

APPLICATION FOR OCCUPANCY

All new residents (owners and/or tenants) are required to apply with **VILLAMORE 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 **VILLAMORE 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 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.**
- 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.

VILLAMORE CONDOMINIUM ASSOCIATION, INC.

Application for Occupancy

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

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

Date: _____ Desired Date of Occupancy: _____

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

Property Address: _____

Realtor's Name: _____ Phone # _____

Applicant's Name _____

Phone# _____ Cell Phone# _____

E-Mail Address: _____

SSN# _____ DOB _____

DL # _____ State _____

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

Spouse's Name: _____

Phone# _____ Cell Phone# _____

E-Mail Address: _____

SSN# _____ DOB _____

DL # _____ State _____

No. Of People who will occupy the unit: _____

LIST OF OCCUPANTS

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

PETS

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

Weight: _____ Breed: _____

VEHICLES

Make: _____ Model: _____

Tag # _____ State: _____ Year: _____

Make: _____ Model: _____

Tag # _____ State: _____ Year: _____

RESIDENCE HISTORY

Present Address: _____

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

Name of Landlord _____ Phone # _____

Previous Address: _____

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

Name of Landlord _____ Phone # _____

Previous Address: _____

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

Name of Landlord _____ Phone # _____

EMPLOYMENT HISTORY

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

Present Employment:

Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

Previous Employer: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

Spouse's Employer

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

Present Employment: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

Previous Employer: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To: _____ Dept or Position: _____

Supervisor: _____ Monthly Income: _____

REFERENCES (No Relatives)

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

LEASE ADDENDUM

In the event the Lesser is delinquent in his or her obligation to pay to the Association, any general or special maintenance assessments, or any installment, the Association shall have the right, but not the obligation, to require the Lessee to pay said rental installment, or a portion thereof sufficient to pay said delinquent maintenance assessments, directly to the Association, upon the Association giving written notice of exercise of such right to the Lessee and Lesser. The right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against the Lessee or Lesser.

Initials: _____

Lesser (Owner) Signature

Lessee (Tenant) Signature

RULES & REGULATIONS

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

Signature _____

Date _____

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

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

Name of applicant: _____

If yes, please explain: _____

Applicant acknowledges that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside screening agency, 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 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: _____



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

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: _____

VILLAMORE, A CONDOMINIUM

INITIAL RULES AND REGULATIONS

Under the condominium documents, the Board of Directors of VILLAMORE CONDOMINIUM ASSOCIATION, INC. has the responsibility and authority for the operation of the Association, management of the Condominium Property and for the establishment and enforcement of Rules and Regulations.

These Initial Rules and Regulations may be modified, added to or repealed at any time by the Board. Any consent or approval given by the Association under these Rules and Regulations shall be revocable at any time, except for its approval of re-sales or leases. These Rules and Regulations and all others hereinafter promulgated shall apply to and be binding upon all Unit Owners. The Unit Owners shall at all times obey said Rules and Regulations and shall use their best efforts to see to it that they are faithfully observed by their families, guests, invitees, servants, lessees and other persons over whom they exercise control and supervision. Said Initial Rules and Regulations are as follows:

