5:00 P.M. Monday through Friday.
- All maintenance fees must be current at the time of application.
- All boxes are to be crushed and folded taken to the dumpster in the parking area and placed in the garbage container.
- If sale, the buyer agrees to provide the Management Company with a copy of the Closing Statement no later than seven (7) days after the closing date. If a lease you must provide a copy of the lease agreement.

restrictions: Unit#:	
Signature of Applicant:	Date:
Signature of Owner	Date:

I certify that I have read and understand the above application and

Application for Consent to Lease or For Sale

This application and the attached Application for Occupancy must be completed in detail by the proposed Buyer/Tenant Please attach a copy of the Sales Contract to this application or rental agreement.

The Seller (current owner) shall provide the Buyer with a copy of all the Condominium documents. Processing of this application will begin after all required forms have been completed, signed, and in the Management's office.

Application For: Lease	OR Sale			
		Applicate #1		
First Name:	Middle Name	W. W	Last Name	
Social Security#	D.O.E			
Driver 'License #	D.L	State	177 PARITONISMA	
Phone Number #	Atl	. Phone:	***************************************	
Email:			#PI/Sonius	
Employment of Applicant C	ne			
Employment By:		Phone number	1 11 11 11 11 11 11 11 11 11 11 11 11 1	
Position:	How Long at Pres	ent Job:		
Address		33-13-13-13-13-13-13-13-13-13-13-13-13-1	**************************************	
Have you ever been arrested	or convicted of a crime? Y	es or NO		
Dates: County	State:	Convicted in	Charge	es

Applicate #2

First Name:	Mid	dle Name	Last Name	
Social Security#		D.O.B		
Driver 'License #	#	D.L State	100///00	
Phone Number #	Tarana	Atl. Phone:		
Email:			No	
Employment of A	Applicant #2			
Employment By:		Phone nu	mber	the landscape and a second
Position:	How	Long at Present Job:		Address
Have you ever bee	en arrested or convicted	of a crime? Yes or NO		
Dates:	County /State:	Convicted	in Ch	arges

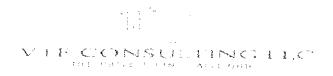
Applicate #3

First Name:	Middle Name	Last Nan	ne
Social Security#	D.O.B	i	
Driver 'License #	D.L.	State	
Phone Number #	Atl	. Phone:	The Construction of States
Email:			
Employment of Appl	icant #2		
Employment By:		Phone number	
Position:	How Long at Pres	ent Job:	Address
	rrested or convicted of a crime? Yo		
Dates :(County /State:	Convicted in:	Charges
Emergency Contact			
Name:	Relationship	Phon	e
Name	Relationship	Phor	ne:

VTE Consulting LLC, 1840 West 49 Street, Ste 233, Hialeah, FL 33012, 305-603-7879

Name ______ Type ______ Weight _____ Tag _____

Wight;______Vaccine number:_____



DISCLOSURE AND AUTHORIZATION AGREEMENT DISCLOSURE

A Consumer report and/or investigate 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 investigate 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 part on the information contained in the customer report, you will be provided with a copy of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

This requested information will be used in reference to my (our) Purchase/Rental/Lease Application. I/We hereby authorize you to release any and all information concerning my/our Employment, Banking, Credit, and Residence information to:

VTE Consulting LLC 1840 W 49th Street Suite#233 Hialeah, FL 33012

I/We hereby authorize VTE Consulting LLC. to investigate all statements contained in my/our application, if necessary. I/We understand that I/We hereby waive any privileges I/We may have regarding the requested information by releasing it to the above-named party. A copy of this form may be used in lien of the original.

READ, ACKNOWLEDGED AND AUTHORIZED

Applicate Name		
Applicate Signature		



ALTON PARK CONDOMINIUM GUIDELINES AND RESIDENTS POLICIES

Moving Instructions

Before you schedule and move in or out of the property you are required to give a \$500 deposit to the Property Management Office.

