

# LEEWARD ISLE HOMEOWNERS ASSOCIATION

## LEASE APPLICATION INSTRUCTIONS

When you have the application complete, you can mail the application to our office together with a money order or cashier check made payable to Unite Property Management.

The application must be submitted together with a copy of the vehicle registration, a copy of the contract for lease to the unit, last 2 paystubs or proof of income, and a valid picture identification of each applicant (i.e.: passport, driver's license, etc.).

Each person that is over the age of Eighteen (18) and that will occupy the unit, is required to apply, and pay the application fee of \$150.00, which includes a Statewide Search.

The approval is done in 2 parts:

1<sup>st</sup> part is the verification process and can take from Ten (10) – Fifteen (15) business days to process. If the application needs to be processed on a rush basis, there is an additional fee of Fifty Dollars (\$50.00) per applicant that needs to be submitted.

2<sup>nd</sup> Part: The finalized application and a report will be forwarded to the Board of Directors for their review/approval. Board of Directors can take up to two (2) weeks to review each application and this process cannot be rushed.

### NOTES:

- ✓ The rush fee is optional.

### IMPORTANT:

- All tenants renting homes within the community must be screened prior to renting. Homeowners **MUST** contact the association to get the proper forms, procedures and fees. If a home is with an unapproved tenant it is considered a violation.
- In order to rent a home, the homeowner **MUST** be current with association fees.
- The lessee must have an **income of \$40,000** p/y or more.
- Unapproved tenants will be evicted at homeowner's expense.
- Occupancy Limit:     2 bedrooms – three or four (3 or 4) depending on ages  
                              3 bedrooms – four (4) persons  
                              4 bedrooms – four or five (4 or 5) depending on ages

THANK YOU.

**UNITE PROPERTY MANAGEMENT**  
**941 SW 122 AVENUE, MIAMI FL 33184**  
**(305) 227-2448 Office Ext 102**

**LEEWARD ISLE HOMEOWNERS ASSOCIATION**

**APPLICATION FOR LEASE**

**NON-REFUNDABLE APPLICATION SCREENING FEE OF \$150.00 PER APPLICANT OVER EIGHTEEN  
– 18 – YEARS OF AGE OR OLDER (PAYMENT MUST BE MADE IN THE FORM OF A CASHIER  
CHECK OR MONEY ORDER MADE PAYABLE TO UNITE PROPERTY MANAGEMENT)**

**DATE:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

Email: \_\_\_\_\_

**CO-APPLICANT:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**COMMUNITY:** \_\_\_\_\_

PLEASE READ BELOW IN ORDER TO ASSURE THAT YOU UNDERSTAND THE APPLICATION PROCESS AND TO ASSURE THAT YOUR LEASE APPLICATION IS COMPLETE WHEN SUBMITTED TO UNITE PROPERTY MANAGEMENT.

1. YOUR CREDIT HISTORY IS VERIFIED THROUGH A CREDIT REPORTING COMPANY.
2. CHARACTER REFERENCES LISTED WILL BE CALLED AND VERIFIED BY PHONE. PLEASE ADVISE EACH REFERENCE TO EXPECT A CALL FROM UNITE PROPERTY MANAGEMENT. AN OFFICE AND HOME TELEPHONE SHOULD BE LISTED IN THE APPLICATION. NOT ALL REFERENCES ARE AVAILABLE DURING REGULAR BUSINESS HOURS AND ATTEMPTS WILL BE MADE AFTER HOURS.
3. EMPLOYMENT VERIFICATION, APPLICANT IS REQUIRED TO PROVIDE TWO (2) RECENT PAYSTUBS, VERIFYING INCOME. IF COMPANY/CORP LAST TAXES CAN BE PROVIDED AS PROOF OF INCOME.
4. INCLUDE A COPY OF LEASE WITH TENANT.
5. INCLUDE VEHICLE REGISTRATION(S) FOR ALL VEHICLES THAT WILL OCCUPY UNIT.
6. INCLUDE TWO (2) PAYSTUBS OF CURRENT PAYROLL FOR EACH APPLICANT, AS INCOME WILL BE VERIFIED.
7. SCREENING FEE IS NON-REFUNDABLE ONCE IT IS SUBMITTED.
8. PROCESSING AN APPLICATION TAKES TIME AND IS DONE IN 2 PARTS. PLEASE ALLOW 10-15 BUSINESS DAYS FOR COMPLETION OF THE 1<sup>ST</sup> PART (VERIFICATION PROCESS). A RUSH APPLICATION (3-5 BUSINESS DAYS) IS AVAILABLE FOR AN ADDITIONAL FEE OF \$50.00 PER APPLICANT.
9. 2<sup>ND</sup> PART: THE FINALIZED APPLICATION AND A REPORT WILL BE FORWARDED TO THE BOARD OF DIRECTORS FOR THEIR REVIEW/APPROVAL. BOARD OF DIRECTORS CAN TAKE UP TO TWO (2) WEEKS TO REVIEW EACH APPLICATION.
10. ALL APPLICANTS AND PERSONS OVER THE AGE OF 18 MUST PROVIDE OUR OFFICE WITH A COPY OF THEIR DRIVER'S LICENSE AND/OR A GOVERNMENT ISSUED PICTURE ID.

