

APPLICATION FOR OCCUPANCY

All new residents (owners and/or tenants) are required to apply with **ROYAL OAKS PROFESSIONAL CENTER CONDOMINIUM ASSOCIATION, INC.** prior to moving in. The application process could take roughly one to two weeks. A proposed buyer or tenant MUST be approved before moving in. You MUST obtain the required forms from the office of:

GRS MANAGEMENT, INC
15280 NW 79TH COURT, SUITE 101
MIAMI LAKES, FL 33016
PHONE 305-823-0072
FAX 305-823-4888

All applications MUST be submitted to **ROYAL OAKS PROFESSIONAL CENTER CONDOMINIUM ASSOCIATION, INC.** All forms must be 100% complete and correct and must be signed by the appropriate parties. Incomplete applications WILL NOT be accepted nor processed.

Please note all application requests are only valid for 30 days. If there are any pending items, the application will automatically be cancelled upon 30 days after submission. All applications fees are non-refundable.

The following must be included with the application:

- Application processing fee of \$150.00 for legally married couples. Any other applicant over 18 years of age must pay an additional \$150.00 per applicant. Made payable to: **GRS MANAGEMENT, INC. (Cashier's check or money order only)**.- Application fees are non-refundable.
- If the application is for sale, an estoppel MUST be requested before or at the time this application is submitted. ESTOPPEL FEE OF \$250.00 (standard) OR \$350.00 (rush) is required. Made payable to: **GRS MANAGEMENT, INC (Cashier's check or money order only)**
- Signed copy of the contract for sale or lease.
- Completed application with a copy of all applicants' driver licenses or photo IDs.

When a complete application package is received, we will commence the process for the background screening. Once the background screening is completed, we will be forward the application to the Board of Directors for approval. **Please note a scheduled interview with the Board of Directors will be required.**

All inquiries in reference to the application process must be done via e-mail to customer@grsmanagement.com.

Sincerely,

Applications Department
GRS Management, Inc.

**ROYAL OAKS PROFESSIONAL CENTER
CONDOMINIUM ASSOCIATION, INC.
Application for Occupancy**

PLEASE FILL IN ALL BLANKS. APPLICATIONS NOT FULLY COMPLETED, WILL NOT BE PROCESSED.

Note: Please note all applicants over the age of 18 (not married to primary applicant) must complete a separate application.

Date: _____ Desired Date of Occupancy: _____

This Application is for a: Lease () Purchase () of Unit # _____

Property Address: _____

Realtor's Name: _____ Phone # _____

Applicant's Name: _____

Phone# _____ Cell Phone# _____

E-Mail Address: _____

SSN# _____ DOB _____

DL # _____ State _____

MARITAL STATUS: Married () Separated () Divorce () Single ()

Spouse's Name: _____

Phone# _____ Cell Phone# _____

E-Mail Address: _____

SSN# _____ DOB _____

DL # _____ State _____

No. Of People who will occupy the unit: _____

LIST OF OCCUPANTS

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

PETS

Yes () No () How Many: _____ Weight: _____ Breed: _____

Weight: _____ Breed: _____

VEHICLES

Make: _____ Model: _____

Tag # _____ State: _____ Year: _____

Make: _____ Model: _____

Tag # _____ State: _____ Year: _____

RESIDENCE HISTORY

Present Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

Previous Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

Previous Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

EMPLOYMENT HISTORY

ARE YOU: Self-Employed? Yes () No () Retired? Yes () No ()

Present Employment:

Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

Previous Employer: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

Spouse's Employer

Self-Employed? Yes () No () Retired? Yes () No ()

Present Employment: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

Previous Employer: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

REFERENCES (No Relatives)

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

LEASE ADDENDUM

In the event the Lesser is delinquent in his or her obligation to pay to the Association, any general or special maintenance assessments, 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 Lesser. The right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against the Lessee or Lesser.

Initials: _____

Lesser (Owner) Signature

Lessee (Tenant) Signature

RULES & REGULATIONS

I, _____, acknowledge that a copy of the rules and regulations of the Association have been included in this package. If I wish to receive a full copy of the bylaws, the full package is purchasable at the GRS Management, Inc office. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

Signature _____

Date _____

Have any of the applicants ever been arrested for any other than a minor traffic violation?

Yes () No () Convicted Yes () No ()

Name of applicant: _____

If yes, please explain: _____

Applicant acknowledges that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside screening agency, will make an investigation from the information given and present their findings to GRS Management Inc. and the association for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or its agent or GRS Management, Inc or the unit owner liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application. I/We acknowledge that upon request, a copy of any adverse information may be provided to solely the applicant in which had an adverse report with valid ID. The Association reserves the right to deny this application based on its investigative findings.