Once the deposit is received you must contact the Management Office to schedule the day and time of your move.

The elevator will be reserved and covered by protective wall coverings. Elevator blankets must be used during moving, deliveries or for construction materials.

Moving is allowed between the hours of 9:00 am - 4:30 pm Monday thru Friday.

If using movers they must provide a certificate of insurance also known as a COI.

If everything goes well and there are no damages to building's elevator and/or hallways, your deposit check will be returned to you.

If there are damages, we will assess the damages and submit a bill to you for payment.

Please be advised that there are garbage chutes on every floor. Garbage being disposed should be in trash bags and you should never forced down the garbage chute door if it does not fit

There is recycle garbage container located by the parking lot for items that can be

recycled. Any furnishings, appliances or large items must be disposed by you personally.

Owner/Renter must register their pet with the property management. Pet registration fee of \$150 must be collected before moving pet into building.

Balcony

You are allowed to have furniture and plants on the balcony. However, grilling (gas or charcoal) on the balcony is not permitted.

Balconies must be clear of any and all items in case of a storm.



Bicycle Storage Room

There is a bicycle Storage room where you can store and lock your bicycles, located in the the west parking lot across from the recycling container. Contact the management office to register bicycle.

A picture of bicycle must be provided.

There is a \$5 deposit for each key issued. A check, cashiers check, or money order made payable to Alton Park Condominium will be allowed.

The Alton Park Association is not responsible for damages or theft to bicycle.

Trash Disposal

The rules regarding the dumpsters and proper trash disposal will be strictly enforced.

Please help and cooperate and make sure only closed trash bags can go down the chute to avoid problems. Cardboard boxes must be broken down and taken to the trash area and dispose into recycling bin.

In the past someone decided to put cardboard boxes down the chute jamming the chute. This causes other trash to get stuck.

Large items (furniture, appliances, mattresses, contractor's garbage, etc.) will not be picked up by the trash company and should not be left inside or outside the dumpster.

Disposal of such items is the responsibility of the resident or contractor.

A fine of \$100 or more will be assessed to any owner/ tenant in violation of the above stated rule.

If you witness a resident or contractor disposing of trash improperly, please note the date, time and unit number involved, and forward the information to the property management.

Laundry

Washers and dryers are NOT permitted in individual units,

There are laundry rooms located on the 2nd, 5th, 7th and 9th floors.

Do not overload machines



Time your laundry and remove clothes in a timely manner.

Clean dryer lint filters after each use

Keep the Laundry Rooms clean and do not leave clothing in machine after your cycle is complete or overnight.

We are not responsible for missing garments.

If a machine is not working properly, please call the laundry company's number posted in the laundry room to request a service repairman.

Contact laundry company if you need a refund on your payment.

Cost of a machine wash is \$1.50 and \$1.50 for 1 hour of drying.

Parking

Each apartment is assigned a single parking space.

There are two guest parking spots. Guest parking is limited to a maximum of 6 hours. Any car using the guest parking for longer than that time period may be towed at owner's expense.

Commercial vehicles are permitted from 9 am-5 pm Monday through Friday- no resident may park their commercial vehicle on the property after hours or overnight. This includes taxi cabs, work trucks, RV's, and oversized vehicles that do not fit in parking spaces. Trucks must be free of any equipment or work/construction materials. This would include exterior racks and/or ladders.

Storing of vehicles is strictly prohibited and will be subject to towing. This includes vehicles that are inoperable, badly damaged, in disrepair, have an invalid tag or any vehicle that could be ticketed on a roadway.

Pets

Only one pet per unit is allowed. A pet may not weigh more than 20 pounds.

A Owner/Renter may only keep parakeets, canaries, fish, cats, dogs in the Unit.

No exotic pets are allowed.



The pet must be listed on the lease at the start of it. Acquiring a pet during a current lease is prohibited.

