



Oakland Townhomes Homeowners 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.

****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 (except husband/wife or parent/dependent child under the age of 18).

\$175.00 Per Married couple

**Payable to VTE Consulting, LLC
1840 W. 49 Street, Ste 233, Hialeah, FL 33012**

Please note application takes from 20-25 business days. If you would like to rush 5-10 business days there is a fee of \$100.00.

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

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 by seven (7) days after the closing date. If a lease you must provide a copy of the lease agreement.**

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

Address #: _____

Signature of Applicant: _____ Date: _____

Signature of Owner _____ Date: _____

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 _____ Last Name _____

Social Security# _____ D.O.B _____

Current Address _____

Driver License # _____ D.L State _____

Phone Number # _____ Atl. Phone: _____

Email: _____

Employment of Applicant One

Employment By: _____ Phone number _____

Position: _____ How Long at Present Job: _____

Address _____

Have you ever been arrested or convicted of a crime? Yes or NO

Dates: _____ County /State: _____ Convicted in: _____ Charges _____

Applicate #2

First Name: _____ Middle Name _____ Last Name _____

Social Security# _____ D.O.B _____

Driver License # _____ D.L State _____

Phone Number # _____ Atl. Phone: _____

Email: _____

Employment of Applicant #2

Employment By: _____ Phone number _____

Position: _____ How Long at Present Job: _____ Address _____

Have you ever been arrested or convicted of a crime? Yes or NO

Dates : _____ County /State: _____ Convicted in: _____ Charges _____

Applicate #3

First Name: _____ Middle Name _____ Last Name _____

Social Security# _____ D.O.B _____

Driver License # _____ D.L State _____

Phone Number # _____ Atl. Phone: _____

Email: _____

Employment of Applicant #2

Employment By: _____ Phone number _____

Position: _____ How Long at Present Job: _____ Address

Have you ever been arrested or convicted of a crime? Yes or NO

Dates : _____ County /State: _____ Convicted in: _____ Charges _____

Emergency Contact

Name: _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone: _____

Vehicle Information

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

2. Make: _____ Year : _____ Color: _____ Tag: _____

Children Under 18 years of age:

First Name _____ Last Name _____ Age _____

First Name _____ Last Name _____ Age _____

First Name _____ Last Name _____ Age _____

Pet's Information

Name _____ Type _____ Weight _____

Tag _____ Wight: _____ Vaccine

number: _____



Rush: Yes _____ NO _____ (additional fee requested)

- 1) _____ Fully completed application
- 2) _____ \$150.00 per applicant Money Order or Cashier's check (No Personal Check) payable to VTE Consulting LLC
- 3) _____ Police Report for each adult over the age of 18 **MUST BE ORIGINAL.**
- 4) _____ Three Personal Reference Letters per application over the age of 18.
- 5) _____ Copy of Executed Lease or Purchase contract
- 6) _____ Copy of License (for each applicant over the age of 18
- 7) _____ Copy of Vehicle registration (must be valid and unexpired

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