PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC.
APPLICATION FOR OCCUPANCY

New residents (owners and/or tenants) are required to complete and submit this application to obtain Association approval at least fifteen (15) business days prior to the proposed occupancy date.

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

To avoid delays in processing, **all applications must be submitted to PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC.** Every form must be completed in its entirety, be accurate, and be signed by all required parties. All required supporting documentation and applicable fees must be submitted with the application.

Incomplete, applications will not be accepted or processed until all required information, documentation, is received. Please print legibly using **black or blue ink**.

Incomplete applications will be automatically canceled thirty (30) days after the date of submission date. All application 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.**

_____ **Sales Only:** A completed Estoppel Request must be submitted prior to closing. Pursuant to Section 718.116, Florida Statutes, the Association or its authorized agent will issue the estoppel certificate within ten (10) business days after receipt of a written request and the applicable statutory fee. Payment must be made by cashier's check or money order payable to **GRS Management, Inc.** The current fee is **$250.00 for standard processing service (issued within 10 business days** and **$350.00 for expedited service (issued within 3 business days. An additional $150.00 if the account is collection.**

_____ **Rentals Only**: Applications will not be approved if there are any outstanding assessments, fees, fines, or other amounts due to the Association.

_____ A fully executed copy of the Contract for Sale or Lease, signed by all parties.

When a complete application package is received, we will commence the background screening process. Once the background screening is completed, we will forward the application to the Board of Directors for approval.

All inquiries regarding the application process must be made via e-mail to customer@grsmanagement.com.

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PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.

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

Date: _____ Desired Date of Occupancy: _____

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

Agent Information (if applicable)

Property Address: _____

Realtor's Name: _____ Phone # _____

Applicant information:

Applicant's Name_____Phone# _____

Email Address: _____

SSN#_____ DOB _____

DL # _____ State _____

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

Spouse's Name: _____

Phone# _____

Email Address: _____

SSN#_____ DOB _____

DL # _____ State _____

LIST OF OCCUPANTS

Total number of individuals who will occupy the unit: _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC.

APPLICATION FOR OCCUPANCY

RESIDENCE HISTORY

Applicants must provide a complete employment history for the past three (3) years.

Present Address: _____ Years_____

City_____ State_____ Zip _____ OWN ( ) RENT ( )

Name of Landlord_____ Phone # _____

Previous Address: _____ Years_____

City_____ State_____ Zip _____ OWN ( ) RENT ( )

Name of Landlord_____ Phone # _____

Previous Address: _____ Years_____

City_____ State_____ Zip _____ OWN ( ) RENT ( )

Name of Landlord_____ Phone # _____

PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC.
APPLICATION FOR OCCUPANCY

EMPLOYMENT HISTORY
Applicants must provide a complete employment history for the past three (3) years

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

Present Employment Name: _____

Address _____ Phone _____

City _____ State _____ Zip _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

Prior Employment Name: _____

Address _____ Phone _____

City _____ State _____ Zip _____

From: _____ To _____ Dept or Position: _____

Prior Employment Name: _____

Address _____ Phone _____

City _____ State _____ Zip _____

From: _____ To _____ Dept or Position: _____

Spouse's Employer ARE YOU: Self-Employed? Yes (_) No (_) Retired? Yes (_) No (_)

Present Employment Name: _____

Address _____ Phone _____

City _____ State _____ Zip _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

Prior Employment Name: _____

Address _____ Phone _____

City _____ State _____ Zip _____

From: _____ To _____ Dept or Position: _____

Prior Employment Name: _____

Address _____ Phone _____

City _____ State _____ Zip _____

From: _____ To _____ Dept or Position: _____

PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC.
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REFERENCES (No Relatives)

Name _____ Years Known_____

Phone # _____ **Email Address:** _____

Name _____ Years Known_____

Phone # _____ **Email Address:** _____

Name _____ Years Known_____

Phone # _____ **Email Address:** _____

LEASE ADDENDUM

Lessor/Unit Owner becomes delinquent in the payment of any general or special assessments, installments thereof, or any other monetary obligation due and owing to the Association the Association shall have the right, but not the obligation, pursuant to Section 718.116(11), Florida Statutes, to make written demand upon the Lessee/Tenant requiring the Lessee/Tenant to pay subsequent rental payments, or any portion thereof, directly to the Association.

Upon receipt of written demand from the Association the Lessee/Tenant shall remit rental payments directly to the Association in accordance with the Association's written instructions and shall continue making such payments until:

The Association provides written notice releasing the Lessee/Tenant from this obligation; The Lessor/Unit Owner's delinquent monetary obligations to the Association have been satisfied; or the Lessee/Tenant's tenancy in the unit has terminated.