**UNITE PROPERTY MANAGEMENT  
941 SW 122 AVENUE, MIAMI FL 33184**

**APPLICATION FOR LEASE**

1. This application for lease and the attached application for approval must be completed in detail by proposed lessee.
2. Lease Term: Consult the HOA documents for specific restrictions.
3. Association Deposits are required for some communities; Consult the HOA documents for specific restrictions.
4. Processing of this application will begin after all required forms have been completed, signed and received by Unite Property Management.
5. Occupancy prior to final approval is prohibited.

Date: \_\_\_\_\_ Lease Term: \_\_\_\_\_ to \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Current Address: \_\_\_\_\_

Owner's Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**LESSEE(S) INFORMATION**

Name of proposed lessee(s) as it will appear on the lease:

1. \_\_\_\_\_
2. \_\_\_\_\_

Name, Age and Relationship of ALL proposed occupants of the unit:

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby agree for myself and on behalf of all person(s) who may use the unit which I see to lease:

- I will abide by all the restrictions contained in the By-Laws, Rules and Regulations, and the restrictions which are or may be in the future imposed by \_\_\_\_\_ hereinafter referred to as "the Community Association".
- I understand their sub-leasing or occupancy of this unit in my absence is not permitted
- I shall be present when guests, visitors, relatives or children who are not permanent residents occupy the unit
- I understand that any violations of these terms, provisions, conditions and covenants' of the Association documents provide cause for immediate action as therein provided or termination of the leasehold under appropriate circumstances

I understand that the acceptance of lease of a unit at the Community Association is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is PROHIBITED.

I understand that the Board of Directors of the Community Association may cause to be institute such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors or Unite Property Management to make such an investigation and agree that the information contained in this and the attached application for occupancy may be used in such investigation, and that the Board of Directors of the Community Association and Unite Property Management shall both be held harmless from any action or claim by me in the connections with the use of the information contained herein or any investigation conducted by the Board of Directors. In completing the foregoing applications. I am aware that the decision of the Board of Directors of the Community Association will be final and that no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board.

**Applicant:** \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_

**APPLICATION FOR APPROVAL**

**Applicant:**

\_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Social Security: \_\_\_-\_\_\_-\_\_\_ Telephone: ( ) \_\_\_\_\_

**Co-Applicant:**

\_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Social Security: \_\_\_-\_\_\_-\_\_\_ Telephone: ( ) \_\_\_\_\_

-----  
Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Rent: \_\_\_ Own: \_\_\_

Landlord: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Mortgage Company (if own): \_\_\_\_\_

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Children: \_\_\_\_\_  
(How many/Ages)

Pet(s): \_\_\_\_\_  
(Breed/Weight)

-----  
In case of emergency, notify: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

-----  
Vehicle 1: Type: \_\_\_\_\_ Color: \_\_\_\_\_ Tag No.: \_\_\_\_\_

Vehicle 2: Type: \_\_\_\_\_ Color: \_\_\_\_\_ Tag No.: \_\_\_\_\_

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**Employment Information:**

**Applicant:**

Employer: \_\_\_\_\_  
Position: \_\_\_\_\_  
Employment Address: \_\_\_\_\_  
Employment Telephone: \_\_\_\_\_  
Position: \_\_\_\_\_

