

COSTA BONITA HOMEOWNERS ASSOC, INC.

C/O GABLES PROFESSIONAL MANAGEMENT CO.
3934 SW 8th Street • Suite 303 • Coral Gables, FL 33134
Ph. (305)441-0904 • Fax (305)441-7982

LEASE/ OCCUPANCY APPLICATION

Date: _____

Name of Applicant(s)-individual(s) who will sign contract

Address of the Property in the Community

PLEASE READ CAREFULLY

Gables Professional is the Management Company for the "Association" where you are applying for residency. All information with regards to sales, transfers and leases of a unit is processed once the completed application and all necessary documentation is received. **The outcome of the screening is reported to the Board of Directors of the Association who will conduct interviews and is solely responsible for the final approval or denial. THIS IS TO INFORM YOU OF THE PROCEDURE FOR PROCESSING APPLICATIONS FOR LEASE SO THAT YOU CAN PLAN ACCORDINGLY.**

We strive to provide accurate and timely screening information to your association, and your cooperation in submitting complete information is imperative to the timeliness of this process. **This application will be not process unless the following items are attached.** Applications cannot be "RUSHED" due to the necessary steps required to process each application

**◀TENANT OCCUPANCY IS LIMITED TO THOSE NAMES THAT APPEAR ON THE APPLICATION▶
◀OCCUPANCY PRIOR TO FINAL APPROVAL IS PROHIBITED▶**

◀IMCOMPLETE APPLICATIONS ARE NOT ACCEPTABLE▶

The following items must be attached for the application to be processed:

- Money Order only** payable to: **GABLES PROFESSIONAL MANAGEMENT CO (GPM)**. in the amount of: **\$150.00** (\$100 Application Fee & \$50.00 Screening fee), **Additional \$30.00** per person screening fee for occupants over 18 years old not a member of the Immediate Family (Spouse, Children, Parents). **(Non-refundable)**
- Completed Lease Application. **(5 pgs.)**, Association's R&R and/ or Addendums.
- Copy of Driver's License or other valid photo Id / **Foreigners** (Passport with visa) – **for anyone 18+ years**. (Please provide each photo ID on a different sheet of paper) Clear pictures are required.
- Copy of Vehicle Registration for each vehicle, up to the limit allowed in the Community's Rules & Regulations.
- Employment Letter and copies of the latest stub Payments **OR** in the event that the person is Self Employed or owns a Business; please provide proper Documentation of Business. / **Foreigners** must bring of a Legal Documents of your country.
- Current Reference Letter from previous Landlord or explanatory letter from applicant.
- Three (3) Letters of Recommendation from **Non-family members** living in United States listed on **pg. 4** of this application.
- Copy of Lease Agreement.
- Sign all Rules and Regulation & Addendum attached to this application.
- If any of these requirements is NOT APPLICABLE, please write N/A on the space and make an explanation letter to the BOD.

APPLICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL ASSESSMENTS ARE CURRENT

I agree with the above _____
Applicant Co-Applicant

▶ PLEASE ALLOW 20 BUSINESS DAYS TO PROCESS YOUR APPLICATION. _____ (Initials)

OFFICE USE ONLY

RECEIVED BY _____ ON _____ DEADLINE: _____

LEASE APPLICATION (Please Print Legibly. Answer all questions in this application. If not complete or blank spaces, this application may be returned or not approved)

Date: _____ **LEASE TERM:** From: _____ to: _____

Owner's Name: _____ Unit Number: _____

Owner's Home Address (NOT of unit to be leased): _____

City: _____ State: _____ Zip Code: _____

Owner's Phone #: _____ Owner's Office Phone #: _____

LESSEE(S) INFORMATION

NAME(s) of Proposed Lessee(s), as will appear on the Lease - same as applicant(s):

1. _____ 2. _____

Total No. of Persons to occupy unit: _____

NAME, AGE & RELATIONSHIP of ALL proposed occupants of the unit:

