

## **APPLICATION FOR OCCUPANCY**

All new residents (owners and/or tenants) are required to apply with **SAN MARCO VILLAS OF MIAMI 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 79<sup>TH</sup> COURT, SUITE 101  
MIAMI LAKES, FL 33016  
PHONE 305-823-0072  
FAX 305-823-4888

All applications **MUST** be submitted to **SAN MARCO VILLAS OF MIAMI 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.**
- Security deposit fee of **\$1,000.00** (Lease Only) (refundable upon termination of lease) payable to: **SAN MARCO VILLAS OF MIAMI CONDOMINIUM ASSOCIATION, INC. (Cashier's check or money order only)**

**Please note: Security deposits are refundable at the end of the leasing period and the refund request must be presented with a copy of the front and back of the submitted cashier's check/money order. Please keep in mind that all refund requests take 10-15 business days to be processed.**
- 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)**
- Copy of Local Police Record
  - \*\*If unable to secure local appointment, the GRS Management, Inc. office may run a background check for an additional \$55.00 per applicant. Made payable to: **GRS MANAGEMENT, INC. (Cashier's check or money order only)** - **Fees are non-refundable.**
- Signed copy of the contract for sale or lease.
- Completed application with a copy of all applicants' driver licenses or photo IDs.
- Three (3) reference letters per applicant over the age of 18, including the reference's full name, phone number and e-mail. A prior landlord **MUST** be one of the references. Relatives, attorneys, accountants, employees or business partners may not be used as references.

All inquiries in reference to the application process must be done via e-mail to [customer@grsmanagement.com](mailto:customer@grsmanagement.com).

Sincerely,

Applications Department  
GRS Management, Inc.

**SAN MARCO VILLAS OF MIAMI  
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: \_\_\_\_\_

**\*\*Tenants are not permitted to have pets on site- only unit owners (total weight of all pets may not exceed 50 lbs)**

### 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 I have received a copy of the Rules and Regulations of San Marco Villas of Miami Condominium Association, Inc. and will govern myself accordingly. I further acknowledge that should I not comply with the Rules and Regulations of the Condominium Association, the Association has the right to evict all parties disclosed below from this rental apartment and the community.

\*\*I certify and understand that the ONLY individuals allowed to live in the rental unit are those specified in the submitted application. Any breach to this understanding will result in immediate EVICTION of ALL residents of the above-mentioned unit.

**\*All adult applicants must sign below upon reading the rules and regulations:**

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARKING DECALS**

The Association currently has a parking decal policy in place for its residents. Once approved, you must provide a copy of your driver's license and vehicle registration matching the property address to obtain a decal. If your vehicle is found on property without a decal, it may be subject to towing at the vehicle owner's expense.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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, may 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 79<sup>th</sup> Court, Suite 101  
Miami Lakes, FL 33016  
PH: (305) 823-0072 Fax: (305) 823-4888  
Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

## **AUTHORIZATION FOR FILE DISCLOSURE**

**(Only to be completed if background by GRS Management, Inc. will be completed)**

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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Miami Lakes, FL 33016  
PH: (305) 823-0072 Fax: (305) 823-4888  
Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

## **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.

Association Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## San Marcos of Miami Condominium Association, Inc.

### Acknowledgment Agreement

I, \_\_\_\_\_ (the "Owner" and/or "Tenant"), hereby acknowledge that I have received, reviewed and understand the governing documents for San Marcos of Miami Condominium Association, Inc. (the "Association"), and specifically, the rules regarding pets in the Association. I acknowledge that this Agreement will be used by the Association in the event the Owner and/or Tenant is found violating any rental restrictions and/or rules for the Association.

In consideration of the approval from San Marcos of Miami Condominium Association, Inc. for the purchase or lease of \_\_\_\_\_ (the "Subject Property"), I hereby:

1. Acknowledge that I will be required to furnish information pertaining to my disability that (1) is necessary to verify that the tenant and/or unit owner meets the Fair Housing Act's definition of a disability, (2) describes the needed accommodation, and (3) shows the relationship between the person's disability and the need for the requested accommodation.
2. Acknowledge that any request for a Reasonable Accommodation will be subject to written approval by the Association. Any reasonable accommodation will be limited to those that do not impose an undue financial and administrative burden on the Association or fundamentally alter the nature of the Association's operations.
3. Acknowledge that any violation of pet restrictions within the governing documents for the Association will be prosecuted at the furthest extent of the law including but not limited to, seeking injunctive relief, whereby the Owner or Tenant will be liable for all attorney's fees and costs associated with the action.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS AN ACKNOWLEDGMENT AGREEMENT REGARDING ALL PET RESTRICTIONS AND/OR RULES WITHIN THE ASSOCIATION AND A CONTRACT AND I SIGN IT WITH MY OWN FREE WILL.