**Co-Applicant:**

Employer: \_\_\_\_\_  
Position: \_\_\_\_\_  
Employment Address: \_\_\_\_\_  
Employment Telephone: \_\_\_\_\_  
Position: \_\_\_\_\_

**APPLICATION FOR APPROVAL**

**Bank Reference:** \_\_\_\_\_

Name	Location	Telephone
Type of Account	Account No.	Date Opened

**Character References (cannot be a relative):**

**Applicant:**

1. \_\_\_\_\_ Hm.: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

2. \_\_\_\_\_ Hm.: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

**Co-Applicant:**

1. \_\_\_\_\_ Hm.: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

2. \_\_\_\_\_ Hm.: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Approval is hereby granted to \_\_\_\_\_, hereinafter referred to as the Condominium Association or Unite Property Management to investigate all information supplied on this application and a full disclosure of pertinent facts may be made to the Condominium Association who is also authorized to obtain a credit rating through a credit reporting agency.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

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

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

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

Property Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_

**AUTHORIZATION**

FOR RELEASE OF BANKING, RESIDENCE, EMPLOYMENT CREDIT AND POLICE INFORMATION

I/We \_\_\_\_\_ hereby authorize the release of information to the Credit Agency and their attorneys or Representatives and Unite Property Management concerning my banking, credit, residence, employment, police records and character verification, in reference to this application for housing with the Condominium Association or Homeowners Association named in the attached application for Lease or Purchase and in the Application for Approval..

I/We understand that the Board of Directors of the Condominium Association or Homeowner's Association may deem necessary to institute such an investigation of my background. Accordingly, I specifically authorize the Board of Directors and Unite Property Management to make such investigation and agree that the information contained in the attached applications may be used in such investigation.

Furthermore, I/We release the Board of Directors and Officers of the Condominium Association or Homeowner's Association, Unite Property Management, including its employees, officers, directors, brokers, agents and representatives and all persons and firms providing or receiving information in this report, from any and all claims or liability which might arise from the release, transmission, assembly, interpretation or information, denial of application or other adverse action.

I/We are also authorizing the Management Agent/Company to furnish the Lessor(s)/Buyer(s) with a copy of the Credit and Police report(s).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

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

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

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

Property Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_



*Unite Property Management*

941 SW 122 Ave Miami, Florida 33184 Phone 305-227-2448 Fax 305-227-2418

## LEASE RIDER

In the event the LESSOR (Owner) becomes delinquent in the payment of any monthly maintenance assessment due to the Condominium Association and if such delinquency continues for a period excess of ten (10) days. THE LESSEE (TENANT) upon receiving written notice of such delinquency from the Condominium Association or its Agent shall pay the full amount of such delinquency as set forth in said notice to the condominium Association, in care of the Management Company for the benefit of the Condominium Association.

LESSEE is authorized to deduct from rental payment due to the LESSOR the amount paid to cure the delinquency. It is understood and agreed by the LESSOR that the LESSEE shall continue to pay the monthly maintenance payments thereafter until the expiration of the lease. It is further understood and agreed such deduction from the rental payment will not constitute default of rent to the LESSOR.

It is understood the Association has the right to evict the tenant(s) for non-payment of the Association's assessments with seven (7) days notice. Additionally, the LESSOR understands deferred payments to the Association and cannot pursue eviction for failure to receive funds personally.

Unit Address: \_\_\_\_\_

Community: \_\_\_\_\_

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date



*Unite Property Management*

941 SW 122 Ave Miami, Florida 33184 Phone 305-227-2448 Fax 305-227-2418

## OCUPANTS ACKNOWLEDGEMENT

Homeowner(s) (name) \_\_\_\_\_ and  
Tenant (s) (name(s)) \_\_\_\_\_ are both in  
agreement that only the occupant(s) listed in the application will be residing in the unit. In the event that any  
additional occupant(s) not listed in the original application wishes to occupy or reside in the unit he/she  
must apply to Unite Property Manager and go through the screening process. Only when the occupant(s)  
receives approval from the Board of Directors is the occupant(s) cleared to move into the property.

Failure to do so will cause your account to be fined for having unapproved tenants and possibly sent to the  
Associations Attorneys at the property owners' expense.

All parties involved are in agreement that every occupant residing in the property must be screened by  
Association and obtain approval prior to moving in. We have also been explained the consequences if such  
rules are broken. Both owner and tenant agree to follow the above mentioned rule.

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

Community: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date