NAME	DATE OF BIRTH	RELATIONSHIP (Spouse, Children or Parents)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. I hereby agree for myself and on behalf of all persons who may use the unit that I seek to Lease:
 - a. I will abide by all the restrictions contained in the By-Laws, Rules and Regulations, Association Documents and restrictions which are, or may in the future, be imposed by the Board of Directors, hereinafter referred to as "the Association".
 - b. I understand that sub-leasing or occupancy of this unit in my absence is not permitted.
 - c. I understand that I will be present when guests, visitors, relatives or children who are not permanent residents occupy the unit.
 - d. I understand that any violation of these terms, provisions, conditions and covenants of the Association's documents provide cause for immediate action as therein provided or termination of the leasehold upon appropriate circumstances.
2. I understand that the acceptance of Lease of a unit at the Association is conditioned upon the truth and accuracy of this application and upon approval of the Board of Directors. **OCCUPANCY PRIOR TO APPROVAL IS PROHIBITED.**
3. I understand that the Board of Directors of the Association may cause an investigation of my background to be initiated as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors or Gables Professional Management, Co., as Agent, to make such an investigation, and agree that the information contained in this and application may be used in such investigation. The Board of Directors and Officers of the Association or Gables Professional Management, as Agent, shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board.

In making the foregoing application, I am aware that the decision of the Board of Directors will be final and that no reason will be given for any action taken by the Board, and I further I agree to be governed by the determination of the Board.

Signature of Applicant

Signature of Co- Applicant

APPLICANT(S) INFORMATION

Applicant Name:

As will appear on Contract _____ (Last) _____ (First) _____ (Middle)

Social Security No. _____ (Applicant) Date of Birth _____ (Applicant)

Co-Applicant Name:

As will appear on Contract _____ (Last) _____ (First) _____ (Middle)

Social Security No. _____ (Co-Applicant) Date of Birth _____ (Co-Applicant)

If Co-Applicant is NOT Spouse, specify relationship: _____

Present Address (NOT the unit to be leased): _____ (Street)

(City) (State) (Zip Code) (Home Phone)

Present (or Previous) Landlord/Mortgage Company (NOT for the unit to be leased):

Name: _____ Phone No: _____

In Case of Emergency, notify: _____ Phone No: _____

Vehicle 1, make, yr. and color: _____ Tag No: _____

Vehicle 2, make, yr. and color: _____ Tag No: _____

Vehicle 3, make, yr. and color: _____ Tag No: _____

EMPLOYMENT INFORMATION:

(Applicant's Employer) (Employer's Address)

(Position) Date Employed (Employer's Phone No) (Verifiable Salary per Year)

(Co-Applicant's Employer) (Employer's Address)

(Position) (Date Employed) (Employer's Phone No) (Verifiable Salary per Year)

NAME, ADDRESS & PHONE NO. OF RELATIVE NOT LIVING WITH YOU: _____

HAVE YOU OR ANY PROPOSED OCCUPANT IN THIS APPLICATION EVER BEEN CONVICTED? _____ YES _____ NO

IF YES, PLEASE EXPLAIN: _____

BANK REFERENCE: _____
(Bank Name) (Location)

(Type of Acct, checking, savings, other) (Account No.) (Phone No.) (Date Opened)

PET (Please Provide a Proof of Vaccinations and Picture of your dogs with this application)

Name: _____ Description: _____
(Breed, Color, Weight)

Name: _____ Description: _____
(Breed, Color, Weight)

CHARACTER REFERENCES (Non- relatives / living in United States)

1. _____
(Name) (Home Phone No) (Work Phone No)

2. _____
(Name) (Home Phone No) (Work Phone No)

3. _____
(Name) (Home Phone No) (Work Phone No)

Authorization is hereby granted to **COSTA BONITA HOMEOWNERS ASSOC, INC.** the Association, and Gables Professional Management Co., as Agent, to investigate all information supplied on this application. A full disclosure of pertinent facts and findings may be made to the Association or Gables Professional Management, Co, as Agent, who are also authorized to obtain a credit rating through a credit reporting agency.

Signature of Applicant

Signature of Co- Applicant

Date

Date

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

I/We _____ hereby authorize the release of information to the Credit Reporting Agency and their Attorneys or Representatives, to **Gables Professional Management Co.**, as Agent **concerning my Banking, Credit, Residence, Employment and Police Records** in reference to the application for housing with to **COSTA BONITA HOMEOWNERS ASSOC, INC.**

I/We _____ understand that this information is to be used as part of an investigative consumer report/and or credit report. Furthermore, I/We hereby waive any privileges I/We may have with respect to the disclosure of said information to the aforementioned parties.

