

LENOX PLAZA ASSOCIATION INC.

1 0 3 3 L E N O X A V E N U E M I A M I B E A C H F L 3 3 1 3 9

RESIDENCY APPLICATION

BUYERS / TENANTS

Application For: LEASE SALE

This application is to be completed by the proposed Buyer(s)/Tenant(s) in its entirety.

- The Seller shall furnish the Buyer with copies of all Condominium documents (refer to page 4 for options).
- Processing of this application will commence only upon submission of all requisite forms and documents, duly completed, signed, and submitted to the Lenox Plaza Association & Management Team.
- This application form, inclusive of a copy of all proposed sales/rental contracts, two photocopies of picture identification, a photocopy of valid, unexpired auto registration, two (2) letters of recommendation for each applicant over the age of 18, and the submission application fee, must reach the Lenox Plaza Board and Management no less than ten (10) working days prior to the desired action date by the Association.
- The Board of Directors will have a period of ten days following the applicant interview to deliberate.
- Please note that the application process typically requires 20-25 business days. Expedited processing within 7-10 business days is available for a fee of \$100.00.

****Please SUBMIT all required documents (refer to page 4) to Lenox Plaza Association and Management and make the application fee payment as instructed.**

****Failure to provide complete information will result in the application being returned without action. Fees are non-refundable.**
****No application will be considered and will be automatically denied if a national background check and full credit report cannot be conducted.**

BUYERS/RENTERS: A maximum of 2 occupants is permitted per unit.

SALES:

- New owners must live in the property for the first 2 years prior to renting (no exceptions).
- **FOLLOWING THE FINALIZATION OF THE SALE**, it is imperative to furnish us with a COPY OF THE WARRANTY DEED AND SETTLEMENT STATEMENT INDICATING THE CLOSING DATE and name(s) of the owner(s). 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.

RENTALS: A COPY OF THE LEASE YOU MUST BE PROVIDED to Lenox Plaza Association and Management.

RESTRICTIONS:

- New Residents must undergo an interview and approval process by the Association.
- All applicants must submit the documentation outlined on page 4.
- Residents are permitted to move into the building between the hours of 9:00 A.M. - 4:30 P.M. Monday - Friday.
- Any unit work must be conducted between the hours of 9:00 A.M. - 4:30 P.M. Monday - Friday.
- All maintenance fees must be current at the time of application.
- All boxes are to be crushed, folded, and taken to the dumpster in the parking area and placed in the garbage container.

I certify that I have read and understand the above requirements and restrictions:

Unit#: _____

Application Print _____ Applicate Signature _____ Date _____

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RESIDENCY APPLICATION BUYERS / TENANTS

NAME OF APPLICANT: _____ D.O.B.: _____

SS #: _____ DRIVERS LICENSE: _____

PHONE #: _____ EMAIL ADDRESS: _____

Full-time duty in active military service of the United States? Y N

CURRENT HOME ADDRESS: _____

PREVIOUS ADDRESS: _____

PERSONAL REFERENCES *(not relatives):*

1. NAME: _____ PHONE #: _____

ADDRESS: _____

RELATIONSHIP: _____ YEARS KNOWN: _____

2. NAME: _____ PHONE #: _____

ADDRESS: _____

RELATIONSHIP: _____ YEARS KNOWN: _____

EMPLOYMENT INFORMATION

PLACE OF EMPLOYMENT: _____

ADDRESS: _____

JOB POSITION OR TITLE: _____ YEARS: _____

SUPERVISOR NAME: _____ PHONE NUMBER: _____

VEHICLE INFORMATION

MAKE: _____ MODEL: _____ COLOR: _____ YEAR: _____

PLATE #: _____ STATE: _____ *(There is one designated parking space per condo)*

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1033 LENOX AVENUE MIAMI BEACH FL 33139

OCCUPANCY INFORMATION (Adult over 18 years must apply and allow screening. Max 2 residents per unit in total including owner)

The following other person will occupy unit:

NAME: _____ RELATIONSHIP: _____ D.O.B.: _____

Please submit a separate application

ATTACHED

PETS

The following pets will be in the apartment: CAT DOG OTHER

If a dog, please address the following:

BREED: _____ WEIGHT: _____ AGE: _____

If your pet is a dog, please attach the vaccination records and registration (required) ATTACHED