Owner/Renter must register their pet with the property management. Pet registration fee of \$150 must be collected before moving pet into building.

A picture of pet must be provided

Pet is spayed / neutered (must provide documentation)

Pet is up to date on inoculations (must provide documentation)

The right to keep said pet by any unit owner may be revoked at any time by the decision of the Board of Directors in the exercise of their judgement, and in their sole discretion; and upon such revocation, the Unit Owner/Renter shall forthwith remove the pet which the Board of Directors directs the owner to remove from the unit. The Owner/Renter will have no recourse against the Members of the Association or the Board of Directors or the Association for any decision made regarding the removal of pets from the Unit. During such time when a cat or dog is housed in a Unit, the owner will hold the Corporation harmless against any and all claims, debts, demands, obligations, costs and expenses which may be sustained by or asserted against the Corporation and the Members of its Board by reason of acts of said cat or dog committed in or

about the Condominium Property. The Unit Owner/Renter will be responsible for the repair of all damage resulting from acts of said cat or dog.

Please have pet relieve themselves outside the property.

Pet owner is responsible for picking up their pet droppings and disposing of these droppings. Dog and Cat should always be with their owner and on a leash while they are in property's common areas.

No pet allowed in pool area. Pet owners must clean after their pet if they relieve themselves in property's common areas.

Pet must not be kept on the balconies.

Excessive barking is not permitted. Pet who become a nuisance will be asked to be removed. Owners of pet brought unto the property must adhere to the above rules and restrictions.

A fine of \$25 or more will be assessed to any owner/tenant in violation of the above stated rules.

If you witness a pet owner violating these rules, please note the date, time and unit number involved, and forward the information to the property management.



Pool

Pool hours: Opens 6AM and Closes at 6PM everyday.

There isn't a resident life guard on the premises at any anytime, children under the age of 16 in the pool area should be supervised by an adult at all times.

Pool rules must be observed at all times since there is no lifeguard.

No diving and no roughhousing permitted.

Infants and toddlers must wear diaper/swimmers at all times.

Residents must accompany guests if using pool area.

Pool is for the enjoyment of all-please monitor children and noise levels.

All sound radio equipment requires the use of headphones.

Smoking and drinking alcoholic beverages is not permitted at pool area.

No glass is permitted on the pool area.

Pets are not permitted in pools and pool area.

Parties are not permitted at the pool area.

Please clean up after yourself.

Quality of Life

Please be considerate of your neighbors and keep noise to a minimum. Quiet time should start by 10:30 pm on week nights and 12:00 am on weekends.

No resident shall make or permit any noise that will disturb or annoy the occupants of any of the condominium units in the building.

Children are not premiered to play within the buildings or grassy areas in or around the building. There is no ball playing, bike riding or skating in these areas or in and around the buildings. This includes toddlers toys and ride ones and automatic toy cars.



No honking or horn blowing is permitted.

Be a courteous neighbor-sound travels- no loud music, loud cellphone talking in common areas or on balconies. Appropriate attire should be worn at all times within the community and in the pool areas. Parents do you know where your children are? Children and teenagers should not be left to roam the property. Please advise your children/teens jumping perimeter walls is not permitted.

Safety Information

Miami dade fire code

requires all units to have battery operated smoke detectors In each bedroom and it is recommended that each unit have a fire extinguisher. Both should be checked regularly

Building is smoke free. Smoking is not permitted in the hallways, stairwells, lobby, laundry rooms, elevator, or in any other common area or within a 10 foot radius outside the building.

Short Term Rentals

Short term rentals of any kind (such as AIRBNB, HOMEAWAY, or similar services) and subleasing is prohibited at this property.

This also includes relatives, guest and family members. Short rental is consider any lease less or rent of less than six months.

Short term renters and sub-lessees will be considered trespassing and will be subject to immediate removal from property. The city of Miami Beach also prohibits this in residential condominiums.

Owner of the unit that violates this condominium policy will then be reported to the City Building Department and Code Violation.