Any rental payments received by the Association shall be applied toward the outstanding monetary obligations owed by the Lessor/Unit Owner to the Association. The Association shall provide written notice of its demand to both the Lessee/Tenant and the Lessor/Unit Owner as required by applicable Florida law.

The Lessee/Tenant shall receive credit against rental obligations owed to the Lessor/Unit Owner for all rental payments properly made to the Association pursuant to the Association's written demand. Payment of rent directly to the Association following proper notice shall provide the Lessee/Tenant protection from any claim by the Lessor/Unit Owner for those amounts timely paid to the Association.

The Association's rights under this provision are cumulative and are in addition to any other rights and remedies available under the Condominium Declaration, Bylaws, Rules and Regulations, Chapter 718, Florida Statutes, or applicable law, including, but not limited to, the right to pursue collection remedies against the Lessor/Unit Owner for delinquent obligations.

The Association's exercise of this right shall not create a landlord-tenant relationship between the Association and the Lessee/Tenant, except as specifically provided by applicable Florida law.

_____ _____

Lesser (Owner) Signature Lessee (Tenant) Signature

PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC.
APPLICATION FOR OCCUPANCY

RULES & REGULATIONS

Acknowledgment of receipt of the association rules and regulations

I/We acknowledge that I/we have received a copy of the Association's Rules and Regulations as part of the application package for **PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC.** I/We agree to comply with all provisions of the Association's governing documents, including the Declaration, Bylaws, Rules and Regulations, and any duly adopted amendments.

I/We understand that occupancy of the Unit is limited to the individuals identified in the approved application. No additional person may occupy or reside in the Unit without the prior written approval of the Association when required by the Association's governing documents.

I/We further understand that any violation of the Association's governing documents, including unauthorized occupancy or failure to comply with community rules, may result in enforcement action by the Association as permitted by the Declaration, Bylaws, Rules and Regulations, the lease agreement, and applicable Florida law.

Such enforcement action may include, where authorized, the imposition of fines, suspension of use rights, legal action, and other remedies available to the Association. I/We acknowledge that any termination of tenancy or eviction proceedings must be pursued through the Unit Owner/Landlord and the appropriate legal process as required by applicable law.

All adult applicants must sign below to acknowledge receipt of an agreement to comply with the Association's Rules and Regulations.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

ACKNOWLEDGMENT OF INSURANCE RESPONSIBILITY

I acknowledge and understand that the Association's master insurance policy does **not** provide coverage for damage occurring within my condominium unit. This includes, but is not limited to, damage to interior walls, flooring, cabinets, countertops, fixtures, appliances, personal property, improvements, and losses resulting from water intrusion or flooding, except as otherwise required by the Association's governing documents or applicable law.

I further acknowledge that it is my responsibility, as the unit owner, to obtain and maintain an **HO-6 Condominium Unit Owners Insurance Policy**. An HO-6 policy is specifically designed for condominium owners and provides coverage for personal property, interior improvements, liability, loss assessments (when applicable), and other items not covered by the Association's master insurance policy.

By signing below, I acknowledge that I have read and understand my insurance responsibilities and agree that the Association shall not be responsible for losses or damages that are the responsibility of the unit owner under the governing documents or the owner's individual insurance policy.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

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CRIMINAL HISTORY DISCLOSURE

Has any applicant been convicted of a felony or misdemeanor (excluding minor traffic violations)?

☐ Yes ☐ No

Applicant Name: _____

If yes, please provide the following information:

Offense: _____

Date of Conviction: _____

Jurisdiction (City/State): _____

Additional Explanation (Optional): _____

_____

I/We certify that the information provided in this application is true, complete, and accurate to the best of my/our knowledge. I/We understand that failure to provide complete and accurate information, including the omission or misrepresentation of required information, may result in denial of occupancy approval.

Applicant Signature: _____ Date: _____

PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC.
APPLICATION FOR OCCUPANCY

AUTHORIZATION FOR FILE DISCLOSURE AND CONSUMER REPORTING

I hereby authorize **GRS Management, Inc.** and **Verify Screening Solutions, Inc.**, including their designated agents, employees, and authorized representatives, to obtain, review, and verify consumer reports and related information for the purpose of evaluating my application for residency, lease approval, or purchase eligibility.

I understand that the screening process may include, but is not limited to, obtaining and reviewing the following information:

- Consumer credit reports;
- Criminal history information;
- Eviction records;
- Rental payment history;
- Rental and occupancy history; and
- Other information necessary to evaluate my eligibility as a prospective resident.

I further authorize the association **PALMETTO LAKES PLAZA 'B' CONDOMINIUM, INC., GRS Management, Inc.,** and **Verify Screening Solutions, Inc.**, and their authorized representatives, to obtain and review applicable information during the term of my occupancy.

