

## **APPLICATION FOR OCCUPANCY**

All new residents (owners and/or tenants) are required to apply with **KEY CASSA 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 **KEY CASSA 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 **equal to one month's rent** (Lease Only) (refundable upon termination of lease) payable to: **KEY CASSA 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)**
- 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.

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.

# KEY CASSA 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: \_\_\_\_\_

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Lesser (Owner) Signature

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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 \_\_\_\_\_

## SECURITY DEPOSIT

All new tenants require a security deposit fee equal to one month's rent (refundable upon termination of lease).

Paid:  Yes  No

Cashier's Check or Money Order #: \_\_\_\_\_

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: \_\_\_\_\_



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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**

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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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: \_\_\_\_\_

Use of the property submitted for condominium ownership shall be in accordance with the following use restrictions and reservations:

**12.1 Occupancy of Units; Single Family Residence.** A condominium Unit shall be used only as a single family residence. As used in the Condominium Documents, "single family" means one natural person, a group of two or more natural persons who customarily reside together as a single family housekeeping Unit, each of whom is related to each of the others by blood, marriage or adoption, or not more than two persons not so related, who customarily reside together as a single housekeeping Unit. No more than five (5) persons may permanently occupy a two bedroom Unit. For purposes of these Condominium Documents, "permanently occupy" means to sleep in the Unit for more than thirty (30) nights during a calendar year. No Unit may be divided or subdivided into a smaller Unit, nor any portion sold or otherwise transferred. No person other than an owner and the owner's immediate family may occupy the Unit on an overnight basis for more than thirty (30) days in a calendar year unless the Association, through the Board of Directors, has specifically approved person's occupancy. For purposes of this Declaration the term "immediate family" shall mean the owner, the owner's spouse and the children of the owner and the owner's spouse. In considering such requests, the Board may consider factors set forth in Article 15 hereof, and may charge a reasonable fee for review of occupancy requests. Article 13 of this Declaration of Condominium governs visitations by guests. Units may not be used for commercial or business purposes. Owners (and their Family members and tenants) may use Units for "home office" or "telecommuting" purposes, provided that such uses do not involve customers or clients coming onto the Condominium Property, the postage of any signage in the Condominium, the storage of equipment, products, or materials in the Condominium, nor more than two regular deliveries per day of correspondence or similar items from customary express delivery services.

**12.2 Nuisance.** The Condominium Property shall not be used for any immoral, improper or unlawful purpose and no use or behavior shall be allowed which will create a public or private nuisance, nor which shall unreasonably interfere with the quiet possession or enjoyment of the Condominium Property, nor which becomes a source of annoyance to the condominium residents, or which will increase insurance rates. All property shall be kept in a neat and orderly manner. The Common Elements shall be used for the purpose of furnishing services and facilities as herein provided for the welfare and enjoyment of such residents. The Condominium Property shall be used in accordance with all federal, state, and local laws and ordinances.

**12.3 Vehicles.** Unit owners may not park vehicles upon the roads overnight. Parking on any lawns or any unpaved areas is not permitted. Vehicles such as trucks, pickup trucks and work vans, boats, trailers, campers and buses are not permitted.

**12.4 Pets.** Unit owners may maintain only one domestic dog or one domestic cat within the confines of a Unit. The Board of Directors is authorized to promulgate and adopt rules, regulations and policies regarding the ownership and maintenance of pets. Pets must be maintained on a leash at all times when outside of the units and must always be supervised by its Owner. No pet may become a danger, nuisance or source of annoyance to any other Unit Owner, guest, occupant or tenant. Pets are not permitted within the pool area. Owners must promptly pick up after their pets. Exotic pets such as reptiles or other wild animals are not permitted.

**12.5 Additional Restrictions.** The Board may, from time to time, promulgate rules and regulations governing the use of the units and common elements that may, but need not, be recorded in the Public Records. Additional use restrictions are also contained elsewhere in the Condominium Documents.