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Owner or Tenant Signature

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Date

---

Owner or Tenant Name

---

Address

## **SAN MARCO VILLAS CONDOMINIUM ASSOCIATION**

### **RULES AND REGULATIONS**

**Adoption of and Amendment to Rules and Regulation.** The Board of Directors ("Board") of SAN MARCO VILLAS OF MIAMI CONDOMINIUM ASSOCIATION INC. ("Association") may from time to time adopt administrative rules and regulations governing the details of the operation, use maintenance, management and control of the Units, the Property, Common Elements, Limited Common Elements and any other facilities or services made available to Owners ("Rules and Regulations"). Copies of the Rules and Regulations shall be posted in a conspicuous place on the Property prior to the time that they become effective and copies of same shall be furnished to each owner at least 72 hours prior to the time they become effective.

**This rules and regulations are in addition to the existing rules and regulations already in place as declared in the existing bylaws of this Association**

- 1) Sidewalks, doorways, vestibules, halls, stairways, common, limited common area and similar areas shall not be obstructed nor shall refuse, furniture, boxes, bicycles, tricycles, scooters, motorcycles or other items be placed therein by Owners, Tenant or its Officers, agents, servants, and employees, or used for any purpose other than entering and leaving the Promises, or for going from one part of the Buildings to another part of the Building. Canvassing, soliciting and peddling in the Building are prohibited.
- 2) No machinery of any kind, other than ordinary office machines such as typewriters and personal computers, shall be operated on premises without the prior written consent of the Board of Directors, nor shall a unit owner/s use or keep or allow on the Premises or the Building any flammable, explosive fluid or substance, or any illuminating materials.
  - a) The use of barbecue or any other cooking device is not allowed on any balcony, front porch and hallways, common areas or limited common areas.
- 3) No signs, directories, posters, advertisements or notices shall be painted or affixed on or to any of the windows or doors or in corridors or other parts of the Building. The Association shall have the right to remove all unapproved signs without notice, at the expense of the unit owner/s. This is in addition to paragraph (d), (f) and (i) of the existing rules and regulations.
  - a) Storage of bicycles, motorcycles or similar recreational vehicles is not permitted in balconies, front porch, and/or hallways, around stairs or in any common area. Any items

found in the common areas or limited common areas are subject to disposal by maintenance personnel without prior notice at owner's expense.

- b) Balconies and front porch are to be kept clean of trash, debris, boxes or construction materials; the maintenance personnel will dispose of this materials/trash at the unit owner/s expense. No shutters are allowed to be stored at balconies. The only storages that are permitted at the balconies/backyards are plastic ones approved by the association. See picture attached
- c) No cloth, clothing, rags or mops shall be hung open or shaken from windows, doors, balconies or terraces. Unit owners shall not throw cigars, cigarettes or any other object from balconies, doors, windows or terraces. Unit owners shall not allow anything to be thrown or to fall from balconies, doors, windows or terraces. No sweepings or other substances shall be permitted to escape to the exterior of the Condominium from the balconies, doors, windows or terraces.
- d) No nails, books or screws shall be driven into or inserted in any part of the Building except as approved by maintenance personnel.
- e) No boxes, crates or other such materials shall be stored in hallways or other common areas. When unit owner/s, guest, lessees or tenants must dispose of crates, boxes or other extraordinary waste, it will be the responsibility of the unit owner/s, guest, lessees or tenants to dispose of same in the assign construction garbage bin in the rear (not in the regular garbage bin).
- f) **CLEANLINESS:** All garbage and refuse from the Condominium shall be deposited with care in garbage containers intended for such purpose at such times and in such manner as the Association shall direct. All disposals shall be used in accordance with instruction given by the Association.
- g) **TRASH:** All refuse, waste, bottles, cans and garbage, etc., shall be securely wrapped in plastic garbage bags and place in the appropriate collection containers. Trash collection containers may be used only between 7:00 AM and 11:00 PM. Garbage bin doors are to be kept closed at all times.
- h) Each unit owner shall cooperate in keeping the premises neat and clean.
- i) No portion of the Building shall be used for the purpose of providing lodging.