1. The sidewalk, entrances, passages, if applicable, vestibules, stairways, corridors, halls and all of the Common Elements must not be obstructed or encumbered or used for any purpose other than ingress and egress, to and from the premises; nor shall any carriages, bicycles, shopping carts, chairs, benches, tables or any other object of a similar type and nature be stored therein. Children shall not play or loiter in halls, stairways, or other public areas. For security purposes, all doors leading from the building to the outside or from stairways shall be closed at all times and shall not be blocked open.
2. Exterior apartment doors must not be blocked or otherwise left open.
3. The personal property of all Unit Owners shall be stored within their Condominium Units or assigned storage areas.
4. No garbage cans, supplies, milk bottles or other articles shall be placed in the halls, on the balconies, or on the staircase landings, nor shall any linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or other articles, be shaken or hung from any of the windows, doors or balconies, or exposed on any part of the Common Elements. Fire exits shall not be obstructed in any manner, and the Common Elements shall be kept free and clear of rubbish, debris and other unsightly material.
5. No Owner shall allow anything whatsoever to fall from the windows, balcony or doors of the premises; nor shall he sweep or throw from the premises any dirt or other substance into any of the corridors, halls or balconies, elevators, ventilators, or elsewhere in the building or upon the grounds.
6. Refuse and bagged garbage shall be deposited only in the area provided therefor. In this regard, all refuse must be bagged in sealed garbage bags. Large items and boxes cannot be placed in the trash chutes. They block the chutes and may cause injury to those that remove them. All boxes and large items should be brought to the trash rooms on the garage level. Items to be recycled are to be placed in the recycling bins also on the garage Level across from the garage entry gate.
7. Water closets and other water apparatus and plumbing facilities on the Condominium Property shall not be used for any purpose other than those for which they were constructed. Any damages resulting from misuse of any of such items in the Condominium Unit or elsewhere shall be paid for by the Unit Owner in whose Unit it shall have been caused or by the Unit Owner whose family, guest, invitee, servant,

lessee or other person who is on the Condominium Property pursuant to the request of the Unit Owner shall have caused such damage.

8. No wind chime shall be placed in balcony areas.

9. Employees of the Association shall not be sent out of the building by any Unit Owner at any time for any purpose. No Unit Owner or resident shall direct, supervise or in any manner attempt to assert any control over the employees of the Association.

10. The parking facilities shall be used in accordance with the regulations therefore adopted from time to time.

11. The type, color and design of chairs and other items of furniture and furnishings that may be placed and used, where applicable, on any terrace or balcony may be determined by the Board of Directors of the Association, and a Unit Owner shall not place or use any item, where applicable, upon any terrace or balcony without the approval of the Board of Directors of the Association.

12. The exterior of the Condominium Units and all other exterior areas appurtenant to a Condominium Unit, including, but not limited to, balcony walls, railings, ceilings or doors, shall not be painted, decorated or modified by a Unit Owner in any manner without the prior consent of the Association.

13. Other than an United States flag respectfully displayed, nothing, including, but not limited to, radio or television aerials or antennas, signs, notices or advertisements, awnings, curtains, shades, window guards, light reflective materials, hurricane or storm shutters, ventilators, fans or air conditioning devices, or other items shall be attached or affixed to the exterior of any Unit or balcony or exposed on or projected out of any window, door or balcony of any Unit without the prior written consent of the Association. No one shall alter the outside appearance of any window of any Unit without the prior written consent of the Association. The consent of the Association to all or any of the above may be withheld on purely aesthetic grounds within the sole discretion of the Board of Directors of the Association. In addition, pursuant to 718.113(4), Florida Statutes, which was amended by Chapter 2003-23, Laws of Florida, effective July 1, 2003, a unit owner on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day is permitted to display in a respectful way, portable, removable official flags, not larger than 4-1/2 feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.

14. No interior of a Condominium Unit shall be altered in any manner as such would have any effect on the structural elements of the building or its electrical, mechanical, plumbing or air conditioning systems or on any of the Common or Limited Common Elements without the prior written consent of the Association, except that, to the extent permitted by law, this rule shall not apply to the Developer.

15. No Unit Owner shall make or permit any disturbing noises in the building by himself, his family, servants, employees, agents, visitors and licensees, nor do or permit anything by such persons that will interfere with the rights, comfort or convenience of the Unit Owners. No Unit Owner shall play upon or suffer to be played upon any musical instrument, or operate or suffer to be operated a phonograph, television, radio or sound amplifier in his Unit in such a manner as to disturb or annoy other occupants of the Condominium. All parties shall lower the volume as to the foregoing after 11:00 p.m. of each day. No Unit Owner shall conduct or permit to be conducted vocal or instrumental instruction at any time.

28. The Association must approve any flooring placed in the Units other than carpeting.

29. Unit Owners are responsible for any damages to the Common Elements or Limited Common Elements caused by themselves, their family, guests, invitees, servants, lessees and persons who are on the Condominium Property because of such Unit Owner.