Smoking

Smoking is not permitted in all common areas lobby, hallways, laundry rooms, stairwells, pool area and parking lot.

Guests /Visitors

All guests must abide by all the rules and regulations of the community. Residents are responsible for their guests and the guest's adherence to the rules of the community.

Any guests visiting over 2 weeks must register with the property management office.

Residents must accompany guests if using pool area.

Alton Park Support Team (schedule can change)

Cleaning person: 1:00pm – 6pm Monday thru Friday

Handyman: 9:00am - 5pm Wednesday and Saturday



ALTON PARK CONDOMINIUM RENOVATION GUIDELINES

WORK DAYS: Monday - Friday WORK HOURS: 9:00am - 5:00pm

NO WORK ALLOWED ON HOLIDAYS

A renovation/demolition plan must be submitted to the board and Management Office for approval with a description of what you are planning to renovate.

If approved you must use a licensed contractor with liability insurance for over a 1 million

dollars. Permits have to be drawn from City of Miami Clerks Office.

Before renovation starts the property owner is required to give a \$500 deposit to the Management Office. If everything goes well and there are no damages to building's elevator and/or hallways, your deposit check will be returned to you.

Once the owner security deposit is received, the contractor must contact the management office to schedule the day and time the elevator will be needed to transport materials or equipment. The elevator will be reserved and covered by protective wall coverings.

The contractor must protect the floors in common areas and elevator. They must clean immediately if there are any soiling on the floors. Maintaining cleanliness in all common areas during construction is KEY.

The contractor has to dispose of his own garbage.

Shopping carts are only for residents use.

Owner(s) name: Apartment number:

No washers or dryers are allowed in apartments

After renovation is completed the Property Manager and/or Board Member will inspect the apartment to ensure that the renovation was executed properly and with no violations to buildings by-laws.

If policies are violated by contractor there will be fines charged to owner.

Owner(s) signature: Date:		•	
Ouncits signature, pate.	***************************************		



ALTON PARK CONDOMINIUM BICYCLE REGISTRATION FORM

Bicycle Owner Informa		
	Apartment Number:	
Home Phone:	Work Phone:	Cell Phone:
Bicycle Information:		
Brand:	Model Number:	
Style / Type Weight Colo	r	
License Plate Number		
Condominium will be allo	each key issued. A check, cashiers	s check, or money order made payable to Alton Pa or theft to bicycle.
Signature Date		
Approved by Date		



PET REGISTRATION FORM

Pet Owner Information:	
Tenant Name or Owner: Apartment Number:	
Home Phone Work Phone Cell Phone	
Pet Information:	
Pet's Name Breed	
Size Weight Age Sex (M/F)	
License Number Micro Chipped (Y/N)	
A picture of pet must be provided Pet is spayed / neutered (must provide documentation) Pet is up to date on inoculations (must provide documentation)	
I have read and understand the policies related to keeping a pet in this property and I and members household agree to fully comply. A pet Registration fee of \$150.00 must be submitted. A check, ca money order made payable to Alton Park Condominium will be allowed.	of my shiers check, or
Signature Date	
Approved by Date	



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Owner/Renter must register their pet with the property management. Pet registration fee of \$150 must be collected before moving pet into building.

The right to keep said pet by any unit owner may be revoked at any time by the decision of the Board of Directors in the exercise of their judgement, and in their sole discretion; and upon such revocation, the Unit Owner/Renter shall forthwith remove the pet which the Board of Directors directs the owner to remove from the unit. The Owner/Renter will have no recourse against the Members of the Association or the Board of Directors or the Association for any decision made regarding the removal of pets from the Unit. During such time when a cat or dog is housed in a Unit, the owner will hold the Corporation harmless against any and all claims, debts, demands, obligations, costs and expenses which may be sustained by or asserted against the Corporation and the Members of its Board by reason of acts of said cat or dog committed in or about the Condominium Property. The Unit Owner/Renter will be responsible for the remains of all decreases the

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Pet owner is responsible for picking up their pet droppings and disposing of these droppings. Dog and Cat should always be with their owner and on a leash while they are in property's common areas.

