

TROPIC FAIR CONDOMINIUM ASSOCIATION INC.
4500 - 4550 SW 67 AV. MIAMI, FL 33155
APPLICATION FOR NEW OWNERS AND TENANTS

All new residents (owners and/or tenants) are required to apply with Tropic Fair Condominium Association Inc, prior to moving in. The application process will take a maximum of 20 to 25 working days from the receipt date below. A proposed buyer or tenant must be approved before moving in to avoid a fine to the unit.

All enquiries or questions about the application must be submitted via e-mail to the following email address: office@vteconsultingllc.com (305)603-7879

- To process an application, the owner of the unit must be current with the association with all the monthly fees and dues.
- No pets are allowed in the condominium. No exceptions.
- Every unit has only one parking space, except those that have double parking spaces.
- No trucks or vehicles over half a ton are allowed in the condominium.
- Units can be rented maximum two times a year, for a minimum of six months.
- All leases must be renewed at expiration, and a copy must be sent to the association.
- Unit occupancy guidelines: in a one-bedroom unit no more than two occupants and in two-bedroom units no more than four occupants.

Checklist of requirements. Please print all pages and fill them in ONE PER APPLICANT OVER 18 years old.

- Application fee of \$150.00 per adult 18 or older or legally married couples, with marriage certificate. \$175.00 Processing fee per family for Documentation, processing and Record-keeping. Money orders payable to VTE Consulting LLC. Fees are non-refundable.
- \$100 move-in/move-out fee per family. Money order to Tropic Fair Condominium. Fees are not refundable.
- Application for Occupancy 100% complete, correct and signed by all applicants.
- Driver's license or legal photo ID for each applicant.
- Lease Agreement or Sales Contract fully executed.
- Rules and regulations initialed in each page by the tenant(s) and acknowledgement form.
- Completed background check by each occupant over 18 years of age.
- Property owners' information form.
- New owner information form.
- Vehicle registration form.

Received by:

Date:

TROPIC FAIR CONDOMINIUM ASSOCIATION INC.

APPLICATION FOR OCCUPANCY

PLEASE FILL IN ALL BLANKS, APPLICATIONS NOT FULLY COMPLETED, WILL NOT BE PROCESSED. All individuals occupying the unit over 18 years old must fill in a separate application form.

Date: _____ Move-in date: _____

Lease Purchase #Occupants in the unit: _____

Address: _____ Unit: _____

Realtor Name: _____ Phone: _____

Applicant's full name: _____

Email: _____ Cell Phone: _____

SSN: _____ DOB: _____

Driver's License # and State: _____

Marital Status: Married Divorced Separated Single

Spouse's Name: _____

Other Occupants: _____

RESIDENCE HISTORY.

Present Address: _____

Owned Rent Monthly Rent: \$ _____ Landlord: _____

Landlord's Email: _____ Phone: _____

Previous Address: _____

Owned Rent Monthly Rent: \$ _____ Landlord: _____

Landlord's Email: _____ Phone: _____

Previous Address: _____

Owned Rent Monthly Rent: \$ _____ Landlord: _____

Landlord's Email: _____ Phone: _____

EMPLOYMENT HISTORY AND INCOME.

Present Employment.

Company Name: _____

Address: _____ Telephone: _____

Position at the Company: _____ Monthly Income: _____

Supervisor: _____

Date position started: _____

Previous Employment.

Company Name: _____

Address: _____ Telephone: _____

Position at the Company: _____ Monthly Income: _____

Supervisor: _____

Date position started and ended: _____

Source of income 1: _____ Total Monthly Income: _____

Source of income 2: _____ Total Monthly Income: _____

Source of income 3: _____ Total Monthly Income: _____

BANK STATEMENTS.

The Association may request copies of recent Bank Statements.

Bank 1 Name: _____ Last 4 digits of account number: _____

Last Month Ending Balance: _____

Previous Month Ending Balance: _____

Month before Ending Balance: _____

Bank 2 Name: _____ Last 4 digits of account number: _____

Last Month Ending Balance: _____

Previous Month Ending Balance: _____

Month before Ending Balance: _____

Lessee Acknowledgement

Applicant acknowledges that all information given is true and correct and understands that as a part of our procedure for processing your application, and outside screening agency we'll make an investigation from the information given and present their findings to the association and the board of directors for review. This investigation may include, but is not limited to, character, general reputation, credit, residence, and criminal history. Applicants agree not to hold the association or its agents, or the unit owner liable for the discovery or non-discovery of information or any actions taken because of this investigation.