BACKGROUND HISTORY

Have you ever been convicted of a crime? Y N

If yes, please provide city and state of conviction, with details of conviction:

PLEASE READ CAREFULLY BEFORE SIGNING:

- I am over 18 years of age and I understand the application fee is \$100 nonrefundable.
- I certify that I have read the above application and that all information provided is accurate, true and correct, to the best of my knowledge. I understand clear and sufficient funds are required at the time this application is submitted or it will not be processed. I (we) authorize Lenox Plaza Association Board to obtain my credit report, employment verification, criminal background and reference checks. Lenox Plaza Association Inc. has my authorization to make all inquiries necessary to evaluate occupancy.
- I understand the screening and evaluation can take up to 15 days to be completed. Upon passing approval, I (we) will schedule an orientation with Lenox Plaza Board of Directors prior to moving in.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINT NAME: _____

UNIT # YOU ARE APPLYING FOR: _____ REALTOR INFORMATION: _____

DESIRED MOVE-IN DATE: _____ DESIRED ORIENTATION DATE PRIOR TO MOVE-IN: _____

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ADDITIONAL INFO & CHECKLIST

In order for this application to be processed, we will need:

- 1. **ALL INFORMATION MUST BE ACCURATE AND COMPLETE** _____ ATTACHED
(Incomplete applications will not be processed)

- 2. **PHOTO IDENTIFICATION FOR EACH ADULT OCCUPANT** _____ ATTACHED

- 3. **\$100 APPLICATION FEE / \$150 FOR COUPLES** _____ ATTACHED
(One application per adult occupant over 18 years of age)

- 4. **NON-REFUNDABLE PET FEE \$250 (if applicable)** _____ ATTACHED
(All pets must be registered with the association and a copy of vaccine cards and Miami Dade registration is required).

- 5. **COPY OF VEHICLE REGISTRATION** _____ ATTACHED

- 6. **SIGNED COPY OF RULES & REGULATIONS AGREEMENT** _____ SUBMITTED

- 7. **RENTALS ONLY: COPY OF EXECUTED LEASE** _____ SUBMITTED

- 8. **SALES ONLY: COPY OF PURCHASE CONTRACT- MUST BE FULLY EXECUTED** _____ SUBMITTED

- 9. **SALES ONLY: PROOF OF INCOME** _____ SUBMITTED

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

REQUEST A COPY OF THE BYLAWS:

*A copy of BYLAWS rules and regulations is available FOR BUYERS AND OWNERS. You can request a hard paper copy or a digital PDF file copy for \$65.

If you have any additional questions about this application or our approval process, please contact:

LENOX PLAZA CONDO ASSOCIATION

1033 Lenox Avenue #312 | Miami Beach, FL 33139
lenoxplazaboard@gmail.com | 786-395-3049 | 917-710-5381

LENOX PLAZA ASSOCIATION INC.

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RULES AND REGULATION AGREEMENT

1) **Number of Residents Per Unit:**

- 2 people per unit
- All residents living in the unit must be disclosed and approved by the association

2) **Parking:**

- 1 Registered vehicle with the association per unit
- Parking garage is not for storage of batteries or any other elements
- Keep parking space clean
- Cars must be parked all the way into the spot
- No parking at anytime in front of building entrance (it will be towed)
- Parking space is for his personal use only. Cannot be rented to other residents nor outsiders
- Please ensure that there are no oil spills
- No mechanical work allowed in garage
- No motorcycle/scooter parking (*all current motorcycles/scooters parked in garage are under review and waiting changes in parking parameters*)

***Owner shall provide tenant with a garage remote control. If one is needed, it can be provided by the association for the charge of \$25

3) **Unit Access:**

- When there are repairs being done in the building, it may be necessary to access all units. In this case, residents will be given a 24 hour notice prior to access.
- Residents must make themselves available for the scheduled repair date.
- Residents may choose to leave a copy of the key with the association to allow contractors to access the unit while away

4) **Pets:**

- All pets must be approved by the association with a separate application and fee
- 1 Pet per unit unless approved by the board otherwise
- Must share with the association medical records
- Pets must be leashed
- Pets may not use the courtyard, front yard, or anywhere in the property to poop or pee
- If the pet has an accident, residents are responsible to cleaning it up promptly

5) **Air BNB & Subletting:**

- Units are at no time to be used as any form of short vacation rental, Air BNB, nor subletting