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Pet must not be kept on the balconies.

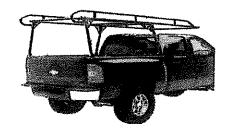
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A fine of \$25 or more will be assessed to any owner/tenant in violation of the above stated rules.

If you witness a pet owner violating these rules, please note the date, time and unit number involved, and forward the information to the property management.

VEHICLES NOT ALLOWED PARKED IN THE <u>ASSOCIATION</u>

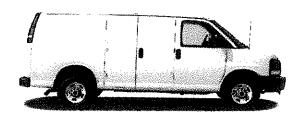
PICKUP RACKS



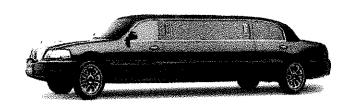
MOVING VEHICLES



ALL TYPES OF COMMERCIAL VEHICLES/ VEHICLES WITH SIGNS / LETTERING



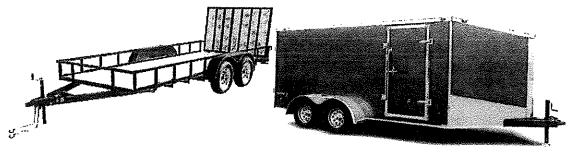
LIMOUSINES



TRUCKS NOT ALLOWED ARE AS FOLLOW: HEAVY DUTY / LONG BED / F250 / F350



ANY TYPES OF TRAILERS

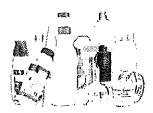


RECYCLE RIGHTSM

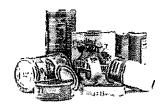


กให้เล่ากรสหมาน (นานะ)

Recicle siempre:



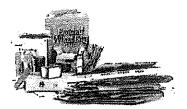
Plastic Bottles & Containers Botellas y envases de plástico



Food & Beverage Cans Lates de alimentos y bebidas



Paper Papeles



Flattened Cardboard & Paperboard Cartón y cartulina aplastados



Glass Bottles & Containers Botellas y envases de vidrio

DIO NIOT instituto e la volue anixed-nerovelling contenua: «Novindini cascarecontenecio: de necidaje mixto).



NO Food or Liquids NO comida o líquidos



NO Foam Cups & Containers NO vasos y recipientes de poliestireno



NO Loose Plastic Bags, Bagged Recyclables or Film Empty recyclables directly into your cart NO bolsas y envolturas de plastico sueltas, o materiales recyclables embolsados Vacié directamente los materiales reciclables en nuestro carrito



NO Batteries - check local drop-off programs for proper disposal NO baterias - Verifique los programas locales de entrega para su correcta aliminación



NO Green Waste NO desechos verdes



NO Clothing, Furniture & Carpet NO ropa, muebles y allombras

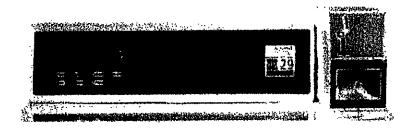


To Learn More Visit:
Para más información, visite:
RecycleOftenRecycleRight.com

#Recycling101

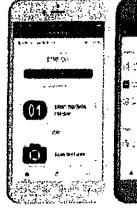
Laundryvalue App Residents now have everything. At their fingertips.

After downloading the Laundry rail re app from the App Stare or Google Play, residents can scan the QR Code or enter the Machine Number located on the laundry machine to start the cycle, the Laundry sales app works via Bluetooth.





Residents can also use the Laundryvalue app to:







Check their account balance
Purchase laundry credit
View washer and dryor availability
View their transaction history
Receive notifications about
laundry status

Download the FREE Laundryvalue app:







Commercial Laundries, Inc.

www.commerciallaundries.com