4) **Absolutely no consumption of alcohol, drugs and/or illegal substances are allowed in any part of the common area or limited common area.**

- 5) Children are not allowed to play in the parking areas, the public walkways or on the stairways.
- 6) No riding bicycles, skates, skateboards, mopeds, go-carts or any other recreational toys are allowed in the parking lot, hallways or common areas. This includes but is not limited to fuel/electric powered toys of any type.
- 7) Toddler's toys (5 years and younger) will NOT be allowed in the grass area or any common area at the community, this will be subject to disposal by maintenance personnel without notification.
- 8) Unit owner/s, guest, lessees or tenants shall not cause or permit any improper noises in the Building or allow any unpleasant odors to emanate from the Premises or otherwise interfere, injure or annoy in any way other tenants or persons. This is in addition to paragraph (b) and (c) of the existing rules and regulations.
  - a) Unless expressly permitted in writing by the Association, no floor covering shall be installed in the units, other than any carpeting or other floor covering installed by the Developer. In any event, each unit owner shall have the duty of causing there to be placed underneath such floor covering, so as to be beneath any such floor covering and the concrete slab, generally accepted and approved materials for diminution of noise and sound, so that the flooring shall be adequately sound-proof. Radios, televisions and other instruments which may create noise should be turned down to a minimum volume between the hours of 10:30 PM and 8:00 AM. All other unnecessary noises, such as slamming doors between these hours should be avoided.
- 9) Pets are to be walked by their owners outside the premises and they must always be leashed. Pet owners are responsible to pick up and or clean any waste left behind or produced by their pets. (See rule (m) in the original rules and regulations). Violators can be fined up to US\$100.00 per violation.
- 10) It is not allowed to feed pigeons, wild birds or any such other street undomesticated animal on or in the vicinity of the property, such violation will carry a fine of US\$100.00 per incident as applicable by law.
- 11) No Satellite antennas will be allowed to be installed at the building without the association's previous approval and must be installed professionally and in such way to minimize harmful visual material effect, they cannot be attached to the roof or roof overhang. The unit owner is responsible for any damage cause by the installation of the antenna, regardless of the circumstances. Maintenance personnel at the expense of the

unit owner/s will remove any antenna installed with no association approval or any antenna tied to the roof, roof overhang or unprofessionally installed.

- 12) No industry, business, trade or occupation of any kind shall be conducted, maintained or permitted in any part of the complex or the unit. (See rule (h) in the original rules and regulations).
- 13) Storm shutters are to be set in place when a Hurricane Warning advisory is declared by the National Weather Service and they must be removed by the 7 days after the storm has passed. All hurricane shutters in place after the 7 days will be subject to a US\$30.00 fine per day as applicable by law. No shutters are allowed at the balconies.
- 14) The recreational facilities of the condominium are for the exclusive use of unit owners, their lessees, tenants and their respective family members and guests. No guest of any unit owner shall be permitted to use the recreational facilities of the Condominium unless the guest has been registered with the Board of Directors. Any damage to the buildings, to the recreational facilities or to the other common areas or equipment caused by any unit owner, lessees or by their respective family members and guest, shall be repaired at the expense of the responsible unit owner.
- 15) The Gazebo hours are from 8:00 AM to 7:00 PM, except when reserved in advanced in such case the hours will be from 8:00 AM to 10:00 PM Sunday through Thursday and 8:00 AM to 12:00 midnight on Friday and Saturday or before a national public holiday.
- 16) When permitted the use of the Gazebo the unit owner is responsible to leave the Gazebo clean of any trash and debris, stains, etc. There will be a deposit of US\$150.00 refundable after the Gazebo is inspected and approve to be clean and not damaged. Any physical damage to the Gazebo and its surroundings will be fixed or replace at owners expense.
- 17) **DESTRUCTION OF PROPERTY:** Neither unit owners, their family members, lessees, tenants nor guest shall mark, mar, damage, destroy, deface or engrave any part or the Condominium. Unit owners shall be financially responsible for any such damage.
- 18) All rentals must be approved by the Board of Directors prior to any tenant or Lessee moving in. A security deposit equal to 1 (one) month's rent is required to move-in. This rule shall replace the previous rule (regulation).
  - a) Prior to submission of a petition for rental, the unit owner must be current with maintenance assessment and any and all monies due to the association. If unit owner's account is not current, the petition for rental will not be accepted.

