

APPLICATION FOR OCCUPANCY

All new residents (owners and/or tenants) are required to apply with **GROVE TOWNHOUSES 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 **GROVE TOWNHOUSES 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 forward the application to the Board of Directors for approval.

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

Sincerely,

Applications Department
GRS Management, Inc.

**GROVE TOWNHOUSES
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: _____

Note: Only one (1) vehicle is permitted on the premises as there is only one (1) parking spot assigned to each unit

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 that a Lesser is delinquent in their dues or any general or special maintenance assessments owed to the Association, the Association shall have the right, but not the obligation, to collect the outstanding amount directly from the Lessee's rent to cover the delinquency. This action shall not be automatic but will be evaluated on a case-by-case basis, requiring approval from the board. The Association shall provide written notice of the exercise of this right to both the Lessee and the Lesser. Additionally, a grace period of ninety (90) days shall be afforded to the unit owner to become current with their payments. The rights of the Association under this provision are 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: _____

Grove Townhouses Condominium Association, Inc.

Approved Rules and Regulations 07/17/2025

1. Sidewalks, entrances, passages, driveways, and similar areas of the Common Elements must remain unobstructed and may only be used for entering and exiting the Association Property. Storing carts, bicycles, carriages, chairs, tables, or other objects in these areas is not allowed.
2. Unit Owners and occupants must keep their personal property stored within their designated units, Limited Common Areas, or other areas authorized by the Association.
3. Only patio furniture, barbecues, and other typical items may be placed on balconies or terraces. Linens, clothing, curtains, rugs, mops, or any type of laundry must not be shaken or hung from balconies. A United States flag may be respectfully displayed in accordance with the Act. No items other than a respectfully displayed United States flag may be attached to, hung, or placed on the exterior walls, doors, balconies, or windows of the Building.
4. Garbage, refuse, trash, or rubbish may only be disposed of in accordance with the Association's guidelines. The requirements set by the trash removal service for disposal or collection must be followed.
5. Vehicle repairs are not permitted on the Condominium Property.
6. Guests of Unit Owners or occupants may not park in guest parking spaces for more than twenty-four (24) continuous hours or exceed ten days per month. Unit Owners or occupants are not allowed to park in designated guest parking spaces.
7. No Unit Owner or occupant shall create or allow disturbing noises from themselves, their family, servants, employees, agents, visitors, licensees, or pets that interfere with the rights, comforts, or conveniences of other Unit Owners or occupants. Additionally, no musical instruments, phonographs, televisions, radios, or sound amplifiers may be operated in a manner that disturbs other residents.
8. No signs, advertisements, notices, or other graphics may be displayed, inscribed, painted, or affixed to any part of the Condominium Property.
9. Flammable, combustible, or explosive fluids, chemicals, or substances are not allowed in any Unit or on the Common Elements, except for barbecue propane tanks and standard household items.
10. Unit Owners or occupants planning to be away during hurricane season must prepare their Unit prior to departure by designating a responsible individual or firm to care for it in case of a hurricane threat or damage, and they must inform the Association of their name(s). This individual or firm must be approved by the Association.

- 11.** No aluminum foil or reflective/tinted materials may be placed in any window or glass door without prior written approval from the Board of Directors. Unsightly materials are also prohibited from being placed on or visible through any window or glass door.
- 12.** Parents or legal guardians are directly responsible for their children, ensuring their supervision while on Association Property and compliance with these Rules and Regulations. Loud noises are not permitted.
- 13.** The keeping or maintenance of pets, birds, fish, reptiles, or wildlife on or around the Condominium Property is prohibited, except as follows:

 - a) Pets are not allowed, except for service and emotional support animals, with requests for approval submitted to the board along with necessary documentation.
 - b) Dogs and cats may only be outside their Owner or occupant's Unit when accompanied by an adult and must be leashed to a maximum length of six (6) feet. Owners or occupants must clean up after their animals, and dogs and cats may only be walked in designated areas of the Common Elements.
 - c) Fish or caged domestic birds may be kept in Units as long as they do not disturb the rights, comforts, or conveniences of other Unit Owners or occupants.
- 14.** Every Owner and occupant must comply with these Rules and Regulations, any rules adopted in the future, and the provisions of the Declaration, By-Laws, and Articles of Incorporation of the Association. Non-compliance may result in actions, including claims for damages, injunctive relief, or fines imposed by the Board of Directors. The following procedures will apply:

 - a) Notice: The Association will notify the Owner or occupant of the infraction, including the date and time of the next Board meeting for them to present their case.
 - b) Hearing: The non-compliance will be reviewed by a committee of other Unit Owners, who will also hear reasons against penalties being imposed. A written decision will be provided within twenty-one (21) days after the committee meeting.
 - c) Fines: The Board may impose fines of up to \$100.00 (or a higher amount permitted by law) for violations.
 - d) Violations: Each incident is treated separately.
 - e) Payment of Fines: Fines must be paid within thirty (30) days of notice.
 - f) Application of Fines: All collected fines will be allocated as directed by the Board.
 - g) Non-Exclusive Remedy: Fines do not replace other rights and remedies available to the Association, but any fines paid will be deducted from any damages the Association may seek from the offending Owner or occupant.
- 15.** These rules and regulations are in addition to the covenants, conditions, and restrictions outlined in the Declaration of Condominium. In case of any conflict, the provisions of the Declaration will take precedence. All Unit Owners and occupants are subject to these rules, even if not explicitly stated. The Board of Directors may grant exceptions to specific rules upon written request and a showing of good cause at their discretion.