I/We are also authorizing the Management Company to furnish the Landlord with a Copy of the Credit and Police Reports.

(In compliance with the FAIR CREDIT REPORTING ACT, this notice is to inform you that the processing of this application includes but is not limited to making inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from consumer reporting agencies, obtaining credit information from other credit institutions and criminal background checks from appropriate law enforcement agencies. You have the right to make a written request within a reasonable period of time to receive additional information about the nature of this investigation. The undersigned agrees that this application will remain the property of the apartment complex, landlord, Association or realtor regardless of whether application is approved or not.)

_____ Signature of Applicant	_____ Print Name	_____ Date
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_____ Signature of Co- Applicant	_____ Print Name	_____ Date
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Other Proposed Adult (18+ years) Residents:

_____ Signature	_____ Print Name	_____ Date
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_____ Signature	_____ Print Name	_____ Date
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_____ Signature	_____ Print Name	_____ Date
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_____ Signature	_____ Print Name	_____ Date
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COSTA BONITA HOMEOWNERS ASSOC. INC.

**ADDENDUM TO THE STATEMENT OF APPROVAL
FOR RENTAL OF A PROPERTY AT
COSTA BONITA SUBDIVISION AT DORAL**

*This Statement will serve to confirm the Acceptance of the
Terms in this Document Prior to be Submitted for Approval*

PROPERTY ADDRESS : _____
DORAL, FL. 33178

PROPERTY OWNER(s): _____

ADDRESS OF OWNER(s): _____

NAME OF NEW TENANT : _____

ADDRESS OF NEW TENANT : _____

THIS PROPERTY OWES \$ _____ As Of : _____ / _____ / 2010

**RENTAL AGREEMENT WITH COSTA BONITA HOMEOWNERS ASSOC.
PRIOR TO APPROVAL OF THE TRANSACTION.**

IF THE PROPERTY OWES MONEY AT THE TIME OF CLOSING THE CONTRACT,
OR IF THE HOMEOWNER FAILS TO PAY THE MAINTENANCE FEE FOR THREE
(3) CONSECUTIVE MONTHS, RENTER WILL PAY THE RENT TO COSTA BONITA
HOMEOWNERS ASSOC. UNTIL THE DEBT HAS BEING PAID IN FULL **AND**
**ENOUGH FUNDS HAVE BEEN COLLECTED TO COVER THE MAINTENANCE
FEES UNTIL THE END OF THE CALENDAR YEAR**

WE ACCEPT ALL TERMS IN THIS ADDENDUM FOR RENTAL _____ / _____ / 10.