**If at any time this occurs, residents will be subject to eviction

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6) **Trash Rules:**

- Do not leave trash in the hallway or outside door at anytime
- All trash must be properly disposed at the dumpster room
- Recycle: All boxes must be broken down and disposed in proper recycle bin
- Large trash items must be disposed at the Miami Dumpster

- The City of Miami Beach provides large trash pickup

***Owner shall provide tenant with a keys to the trash room. If one is needed, it can be provided by the association for the charge of \$5 a key

7) **Bike Station:**

- No more than one bike per unit in the rack unless there is additional space
- Bikes must be in a usable condition and properly locked

8) **Laundry Room:**

- Keep laundry room cleaned after use
- Leave washer doors open after use

9) **Balcony:**

- No barbecue on balcony
- No wall decorations on balcony

10) **Unit Usage:**

- Apartments are mainly for residential use. If business is conducted from home, it shall be disclosed as to what type of business and must be approved by the board

***Failure to disclose and get approval, can result in fines and eviction

11) **Entryway:**

- Don't leave gate entrance and door open
- Do not share entry code with any one that does not live in the building

***Owner shall provide tenant with a keys to the trash room. If one is needed, it can be provided by the association for the charge of \$5 a key

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12) **Storage Room:**

- Storage room is currently off limits or unavailable until further notice

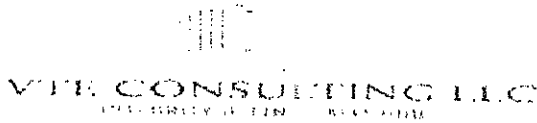
13) **NO lock boxes for emergency keys in premises**

- Residents may choose to leave a copy of the key with the association for emergency needs

I _____ in unit _____ have read and agree to comply with all the rules listed above by the Lenox Plaza Association Inc. I understand that failure to comply with these rules, may result in fines and possible eviction proceedings.

Applicant Signature

Date



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 lieu of the original.

READ, ACKNOWLEDGED AND AUTHORIZED

Applicate Name _____

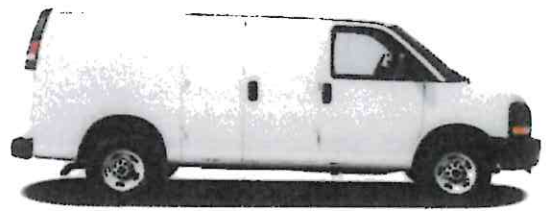
Applicate Signature _____

VEHICLES NOT ALLOWED PARKED IN THE
ASSOCIATION

PICKUP RACKS



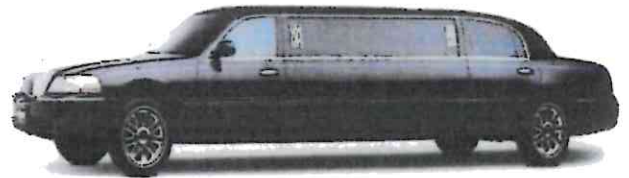
**ALL TYPES OF COMMERCIAL VEHICLES/
VEHICLES WITH SIGNS / LETTERING**



MOVING VEHICLES



LIMOUSINES



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



ANY TYPES OF TRAILERS





RENT INTERCEPTION

The Condominium Act was amended effective July 1, 2010 to allow an Association to demand that a tenant in possession must pay any future monetary obligation related to unit, i.e. rent, directly to the Association.

Fla. Stat. & 718.166(11)

(11)(a) If the unit is occupied by a tenant and the unit owner is delinquent in paying any monetary obligation due to the association, the association may make 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. Pursuant to section 718.116(11), Florida Statutes, the association demands that you pay your rent directly to the condominium association and continue doing so until the association notifies you otherwise.

This is commonly known as “rent interception”, and if the tenant fails to comply, the tenant may be subject to eviction. The statute allows the association to demand the “tenant pay to the association the subsequent rental payments and continue to make such payment until all monetary obligations of the unit owner related to the unit have been paid in full to the association.” The rent interception statute provides the association a tool to preclude an owner, who is often in foreclosure, from pocketing the rent obligation while shorting the owner’s obligation to the association.

As an owner you understand 10% of the rental interception amount is collected as a processing fee for efforts made. Also, you understand that a \$25.00 fee for each notice posted/mailed is also charged to you.

You understand the law that has been stated above and will adhere to such recourse if needed.

Applicant Signature: _____ Date: _____

Print Name: _____