I certify that all information provided in my application for residency is true, accurate, and complete. I understand that providing false, fraudulent, incomplete, or misleading information may result in the denial of my application, the termination of my residency, or other remedies available under applicable law.

I understand that screening results and related information will be maintained in confidence and may be disclosed only to authorized parties as permitted by applicable law or upon my written authorization.

Applicant Information

Full Legal Name (First, Middle, Last): _____

Current Home Address (including Unit No., if applicable):

Address: _____

City_____ State_____ Zip _____

Applicant Telephone Number: _____

Social Security Number: _____Date of Birth: _____

Driver's License Number and State Issued: _____

Applicant Signature: _____Date: _____

EXHIBIT "D"

RULES AND REGULATIONS

OF

PALMETTO LAKES PLAZA "B" CONDOMINIUM, INC.

The following Rules and Regulations shall remain in force and effect until Occupant is notified in writing, by Board, of any changes and amendments.

1. All loading and unloading of goods shall be done only in the areas and through the entrances, designated for such purposes by Board.

2. The delivery or shipping of merchandise, supplies and fixtures to and from the leased premises shall be subject to such rules and regulations as in the judgment of Board are necessary for the proper operation of the BUILDING.

3. All garbage and refuse shall be kept in the container specified by Board and shall be placed outside of the premises prepared for collection in the manner and at the times and places specified by Board. Occupant shall pay the cost of removal of any of Occupant's refuse or rubbish.

4. No signs, structure or object shall be erected on, the roof or exterior walls of the PREMISES, or on the grounds, without, in each instance, the written consent of Board. Any signs, structure or object so installed without such written consent of Board. Any signs, structure or object so installed without such written consent shall be subject to removal without notice at any time.

5. Occupant shall not place nor permit any junk, obstructions or merchandise in the outside areas immediately adjoining the PREMISES. Occupant shall not otherwise use the common areas for storage or disposal purposes of any type of personal property.

6. The plumbing facilities shall not be used for any other purpose than that for which they are constructed, and no foreign substance of any kind shall be thrown therein or any violation of Rule 7 of DERM, and the expense of any breakage, stoppage or damage resulting from a violation of this provision shall be borne by Occupant, who shall, or whose employees, agents or invitees shall have caused it.

7. Occupant shall use, at Occupant's cost, such pest extermination as Board may approve and at such times as is obviously necessary.

8. Occupant shall not burn any trash or garbage of any kind in or about the leased PREMISES.

9. Occupant and occupant's employees and agents shall not solicit business in the parking or other common areas, nor shall Occupant distribute any handbills or other advertising material in automobiles parked in the parking area or in other common areas.

10. Occupant shall not permit, allow or cause any noxious, disturbing or offensive odors, fumes, or gasses, or any smoke, dust, steam, or vapors, or any loud or disturbing noises, sounds or vibrations to originate in or to be emitted from PREMISES.

11. Occupant shall maintain the show windows in a clean, neat and orderly condition.

12. Occupant shall at all times maintain an adequate number of suitable fire extinguishers on its PREMISES for use in case of local fires, including electrical or chemical fires.

13. The Board reserves the right to rescind, amend, alter, or waive any of the foregoing rules or regulations at any time when, in its judgment, it deems it necessary, desirable or proper for its best interest and for the best interest of the occupants and no such recision, amendment, alteration or waiver of any rule or regulation in favor of one tenant shall operate as an alteration or waiver in favor of any other tenant. Board shall not be responsible to any occupant for the non-observance or violation by any other occupant of any of these rules and regulations at any time.

14. Excess use of water, sewerage, garbage and refuse over limits set by Board shall be borne by occupant.

15. In the event the Board determines that security, extermination, maintenance, cleaning or other services should be contracted by association in the best interest of all occupants, then all occupants shall share in said service.

16. No security bars shall be placed in front of or in rear of any windows on the exterior surface of the premises without written consent of the Board.

COMMUNITY REMINDERS

ARCHITECTURAL REVIEW (ARB)

Prior written ARB approval is required before making any exterior modification or improvement to your property, including windows, doors, fencing, signage, and other exterior alterations.

PARKING REGULATIONS

Unauthorized or improperly parked vehicles are subject to towing in accordance with the Association's parking enforcement program and governing documents.

IMPORTANT CONTACT INFORMATION

AFTER-HOURS EMERGENCY LINE

Office Hours:
Monday – Friday | 9:00 a.m. – 5:00 p.m.

The After-Hours Emergency Line is for **ASSOCIATION-MAINTAINED PROPERTY EMERGENCIES ONLY**, including:

- Major water leaks
- Electrical emergencies
- Other urgent maintenance emergencies

Please contact the management office during normal business hours for all non-emergency matters.

GRS

COMMUNITY FOCUSED. CLIENT DRIVEN.

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

Website: www.grsmanagement.com