SELLER

RENTER

COSTA BONITA HOMEOWNERS ASSOCIATION

Rules and Regulations/ Important Items

DATE _____ ADDRESS _____ PETS _____ # of CARS _____
NAME _____ ADULTS _____ CHILDREN _____

The Management Company is: **GABLES PROFESSIONAL MANAGEMENT**

- * Any attempt to rent/lease said unit without prior approval of the Association shall be declared a Breach of the Declaration. _____
- * After a sale/closing of a unit has been completed, the new unit owner is responsible to send to the Management Company a copy of the new owner's deed, for the Management Company to change the name on the account, this way you will pay Maintenance fee on time. _____
- * No unit shall be occupied by more than one family. _____
- * No individual rooms may be rented and no transient tenants may be accommodated. _____
- * You are not permitted to do any (NO) modifications or alterations to the exterior of the units. (For SATELLITE DISH / ANTENNAS installation contact managers office first). _____
- * No mechanical work on vehicles are permitted. _____
- * No commercial vehicles, boats, trailers, motor homes, trucks, taxicabs are permitted in the community. _____
- * The community has procedure for towing away vehicles. Vehicles illegally parked will be TOWED away immediately. Signs are posted within the community. _____
- * Honking horns at early hours or late hours is not permitted. Please realize that this is a Residential area and there is a SPEED LIMIT of 15 MPH in the street. _____
- * Open doors, loud music, hanging out in the parking area or any other kind of noises causing disturbance to other residents will not be permitted. Parties must terminate at 11:00 P.M Sunday thru Thursday, 12:00 AM Friday & Saturday. _____
- * All pet owners must follow Miami-Dade County ordinances including the requirements that pets are on a leash and that pet owners clean up after their pets. Also pets must be walked on 112th or 114th Avenues. Outside of Community, **not in the Community**. _____
- * Foods for animals are not to be left out on the unit, parking lots or patio areas. **THIS INCLUDES FEEDING THE DUCKS OR CATS.** _____
- * Garbage bins with their address must be used. Garbage bins should not be taken out earlier than the night before scheduled pick-up and removed no later than the same day of scheduled pick-up.
- * Christmas lights may be installed two weeks before Thanksgiving and removed by January 15 of the New Year.
- * Children are not permitted to be alone in the community. _____
Children are not permitted to play in the street or parking areas. _____
Children must be accompanied by an adult when playing. _____
- * The unit owners are responsible to give the tenant the mailbox & pedestrian entrance keys. _____
The association is not responsible to issue any keys. _____
- * If any residents observe any violations of the covenants, rules and regulation of the community, please report the violation to the Gables Professional Management with the address of the violator. No action may be taken unless a written complaint is logged with the Management. Complaints will be maintained confidential except disclosures required to be made by law.
- * Failure to follow any of these rules may result in attorney fees and county fines.

COSTA BONITA HOMEOWNERS ASSOCIATION RULES & REGULATIONS

Rev. 1. 7 / 01 / 2007

GENERAL INFORMATION

MANAGEMENT COMPANY: C/O GABLES PROFESSIONAL MANAGEMENT CO.
3934 SW 8th Street. Suite 303 • Coral Gables, FL 33134
Ph. (305)441-0904 • Fax (305)441-7982

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

NAMES OF ALL PERSONS LIVING AT THIS ADDRESS:

ADULTS: _____;
_____;

CHILDREN: _____;
_____;

PETS: DOGS: _____ CATS: _____ OTHERS: _____

NUMBER OR CARS: _____.

ALL RESIDENTS OF COSTA BONITA SUBDIVISION ARE REQUIRED TO COMPLY, AND ENFORCE THEM UPON THEIR GUESTS / VISITORS / CONTRACTED PERSONEL, ETC. WITH THE RULES AND REGULATIONS OF THE FOLLOWING DOCUMENTS.

ARTICLES OF INCORPORATION OF COSTA BONITA HOMEOWNERS' ASSOCIATION
BY LAWS OF COSTA BONITA HOMEOWNERS' ASSOCIATION
RULES AND REGULATIONS OF COSTA BONITA HOMEOWNERS' ASSOCIATION

ABSENT OWNERS ARE REQUIRED TO PROVIDE THEIR RENTERS WITH SUCH INFORMATION, BECAUSE THEY MIGHT BE RESPONSIBLE ALSO OF ANY VIOLATION INCURRED BY RENTER,

MATERIAL AVAILABLE TO RESIDENTS:

- MAGNETIC CARD AND REMOTE CONTROL FOR CARS ENTRANCE GATE
- MEDECO KEY FOR PEDESTRIAN GATES
- MAIL BOX KEY (PROVIDED ONLY BY THE U.S POST OFFICE DEPARTMENT)

COSTA BONITA HOMEOWNERS ASSOCIATION

RULES & REGULATIONS

Rev. 1. 7 / 01 / 2007

IMPORTANT ITEMS

Sources: BY-LAWS and
(ARTICLES of INCORPORATION)

1.- OWNERSHIP / OCCUPANCY:

Any attempt to rent/lease said unit without prior notification to the Association shall be declared a Breach of the Declaration. and owner could be fined as per approved By-Laws. _____

- * After a sale/closing of a unit has been completed, the new owner is responsible to send to the Management Company a copy of the owner's deed, in order to change the name on the account.
This way the Maintenance fees will be paid on time. _____.