## ARTICLE 13. GUEST OCCUPANCY



A "guest" is defined as a person who enters upon the Condominium Property at the invitation of a Unit Owner or tenant, (or their respective families) for the purpose of visiting the Unit Owner or tenant (or their respective families); occupying the Condominium Unit for less than thirty days during any calendar year, or utilizing the Condominium Property. Use or visitation without consideration (payment) distinguishes a guest usage from a tenancy. There are various types of guest uses, which are regulated as follows:

**13.1 Non-OVERNIGHT Visitation by Guests When Unit Owner or Tenant is in Residence.** There is no restriction against this type of guest usage, provided that same does not create a nuisance or annoyance to other condominium residents, nor prevent their peaceful enjoyment of the premises. The Association may restrict or prohibit guest visitation by convicted felons, including but not limited to registered sex offenders and persons who have been convicted of narcotic offenses. Non-overnight guests need not be registered with the Association. Non overnight guests shall be entitled to use the Condominium facilities only when accompanied by the Unit Owner or tenant (or an adult resident member of the Unit Owner's or tenant's Family), unless otherwise approved by the Board of Directors. The Board may establish additional restrictions on non-overnight guest usage of Condominium facilities, such as maximum numbers of guests who may use common facilities, maximum numbers of common facility usages per guest, and the like.

**13.2 Overnight Guests When Unit Owner or Tenant is in Residence.** Unit Owners and tenants (and their respective families) may have related or unrelated overnight guests, so long as the Unit Owner or tenant is in simultaneous residence. There is no requirement for registration of overnight guests with the Board. The Association may restrict or prohibit guest visitation by convicted felons, including but not limited to registered sex offenders and persons who have been convicted of narcotic offenses. Under no circumstances may more than six (6) persons (including the Unit Owner or tenant, and their families) sleep overnight in a two (2) bedroom Unit.

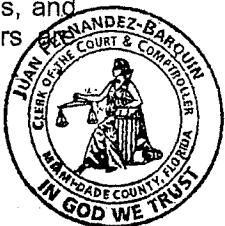
**13.3 Non-OVERNIGHT Guests in the Absence of the Unit Owner or Tenant.** Unit Owners and tenants are not permitted to have non-overnight guests when the Unit Owner or tenant is absent from the Condominium. Unit Owners and tenants may have their Units inspected by caretakers, family members, etc. However, such individuals shall not be permitted to use Condominium facilities, such as recreational facilities (pool, parking areas, etc.).

**13.4 Overnight Guests in the Absence of the Unit Owner or Tenant.** Tenants are not permitted to have overnight guests (related or non-related) in the absence of the tenants' simultaneous residence. Unit Owners are permitted to have overnight guests in the absence of the Unit Owner subject to the following conditions, and such other rules and regulations as may be deemed necessary by the Board to effectuate the residential, non-transient nature of this Condominium.

1. Non-Related Overnight in the absence of the Owner will be limited to two (2) occupancies or no more than three (3) days per calendar year. The limitation on Unit density in Article 13.2 applies. Ten (10) days prior notice to the Association is required.

2. Related Overnight Guests may occupy a Unit in the absence of the Owner. For the purpose of this clause, "related" means all persons who are staying in the Unit on an overnight basis, in the absence of the Owner, are related to the Unit Owner or Primary Occupant (by blood, marriage, or adoption) to the following degree: parent, grandparent, child, grandchild, or sibling. The limitation on Unit density in Article 13.2 applies. Ten (10) days prior notice to the Association is required.

**13.5 Additional Board Authority.** The Board may promulgate such rules, policies, and procedures as are necessary to implement this Article. In the event that Unit Owners



suspected of circumventing rental restrictions by receiving consideration for occupancies which are held out as guest occupancies, the Association may require proposed guest occupants to submit proof of familial/relationship, an affidavit as to absence of payment for the right to occupy the premises, and the like.

## ARTICLE 14. LEASING

Leasing is defined as occupancy of the Unit by any person other than the Unit Owner for periods of more than thirty (30) consecutive days or more than an aggregate of sixty (60) days in any calendar year, whether pursuant to verbal or written agreement, and regardless of whether said occupancy by the non-owner involves consideration (the payment of money, the exchange of goods or services, etc.). The term "leasing" and "renting" are used interchangeably for the purpose of this Declaration of Condominium. The term "tenant" and "lessee" shall likewise be used interchangeably. All leases must be in writing.

**14.1 Procedure.** No Lease of a Unit by the Unit Owner thereof shall be for a period of less than thirty (30) days; provided. No Unit Owner may lease or rent his Unit if delinquent in the payment of any Assessments. If all Assessments are paid up to date, a Unit Owner may rent or lease such Owner's Unit without further approval; provided however, the Unit Owner renting or leasing such Owner's Unit shall promptly notify the Association, or management firm of each renter and the term of such rental or lease, within three (3) days of executing the Lease. The sub-leasing or sub-renting of a Unit Owner's interest shall be subject to the same limitations as are applicable to the leasing or renting thereof. Only entire Units may be rented, provided the occupancy is only by the lessee/tenant and such lessee/tenant's family and guests. A lessee/tenant of a Unit shall have all of the use rights in the Common Elements otherwise readily available for use generally by Unit Owners and the Owner of the leased Unit shall not have such rights, except as a guest. This shall not, however, interfere with access rights of an Owner as landlord pursuant to applicable law.