Authorization is hereby given to release banking, credit, residency, employment, and other information pertinent to this application. I acknowledge that upon request, a copy of any adverse information may be provided solely to the applicant which had an adverse report with valid ID. Their association reserves the right to deny this application based on its investigative findings.

Lessee / Tenant

Name:

Date:

TROPIC FAIR CONDOMINIUM ASSOCIATION INC.

LEASE ADDENDUM

In the event the Lessor is delinquent in his or her obligation to pay the association, any general or special maintenance assessment, or any installment, the association shall have the right, but not the obligation, to require the Lessee to pay said rental installment, or a portion thereof sufficient to pay said delinquent maintenance assessments, directly to the association, upon the association giving written notice of exercise of such right to the Lessee and Lessor. The right of the association is cumulative and may be exercised in addition to any and all other rights or remedies the association may have against the Lessee or Lessor.

Lessor / Owner

Name:

Date:

Lessee / Tenant

Name:

Date:

RULES AND REGULATIONS

I, _____, acknowledge that a copy of the rules and regulations of the association has been included in this package and **that I read and fully understand** them. If I wish to receive a full copy of the bylaws, it can be ordered with the association. I understand that all members of my household and any guests are my responsibility and are required to comply with all the rules of the association.

Lessee / Tenant

Name:

Date:

TROPIC FAIR CONDOMINIUM ASSOCIATION INC.

DISCLOSURE FOR AUTHORIZATION FOR CONSUMER REPORTS

In connection with my application for occupancy for a dwelling and/or residential with Tropic Fair Condominium Association, INC., I understand that Consumer Reports will be requested by the Association. These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I/We Further understand that such reports may contain public record information such as but not limited to my driving record, workers compensation claims, judgements, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintains such records.

To investigate your background and or credit, a consumer report will be obtained from:

Screening Reports. 220 Gerry Drive, Wood Dale, IL 60191. Phone: 866.389.4042.

I understand that I have the right to make a request to the consumer reporting agency. Upon proper identification, to obtain copies of any reports furnished to the association by the agency and to request the nature and substance of all information in its files on me at the time of my request, including the sources of information at the agency, on the association on my behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative Consumer Reports. I hereby consent to the company obtaining the above information from the agency. I understand that I have the right to dispute the accuracy or completeness of any item in the consumer report by contacting the consumer report agency using the information displayed above.

I understand that I have rights under the Fair Credit Reporting Act, and I/We acknowledge receipt of the above summary of rights.

The requested information will be used in reference to my purchase or lease application. I hereby authorize you to release any and all information concerning my employment, banking, credit and residence to Boss Realty Management, Inc.

I hereby authorize Boss Realty Management, Inc. to investigate all the statements contained in my application as may be necessary. I understand that I hereby waive any privileges I may have regarding the requested information to be released to Boss Management Inc.

A copy of this form may be used in lieu of the original.

Name: _____

Signature: _____

Date: _____

TROPIC FAIR CONDOMINIUM ASSOCIATION INC.

PROPERTY OWNER'S INFORMATION

If it's a Lease, the owner should fill in this form. If it's a Sale, the new owner.

The Information in this form will be in our files and used in case of an emergency.

Address: _____ Unit: _____

Name: _____

Mailing Address: _____

Work Phone: _____ Cell Phone: _____

Owner Since: _____

Emergency Contact: _____

Relationship: _____ Cell Phone: _____

Relative Contact: _____

Relationship: _____ Cell Phone: _____

Tenant Name: _____

Start of the Lease: _____

New Owner: This is your primary Residence Investment Property

Attach to this page a copy of the Deed of the Property. If you are purchasing, please submit to the association a copy of the Deed as soon as you close the transaction.

Received by: _____

TROPIC FAIR CONDOMINIUM ASSOCIATION INC.

Vehicle Registration

Please fill in the form now and purchase your decal after approval by the Association.

All residents must register their vehicles. Any vehicle that does not have the proper parking decal will not be allowed to park on the property. Each property is entitled to ONE (1) parking permit., unless the unit has a double parking space.