## RENTALS/LEASE AND SALES

These rules are in addition to the laws set forth in the Declaration of Condominium Articles 5.7(b) and article11.10.

All proposed tenants must be approved by the B.O.D. prior to the new lessees moving in. A refundable security deposit in the amount equal to one (1) month rent must be given in advance prior to the new lessees moving in. This deposit will be kept in a separate account which does not bear interest. This rule will replace all existing rule/s in place.

- 19) The unit owner/s, guest, lessees or tenants shall notify the Board of Directors in writing when heavy equipment is to be taken in or out of the Building, and the moving shall be done after written permission is obtained from the Board of Directors on such conditions as Board shall require. Any moving in or moving out of Tenant's equipment, furniture, files and/or fixtures shall be done only with prior written notice to Board of Directors. Unit owner/s shall bear all risk of loss relating to damage incurred with respect to the property in the process of such a move and in addition, shall indemnify and hold San Marco Villas of Miami Condominium harmless as to all losses, damages, claims, causes de action, cost and/or expenses relating to personal injury or property damage sustained by unit owner/s or any third party on account of unit owner/s moving activities.
- a) It is unit owner/s responsibility to provide a copy of the condominium rules and regulations Declaration of Condominium, Article of incorporation and Bylaws to his/her new tenants.
- b) Violation of the rules and regulations by the tenant/leases will be considered an automatic breach of contract and the tenants/leases will have to vacate the promises. (THIS MUST BE INCLUDED IN THE LEASE/RENTAL CONTRACT OF AGREEMENT).
- c) Any rental/lease without proper or prior approval is subject to a US\$100.00 fine per day as applicable by law.
- 20) An impact Fee (moving charge) of US\$200.00 will be assessed to all new owners and renters.
- 21) Unit owner/s or tiller of the lessees shall do, or permit anything to be done in or about the Building or bring or keep anything therein, that will in any way increase the rate of fire or other insurance on the Building or on property kept therein or otherwise increase the possibility of fire or another casualty. This is in addition to paragraph (g)of the existing rules and regulations.

22) Unit owner/s, lessees or tenants are responsible for their guest, their guest behavior and/or any wrongdoing caused by their guest.

23) **PARKING RULES**

**This is in addition to paragraph (u) and (v) of the existing rules and regulations.**

- a) No Vehicles, Motorcycles, Bicycles, etc. are allowed to be parked or stationed in any part of the complex i.e. (hallways, balconies, front porch, stairs, etc.) except in assigned parking spaces or visitor parking space; Motorcycles are not allowed to be parked anywhere at San Marco Villas unless the association gives previous authorization. Any motorcycles improperly parked will be towed at owner risk and expense without prior warning.
- b) No vehicle belonging to a unit owner, lessee, and tenant or to a member of the family or guest, tenant or employee of a owner or a lessee shall be parked in such a manner as to impede or prevent access to another parking space. Unit owners, lessees and families shall obey the parking regulations posted at the parking areas and drives, and any other traffic regulation promulgated in the future for safety, comfort and convenience of the unit owners. No motor vehicle which cannot operate on its own power shall remain within the Condominium Property for more than twenty-four (24) hours, and no repair vehicles, except for emergency repairs, shall be made within the Condominium Property. Washing and waxing of motor vehicles shall be limited to such areas, if any, designated by the Association for the cleaning of motor vehicle.
- c) Each parking space which is assigned as an appurtenance to a particular unit may be used only by the unit owner or lessee of such unit, except when the unit owner has given written permission for use (copy to Association) by another unit owner, lessee or guest. No unit owner or lessee or their respective family members, employees, servants, agents, visitors and licensees may park in his vehicle in any assigned space other than the space assigned to the unit owner of the particular unit. All vehicles must be parked within the painted lines and pulled up close to the bumper. As a security measure, all automobile doors should be locked.
- d) It is established that San Marco Villas is a community that requires a parking decal or parking permit. The decal must be placed on the right side of the windshield of each car belonging to a unit owner, lessee, tenant or visitor, this pertains to all cars that will be parked in a guest or assigned parking space or any other parking space.