30. Food and beverages may not be consumed outside of a Unit, except in such areas as are designated by the Board of Directors of the Association.

31. Provisions in the nature of Rules and Regulations are specified in the Declaration of Condominium.

32. The Board of Directors of the Association reserves the right to make additional Rules and Regulations as may be required from time to time. These additional Rules and Regulations shall be as binding as all other Rules and Regulations previously adopted.

33. Bicycle riding, skateboarding or roller-blading is prohibited in common areas.

34. All owners, guests and renters must register at the office upon arrival and acknowledge receipt of all House Rules and comply with same.

35. Assigned parking is in the garage and each numbered space is assigned to a unit. PLEASE DO NOT PARK IN SOMEONE ELSE'S PARKING SPACE. Under no circumstances can you park in another owner's space without written permission from the management or the owner. Parking spaces may be used for parking automobiles that are in operating condition and for no other purposes. Owners must vacate their space when the unit is rented. You must provide parking for your guest or renter. Otherwise, the renter must park outside in the undesignated space. Trucks, commercial vehicles, campers, recreational vehicles, boats, trailers or any vehicle not susceptible to registration by the State of Florida as an "automobile" may not be parked in parking spaces and may not be kept on the common property. [This pertains to scooters, motorcycles and mopeds.] Driving and parking violations are subject to a fine. Commercial vehicles of any type are not permitted to park overnight in any parking area or on premises. A fee of \$100.00 will be charged per day for any parking violation; however, pursuant to Section 718.303(3), Florida Statutes no fine may exceed \$1,000 in the aggregate. This charge will be billed directly to the unit owner. If the vehicle is not moved within five days after violation, it will be towed.

36. No livestock, reptiles, insects, poultry or other animals of any kind shall be kept in any Unit except that usual and ordinary domestic dogs, cats, fish, and birds inside bird cages may be kept as household pets within any Residential Unit provided that they are not kept, bred or raised therein for commercial purposes or in unreasonable quantities or sizes. As used in the Declaration, "unreasonable quantities" shall ordinarily mean no more than two (2) pets not to exceed twenty-five (25) pounds (except with regard to quantities of fish) per Unit; provided, however, that the Board may determine that a reasonable number in any instance may be more. No potbellied pigs, snakes, pitbull dogs, Doberman dogs, or any other animals determined in the Board's sole discretion to be dangerous or a nuisance may be brought onto or kept on the Project at any time. The Board shall have the right to require that any pet which, in the Board's opinion, endangers the health or security of any Owner or occupant of a Unit or creates a nuisance or unreasonable disturbance, be permanently removed from the Project upon seven (7) days written notice. If the Owner or occupant fails to do so, the Board may remove the pet. Any pet which, in the Board's sole discretion, presents an immediate danger to the health, safety, or property of any Owner or other Occupant of a Unit may be

removed by the Board without prior notice to the pet's owner. Animals belonging to Owners, occupants or their licensees, tenants or Invitees within the Property must be kept inside the living element of a Residential Unit (and shall not be left or located unattended on the Exclusive Use Balcony Area or Exclusive Use Patio Area of that Unit), and must be held by a person capable of controlling the animal when outside of a Unit. Furthermore, any Owner shall be liable to each and all remaining Occupants, their families, guests and Invitees, for any unreasonable noise or damage to person or property caused by any animals brought or kept upon the Project by an Occupant or by members of his family, his tenants or his guests. It shall be the duty and responsibility of each such Owner to clean up after such animals which have deposited droppings on any public street abutting or visible from the Property and properly dispose of any animal waste. Any Occupant who keeps or maintains any pet upon the Project shall be deemed to have indemnified and agreed to hold the Association, its directors, officers, and agents, and the Declarant free and harmless from any loss, claim, or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within the Project.

37. The use of gas-fired or charcoal-fired cooking grills is prohibited. There is no cooking allowed of any type on balconies.

40. In the event any Rule or Regulation heretofore set forth or hereinafter promulgated, or any sentence, clause, paragraph, phrase or word thereof is determined to be invalid or unenforceable, all remaining provisions or portions thereof shall be and shall remain in full force and effect.