There is no parking allowed in fire lanes, grass areas, in front of entrance and exit gates or parallel parking against the building/Condominium walls.

Name: _____

Address: _____ Unit: _____

Cell Phone: _____

Owner Resident:

Tenant Resident:

Vehicle Brand: _____ Color: _____

Model: _____ TAG: _____

- Present a photocopy of the **Drivers License** and current **vehicle registration** and bring the car **physically** to deliver the Decal.
- **NO COMMERCIAL VEHICLES ARE ALLOWED IN THE CONDOMINIUM.** Large vehicles should not weigh more than 1/2 ton.
- Your vehicle will be towed if the registration is not current, if the decal does not matches the description of the vehicle.

**DECAL SHOULD BE PLACED IN THE WINDSHIELD,
DRIVER'S SIDE, BOTTOM AREA**

TROPIC FAIR CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

The Rules and Regulations shall apply to all property owners, their residents, family members, tenants, occupants, agents, visitors, employees, and guests and shall be enforced by The Board of Directors.

In establishing and maintaining the Rules and Regulations, every effort will be made to ensure they do not affect a unit owners' right to the enjoyment of reasonable and unrestricted use of their property or privileges of ownership.

Residents are encouraged to show respect for their neighbors. Public acts of conflict are strictly prohibited. Whether you rent or own, we encourage all to be courteous and thoughtful by being conscious of issues such as garbage disposal, noise, visitors' parking spaces and others. We also invite you to keep clean and presentable your property front including doors and windows.

Garbage Disposal

Trash and garbage shall be placed in **sealed plastic bags** and deposited in the dumpsters provided by the private sanitation company servicing the property. Dumpsters are in the rear parking area of the property. **Cardboard boxes are to be broken** and placed in bins as well. Pick-up services occur periodically during the week with possible changes for holidays. Any furniture, appliances or large items disposed of in or near the dumpster area automatically impose a \$150.00 illegal dumping fee to the responsible unit owner.

Noise

No resident shall make or permit any disturbing noises by himself/herself, family, employees, contractors, visitors, pets, or renters, nor permit any conduct by such persons that interfere with the rights, comforts, or conveniences of other residents. No resident shall play or permit to be played, nor operate or permit to be operated, any musical instrument, a record/CD player, radio, sound amplifier, television, etc., as to disturb any other resident. No resident shall conduct, nor permit to be conducted, vocal or instrumental instruction at any time which disturbs other residents. The operation of any such set, instrument, phonograph, machine, or device between the hours of 11:00 p.m. and 7:00 a.m. in such manner as to be plainly audible at a distance of one hundred (100) feet from the building may be reported to Miami-Dade County Police.

Residential Parking

All residents must register their vehicle(s). Any vehicle that does not have the appropriate parking decal will not be allowed to park on the property. Each unit is entitled to only one (1) parking permit and any visitors who will be leaving their vehicles overnight require a visitor's pass (no exceptions). There is no parking allowed in fire lanes or grassy areas. Any vehicle found in violation will be at the vehicle owner's expense.

Restriction on Use of Parking Spaces

Parking areas are solely for non-commercial automobiles with current passenger vehicle registration. No trucks or commercial vehicles **over 1/2-ton capacity**, mobile homes, motorhomes, house trailers or trailers of every other description, recreational vehicles, boats or boat trailers or vans shall be permitted to be parked or to be stored at any place on the Condominium property. This prohibition of parking shall not apply to **temporary** parking of trucks and commercial vehicles, such as for pick-up, delivery, and other temporary commercial services. The Association shall have the right to authorize the towing away of any violating vehicles with costs to be borne by the owner or violator.

Immobile Vehicles

No vehicle which cannot operate on its power shall remain on the Condominium property for more than twenty—four (24) hours and no repair of vehicles shall be made on the Condominium property.

Common Areas

Common Areas are entrances, walkways, vestibules, hallways, stairways, courtyards, pool area, lawn and green areas, parking lots, etc. These areas may not be obstructed. No food, beverages, or trash may be left in the common areas. No plants or other objects may be added to the common areas without approval of the Board. No smoking or vaping.

No skating

No bicycles, tricycles, skateboards, roller skates, roller blades, or similar equipment is permitted in the parking lots, roadways or walkways.

Signs.