Signature: _____ Date: _____



GRS Management, Inc.
15280 NW 79th Court, Suite 101
Miami Lakes, FL 33016
PH: (305) 823-0072 Fax: (305) 823-4888
Email: Customer@grsmanagement.com

AUTHORIZATION FOR FILE DISCLOSURE

I hereby consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results may only be provided, upon request, to the following applicant:

Signature: _____ Date: _____

Full Name- First, Middle and Last Name (Please Print):

Home Address (Unit # if applicable):_____

Applicant's Contact Phone Number (Required):_____

Social Security Number: _____ DOB: _____

Driver's License Number and State Issued: _____



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ACKNOWLEDGEMENT OF RULES AND REGULATIONS

I, _____, the applicant of this property (property address listed below) acknowledge that I have been provided with a copy of the rules and regulations of the Association. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

I, _____, the owner of this property understand that if I lease this property, I will be responsible for any violations of any rules and regulations caused by my lessee/tenant and I may be subject to violations and/or fines to my property.

I, _____, understand that I must undergo an interview with the property manager prior to moving in to the Association. The interview must be made by appointment only and must be within the same week as when the approval is issued.

Association Name: _____

Property Address: _____

Applicant Signature: _____

Date: _____

ARTICLE XI

Rules and Regulations

Section 1. The Board may, from time to time, adopt or amend previously adopted administrative rules and regulations governing the details of the operation, use or maintenance, management and control of the Property, Common Elements, Limited Common Elements, and any other facilities or service made available to Owners.

Section 2. The Board may, from time to time, adopt or amend previous rules and regulations governing and restricting the use and maintenance of Units. Copies of same shall be furnished to each Owner at least 72 hours prior to the time they become effective.

Section 3. Existing Rules and Regulations. The rules and regulations listed herein shall be deemed to be in effect until amended by the Board and shall apply to and be binding upon all Owners. Owners shall at all times comply with these rules and regulations and shall use their best efforts to see that they are observed and complied with by their employees, families, guests, invitees, servants, lessee and persons over whom they exercise control and supervision. The initial rules and regulations are as follows:

A. Owners shall not use or permit the use of their units in a manner which would be disturbing to or be a nuisance to other owners, or in a manner which would be illegal, immoral, improper or which would cause damage, or injury to the reputation of the Property.

B. Nothing shall be done or kept in a unit which will either increase the Corporation's cost of insurance or result in the insurance being canceled.

C. No wasting of property will be permitted.

D. Owners will maintain their units at all times in compliance with all laws, zoning ordinances and regulations of all governmental authorities having jurisdiction over the Condominium

E. No Owner (other than the developer as provided in the Declaration) shall permit any structural modification or alteration to be made on the exterior of a unit, including signage, without first obtaining the written consent of the Corporation, which consent may be withheld in the event that the Board determines, in their sole discretion, that such structural modification or alteration would affect or in any manner endanger the property. If the modification or alteration desired by the owner involves the removal of any permanent interior partition, the Corporation shall have the right to permit such removal so long as the permanent interior partition to be removed is not a load bearing partition and so long as the

removal thereof would in no manner affect or interfere with the providing of utility services constituting Common Elements.

12.08. No Unit shall be used as a medical or dental office or related facility, or any facility wherein any medical professional shall be visited by patients and/or have a waiting room area.

12.09. The Office Spaces and Units are restricted to business and professional use and shall be used only for purposes which are consistent with and appropriate to the design of the Building and for which adequate elevator, stair, ventilation, plumbing, and similar and related facilities exists, nor shall any Unit be used in any manner which may violate any restriction which may be of record and be applicable to the property upon which the unit is located.

12.10. The use of the Office Space shall be subject to the Declaration of Restrictive Covenants contained in the plat recorded in the Plat Book 143 at page 93 and the Declarations recorded at Official records book 15652 page 2688 and Official records book 16296 page 4093, all in the public records of Miami-Dade County, Florida.

13. SUBJECT TO DECLARATION

13.01. Each unit owner and every resident of the condominium and all parties joining in this Declaration shall be subject to and shall comply with the terms and conditions of this Declaration and the Exhibits thereto and all regulations from time to time adopted pursuant to said documents, and all amendments thereto. Failure of a unit owner or resident of the Condominium to comply with the terms of said documents or regulations shall entitle the Association and/or other unit owners to the following remedies and relief in addition to the remedies provided by the Condominium Act and by law:

13.02. Each unit owner shall be liable for the expense of any maintenance, repair or replacement of the condominium property or any property in which the Association owns an interest rendered necessary by his willful action or negligence or by the willful action or negligence of any member of his family or his or their guests, employees, agent or lessees, but only to the extent that such is not defrayed by the proceeds of insurance carried by the Association.

13.03. In any proceeding arising out of an alleged failure of a owner or resident of the condominium to comply with the aforementioned documents or regulations, the prevailing party shall be entitled to recover the costs of the proceedings and reasonable attorney's fees.

13.04. The failure of the Association or any unit owner to enforce any covenant, restriction or other provision of the aforementioned documents or regulations shall not constitute a waiver of the right to do so thereafter.