- 1)** Overnight visitors will receive 1 (one) 24-hour warnings prior to being towed, at owner's expense, for not displaying a valid permanent/temporary parking decal or temporary parking permit in the windshield. They must go to the management company on the next working day to request such permit. ONLY 1 (one) warning will be posted, after this warning the vehicle will be towed at owner's expense.
- 2)** Each authorized Unit owner, tenant, resident and/or Lessee of the association shall provide a registration and the tag number of each vehicle for which they request a parking decal or a parking permit. Each parking decal or parking permit may only be displayed in the vehicle for which it was issued. Displaying a parking decal or a parking permit in a vehicle other than the one for which it was issued will be cause for the immediate towing of said vehicle, without prior notice at owner's expense.
- 3)** The cost of each parking decal or parking permit shall be set and adjusted in accordance with the rules and regulations of the association and as the association deems necessary.
- 4)** Tenants and/or Lessees who have not been previously approved by the board of directors or who do not comply with the rules and regulations of San Marco Villas, shall not have the right to obtain a parking decal or parking permit. In extreme cases, previously issued parking decals and/or parking permits may be revoked.
- 5)** San Marco villas unit only have 1 (one) assigned parking space per unit. Each unit may request up to 2 additional parking decals or parking permits as long as the unit owner is current with maintenance assessment, special assessment and all monies due to the association and the unit is not in violation of any of the rules and regulations of the association. In addition of what this article says, the association established that the first vehicle which receives the parking decal or parking permit will be the ONLY one that shall be parked between 11:00pm and 6:00am (next day) at the assigned parking space designated to each unit. This vehicle will be identified by a permit with a special color in order to make difference between the regular decals or parking permits of the vehicles parked in other parking spaces. If this vehicle designated with a different decal or parking permit (color) is seen parked in any other parking space, whichever is, during this time-frame, it will be towed at owner's expense.
- 6)** No reverse parking will be permitted at San Marco villas, with this measure the association avoids unnecessary damages to the association property and parking

bumpers, and also this will help the parking surveillance process and also police inspections in case we have any.

- e) Trucks, campers, recreational vehicles, boats and trailers may not be parked on the condominium property.
- f) No commercial vehicles allowed. (Federal, County or City official vehicles are exempt up to a maximum weight of  $\frac{1}{2}$  ton).
- g) All vehicles double parked, parked improperly, parked in fire lane, common area or any place other than the assigned parking space or visitor's parking space will be towed, at the owner's expense without prior warning.
- h) No trailers of any kind are permitted in the complex.
- i) No vehicles with a total weight over  $\frac{3}{4}$  ton will be allowed without prior authorization from the Board of Director.
- j) Any vehicle with an expired auto tag will be towed after 24hr notice has been issued as an opportunity for the owner to correct the violation.
- k) Vehicles leaking oil will be towed with no warning at owner's expense and damages caused to asphalt/pavement will be owner's responsibility.

# **NOTICE TO RESIDENTS**

Date of Notice November 19th, 2024

Please be advised that due to ongoing parking violations we have an agreement with:

Dade Booting LLC

For the monitoring of violations of the parking rules and regulations of:

**San Marco Villas of Miami Condominium Association, Inc**

**Monitoring and Booting are authorized seven (7) days per week 24 hours a day**

**This letter serves that as your WARNING that You will be booted /immobilized IMMEDIATELY if you violate the following rules/regulations:**

- Parked without valid decal or pass
- Parked on Grass
- Double Parked
- Improperly Parked
- Expired Tag/License Plate

\*Violators shall be responsible for any and all costs incurred as a result of parking violations\*



**(305) 964-7911**  
**Vehicle Immobilization Services**  
Available 24 hours a day, every day

 **Dade Booting**  
[www.dadebooting.com](http://www.dadebooting.com)

# **AVISO A LOS RESIDENTES**

Fecha de Aviso 19 de Noviembre de 2024

Tenga en cuenta que debido a las continuas infracciones de estacionamiento, tenemos un acuerdo con:

## **Dade Booting LLC**

Para el seguimiento de infracciones a las normas y reglamentos de estacionamiento de:

### **San Marco Villas of Miami Condominium Association, LLC**

**El monitoreo y la inmovilización está autorizado los siete (7) días de la semana las 24 horas al día**

**Esta carta sirve como ADVERTENCIA de que será inmovilizado INMEDIATAMENTE si viola las siguientes reglas/regulaciones:**

- Estacionado sin calcomanía o pase válido.
- La calcomanía DEBE coincidir con el vehículo registrado
- Estacionado sobre césped
- Doble Estacionamiento
- Mal estacionado
- Plaqua Vencida

\*Los infractores serán responsables de todos y cada uno de los costos incurridos como resultado de infracciones de estacionamiento\*