No sign, advertisement, notices or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Condominium property without Board approval.

Window/Door Coverings

Unit owner shall not cause anything to be affixed or attached to, hung, displayed, or placed on the exterior walls, doors, or windows of the building. No aluminum foil or tape is permitted on windows or doors.

Children and Pets

All children must be supervised by their parents or a responsible adult. No playing in walkways, stairways, parking lots, etc. All pets must always be leashed while in common areas. Pet owners must pick up, dispose, and clean any waste that occurs in any of the common areas. Pets must be approved and registered with the association.

Move-In/Out

It is required that all residents move in/out during the weekday unless previously authorized in writing by the Board of Directors

Vendor Hours

Monday-Friday: 9:00 AM - 5:00 PM

Saturday: 10:00 AM – 4:00 PM

Sunday: No vendors allowed on property.

ALL jobs/work at the units must be previously authorized by the Board of Directors before beginning. Contractors must hold a Florida License and valid Insurance. These include but not limited to floors, bathroom, windows, doors, AC, plumbing, and electrical.

BOARD OF DIRECTORS

TROPIC FAIR CONDOMINIUM ASSOCIATION, INC. REGLAS Y REGULACIONES

Las Reglas y Regulaciones se aplicarán a todos los propietarios, sus residentes, miembros de la familia, inquilinos, ocupantes, agentes, visitantes, empleados e invitados, y la Junta Directiva las hará cumplir.

Al establecer y mantener las Reglas y Reglamentos, se hará todo lo posible para asegurar que no afecten el derecho de los propietarios de unidades al disfrute del uso razonable y sin restricciones de su propiedad o privilegios de propiedad.

Se promueve a los residentes a mostrar respeto por sus vecinos. Los conflictos públicos están estrictamente prohibidos. A propietarios e inquilinos, les invitamos a ser corteses y amables al ser conscientes de espacios de estacionamiento, basuras mal desechadas, olores malos permanentes entre otros. También se les invita a mantener el frente de su propiedad limpio y que ayude a la imagen del edificio.

Basurero

La basura se debe colocar en bolsas de plástico selladas y depositadas en los contenedores provistos por la empresa privada de sanidad que atiende la propiedad. Los contenedores de basura están en el estacionamiento trasero de la propiedad. Las cajas de cartón también deben romperse y colocarse en los contenedores de reciclaje. Los servicios de recogida se realizan periódicamente durante la semana con posibles cambios por vacaciones. Cualquier mueble, electrodoméstico o artículo grande que se deseche en o cerca del área del contenedor de basura automáticamente impondrá una multa de \$150.00 al propietario responsable de la unidad.

Ruido

Ningún residente hará o permitirá ruidos molestos, de sus familiares, empleados, contratistas, visitantes, mascotas o inquilinos, ni permitirá ninguna conducta de dichas personas que interfiera con los derechos, de conveniencias de los residentes. Ningún residente tocará o permitirá que se toque, ni operar o permitir ningún instrumento musical, reproductor de discos / CD, radio, amplificador de sonido, televisión, etc. que moleste a cualquier otro residente. Ningún residente conducirá ni permitirá que se lleve a cabo instrucción vocal o instrumental en ningún momento que moleste a otros residentes. La operación de cualquier aparato, instrumento, fonógrafo, máquina o dispositivo entre las 11 p.m. y 7:00 a.m. de tal manera que sea claramente audible a una distancia de cien (100) pies del edificio se puede informar a la Policía del Condado de Miami-Dade.

Estacionamiento Residencial

Todos los residentes deben registrar su (s) vehículo (s). Cualquier vehículo que no tenga la calcomanía de estacionamiento apropiada no podrá estacionarse en la propiedad. Cada unidad tiene derecho a solo a un (1) permiso de estacionamiento y cualquier visitante que deje sus vehículos durante la noche requiere un pase de visitante (sin excepciones). No se permite estacionarse en los carriles para incendios o en áreas con césped. Cualquier vehículo que se encuentre en infracción será remolcado por cuenta del propietario del vehículo.