No unit shall be occupied by more than one family, and no individual rooms may be rented _____
NO transient tenants may be accommodated. Rentals should be for a minimum of ONE year. _____

The unit owners are responsible to give the new tenant a copy of the documents of the ARTICLES OF INCORPORATION and the BY-LAWS of COSTA BONITA HOMEOWNERS ASSOCIATION. _____
New tenants should be provided also by Owner the magnetic Cards and Remote Controls for the Car's Entrance Gate, Medeco Keys for pedestrian Gate and Mail Box (Mail Box Key can be obtained only from the Post Office.
The association will provide additional material when requested at the following rates:
Car's Entrance Magnetic Cards: \$10.00, Remote Control for Car's Entrance Gate: \$ 30.00.
Medeco (Pedestrian Gate) Keys: \$ 20.00, Copy of any Document \$ 25.00 each. _____

2.- ARCHITECTURAL CHANGES.

- * You are not permitted to do any modifications or alterations to the exterior of the units. This includes Painting.
Sealing of Pavers, the installation of Satellite Dish and/or Antennas, and modification of the fences. _____
A Request for Architectural Changes should be submitted to the Management's Office for approval PRIOR to the starting of the requested work _____

Pavers should be sealed with clear or very low tint Sealer. NO PAINT OF ANY TYPE IS ALLOWED _____.
ALL houses should be painted in LIGHT PASTEL colors, that generally comply with the original colors used in the community. Any deviation from this regulation should be previously approved by the Association _____

Temporary Structures such as Tents, Car ports, Trailers, Motor homes etc. Are not allowed. _____

3.- VEHICLES AND PARKING REGULATIONS:

- * Parking should be done in the assigned Parking areas . Parking in the streets is not permitted. _____
Vehicles parked in the driveway such be done in a way that DO NOT BLOCK the sidewalk. At any time. _____
DIAGONALLY parking, partially blocking the sidewalk is prohibited _____
Parking in the GRASS is Prohibited. NO wheels should be on the grass _____
Parking in the street along the tall Hedges along 112th. Court, in front of the Entrance Gate is PROHIBITED
this regulation will be STRICTLY ENFORCED. This area is part of the Right of Way of the Fire Fighter for Emergency Response.. **Cars will be towed without previous notification.**
No commercial vehicles, boats, trailers, motor homes, trucks, taxicabs are permitted parked overnight. _____
No mechanical work on vehicles are permitted in the premises _____
Vehicles illegally parked could be TOWED away immediately. . _____

COSTA BONITA HOMEOWNERS ASSOCIATION

RULES & REGULATIONS

Rev. 1. 7 / 01 / 2007

IMPORTANT ITEMS

Sources: BY-LAWS and
(ARTICLES of INCORPORATION)

4. - CHILDREN AND PETS :

Parents are responsible for the behavior of their children

It is advised that the children under 12 years should not be left alone while playing outside the house_____.

Children are not permitted to play in the streets or parking areas

Sidewalk should not be blocked by any type of components of a game, like portable basketball post

NO Exotic pets are allowed in the community.

All pet owners must follow Miami-Dade County ordinances including the requirements that pets are on a leash and that pet owners clean up after their pets. _____

* Foods for animals are NOT to be left outside the unit, this includes the driveway. DO NOT FEED THE DUCKS. _

5.- MISCELLANEOUS.

Honking horns at early hours or late hours is not permitted. Please realize that this is a Residential area with a large number of children. SPEED LIMIT is 15 MPH and there are Speed Bumpers in the street. _____

* Open doors, loud music, hanging out in the parking area or any other kind of noises causing disturbance to other residents will not be permitted. Parties must terminate at 11:00 pm. Sunday thru Thursday , and at 1:00 am on Friday and Saturday.._____

On Saturdays, Sundays and any Holiday, maintenance of the yard with any type of motorized equipment can not start before 10:00 am. _____

* Garbage bins with their address must be used. Garbage bins should not be taken out earlier than the night before scheduled pick-up and removed no later than the same day of scheduled pick-up _____.
*

* Christmas lights may be installed two weeks before Thanksgiving and removed by January 15 of the New Year..____

* Hurricane Shutters may be installed upon the issuance of a Hurricane Watch is issued by the National Weather Service...All Shutters visible from the street, should be removed within 30 days of the ending of the hurricane season.
*

* If any residents wishes to report any violations of rules and regulation of the community, should contact Gables Professional Management with the address of the violator. No action may be taken unless a written complaint is logged . Complaints will be maintained confidential except disclosures required to be made by law._____
*

* Failure to follow any of these rules may result in attorney fees and county fines.