**14.2 Tenant Conduct, Remedies.** All Leases shall be on a uniform form of lease or lease addendum if so promulgated by the Board of Directors. Uniform leases, addenda and all other leases will provide or be deemed to provide that the tenants have read and agreed to be bound by the Declaration of Condominium, Articles of Incorporation, Bylaws and Rules and Regulations as the same may be amended from time to time (the "Condominium Documents"). The uniform lease or addendum and other leases shall further provide or be deemed to provide that any violation of the Condominium Documents shall constitute a material breach of the lease and subject the tenant to eviction as well as any other remedy afforded by the Condominium Documents or Florida law. If a tenant fails to abide by the Condominium Documents, the Unit Owner(s) shall be responsible for the conduct of the tenant and shall be subject to all remedies set forth in the Condominium Documents and Florida law, without waiver of any remedy available to the Association as to the tenant. The Unit Owner shall have the duty to bring his tenant's conduct into compliance with the Condominium Documents by whatever action is necessary, including without limitation the institution of eviction proceedings. If the Unit Owner fails to bring the conduct of the tenant into compliance with the Condominium Documents, the Association shall have the authority to act as agent of the Unit Owner to undertake whatever action is necessary to abate the tenants' noncompliance with the Condominium Documents, including without limitation the right to institute an action for eviction against the tenant in the name of the Association, or as agent of the Unit Owner. The Association has the right to recover any costs or fees, including attorney's fees, incurred in connection with such actions from the Unit Owner which shall be secured by a continuing lien in the same manner as assessments for Common Expenses.

**14.3 Security Deposit.** The Board of Directors has the authority, as a condition of granting approval to a lease or renewal or extension thereof, to require that a prospective lessee or Unit Owner place a security deposit in an amount not to exceed the equivalent of one month's



rent into an escrow account maintained by the Association to protect against damage to the Common Elements or Association Property. Payment of interest, claims against the deposit, refunds and disputes under this paragraph shall be handled in the same fashion as provided in Part II of Chapter 83 of the Florida Statutes (2024) as amended from time to time.

**14.4 Disapproval.** The Association may automatically deny a lease application upon any of the following factors:

14.4.1 The person seeking approval (which shall hereinafter include all proposed occupants) has been convicted of a crime involving violence to persons, dishonesty, sexual misconduct or any felony.

14.4.2 The application for approval on its face, facts discovered in connection with the Association's investigation, or the conduct of the applicant, indicate that the person seeking approval intends to conduct himself in a manner inconsistent with the Condominium Documents.

14.4.3 The person seeking approval has a history of disruptive behavior or disregard for the rights and property of others as evidenced by his conduct in other housing facilities or associations, or by his conduct in any of the individual condominiums as a tenant, Unit Owner or occupant of a Unit.

14.4.4 The person seeking approval has failed to provide the information, fees or appearances required to process the application in a timely manner;

14.4.5 All Assessments, fines and other Charges against the Unit and/or Unit Owner have not been paid in full.

**14.5 Liability.** The liability of the Unit Owner under the Condominium Documents shall continue notwithstanding the fact that he may have leased or rented his Unit as provided herein.

**14.6 Association Fee.** The Unit Owner or lessee seeking lease approval shall pay a transfer fee for each applicant in an amount determined by the Board but not exceeding the maximum permitted by law per transaction. No charge shall be made in connection with a lease extension or renewal.

## **ARTICLE 15. MAINTENANCE OF COMMUNITY INTERESTS.**

In order to maintain a community of congenial Unit Owners who are financially responsible, and thus protect the value of the units, the use and transfer of Units by any Owner shall be subject to the following provisions as long as the Association exists, which provisions each Unit Owner covenants to observe:

**15.1 Forms of Ownership:**

15.1.1 Ownership by Individuals. A Unit may be owned by one natural person who has qualified and been approved as elsewhere provided herein.

15.1.2 Co-Ownership. Co-ownership of Units is permitted. If the co-owners are other than husband and wife, the Board shall condition its approval upon the designation of one approved natural person as "Primary Occupant." The use of the Unit by other persons shall be as if the Primary Occupant was the only actual Owner. Any changes in the Primary Occupant shall be treated as a transfer of ownership by sale or gift subject to the provisions of the Condominium Documents.