Restricciones en el uso de espacio de estacionamiento

Las áreas de estacionamiento son únicamente para automóviles **no** comerciales con un registro de vehículo de pasajeros vigente. No se permitirá estacionar o almacenar en ningún lugar del Condominio camiones o vehículos comerciales de más de 1/2 tonelada de capacidad, casas móviles, casas rodantes, remolques de cualquier descripción, vehículos recreativos, botes o camionetas para botes. Estarán exentos los camiones y vehículos comerciales, que van a recoger, entregar y otros servicios comerciales temporales. La Asociación tendrá el derecho de autorizar el remolque de cualquier vehículo infractor con los costos a cargo del propietario o infractor.

Vehículos inmóviles

Un vehículo que no pueda operar por sus propios medios no deberá permanecer en la propiedad del Condominio por más de veinticuatro (24) horas y no se debe realizar ninguna reparación de vehículos en la propiedad del Condominio.

Áreas comunes

Las áreas comunes son entradas, pasillos, vestíbulos, pasillos, escaleras, patios, área de piscina, césped y áreas verdes, estacionamientos, etc. Estas áreas no pueden estar obstruidas. No se pueden dejar alimentos, bebidas o basura en las áreas comunes. No se podrán poner plantas u otros objetos a las áreas comunes sin la aprobación de la Junta Directiva. No fumar o vapear en áreas comunes.

No patinar

No se permiten bicicletas, triciclos, patinetas, patines o equipo similar en los estacionamientos, caminos o pasillos.

Avisos

No se exhibirá, inscribirá, pintará o colocará ningún letrero, publicidad o avisos sobre cualquier parte de la propiedad del Condominio sin la aprobación de la Junta.

Revestimientos para ventanas / puertas

Los dueños no pueden poner adhesivos, colgantes, o exhibir nada en las paredes exteriores, puertas o ventanas del edificio. No se permite papel de aluminio o cinta adhesiva en ventanas o puertas.

Niños y Mascotas

Los niños deben ser supervisados por sus padres o un adulto responsable. Prohibido jugar en pasillos, escaleras, estacionamientos, etc. Las mascotas deben llevar correa en todo momento mientras se encuentren en áreas comunes. Sus dueños de mascotas deben recoger, eliminar y limpiar cualquier residuo que se produzca en las áreas comunes. Las mascotas de inquilinos deberán estar aprobadas y registradas por la asociación.

Mudanzas a y fuera del Condominio

Se requiere que todos los residentes se muden dentro / fuera del edificio de Lunes a Viernes a menos que hayan sido autorizados previamente por la Junta Directiva por escrito.

Horario para proveedores y contratistas.

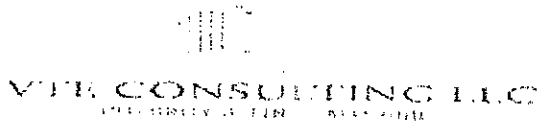
Lunes a Viernes: 9 A.M - 5 P.M.

Sábado: 10 A.M.-4 P.M.

Domingo: No se permiten proveedores en la propiedad

Los trabajos en las unidades deben ser previamente autorizados por la Junta Directiva, y los Contratistas deben tener Licencia del Estado y portar un Seguro vigente. Estos trabajos incluyen pero no se limitan a pisos, banos, ventanas, puertas, aires acondicionados, plomería y electricos.

JUNTA DIRECTIVA



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 _____



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: _____

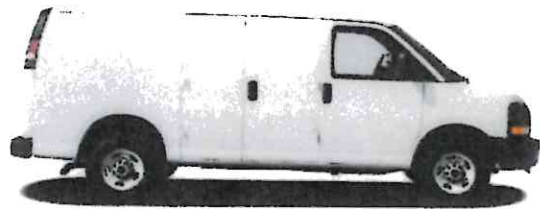
Print Name: _____

VEHICLES NOT ALLOWED PARKED IN THE
ASSOCIATION

PICKUP RACKS



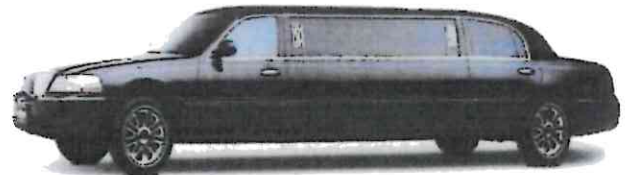
**ALL TYPES OF COMMERCIAL VEHICLES/
VEHICLES WITH SIGNS / LETTERING**



MOVING VEHICLES



LIMOUSINES



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



ANY TYPES OF TRAILERS

