

# CRESTVIEW HOMEOWNERS ASSOCIATION INC.

C/o GABLES PROFESSIONAL MANAGEMENT CO.  
3934 SW 8<sup>th</sup> 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)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- I hereby agree for myself and on behalf of all persons who may use the unit that I seek to Lease:
  - 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".
  - I understand that sub-leasing or occupancy of this unit in my absence is not permitted.
  - I understand that I will be present when guests, visitors, relatives or children who are not permanent residents occupy the unit.
  - 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.
- 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.**
- 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. \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Applicant) (Applicant)

**Co-Applicant Name:** \_\_\_\_\_  
As will appear on Contract (Last) (First) (Middle)

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

**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 **Crestview HOA., 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, and to Gables Professional Management, Co., as Agent ***concerning my Banking, Credit, Residence, Employment and Police Records*** in reference to the application for housing with **CRESTVIEW HOMEOWNERS ASSOCIATION, 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	Printed Name	Date
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Signature of Co-Applicant	Printed Name	Date
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Other Proposed Adult (18+ years) Residents:

Signature	Printed Name	Date
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Signature	Printed Name	Date
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Signature	Printed Name	Date
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Signature	Printed Name	Date
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## ACKNOWLEDGEMENT OF THE RULES & REGULATIONS

I \_\_\_\_\_ hereby confirm that I have received **and will read** the copy of the Rules & Regulations governing the use, responsibilities, safety, security, trash, architectural control, parking registration rules, pets, sales or lease, and burglar alarms of Condominium Association. **This unit cannot be subleased or sublet partial or total.**

I understand that failure to comply with these Rules & Regulations and governing documents will result in fines, as prescribed by the law.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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## COMMUNITY STANDARDS

**APPROVED BY THE BOARD OF DIRECTORS ON JULY 21, 2005**

Dear Homeowner:

The Board of Directors together with the Architectural Control Committee and the Fines Committee would like to take this opportunity to remind all homeowners of the standards that will be observed and enforced in the Association. This action is being taken in order to maintain the community in an aesthetically pleasing manner so that property values continue to increase.

In the event of the failure of an owner to maintain his unit in accordance with these standards, the Association shall have the right upon written notice (refer to Article VI of the Association documents) to enter the owner's lot and perform such work as is necessary to bring the unit into compliance. The Association may also impose a surcharge of not more than 35% of the cost of the applicable remedial work. No bids need be obtained by the Association for any of the work performed and the person or company performing such work may be selected by the Association in its sole discretion.

Please review the following information which is based on the Declaration of Covenants and Restrictions:

**(1) Maintenance of Units and Lots:**

- Each owner shall maintain all structures in a neat, orderly, and attractive manner consistent with the general appearance of the properties as a whole. Each owner shall repaint the exterior portions of the residential unit (with the community approved colors) as often as is necessary to comply with the above mentioned standard so that walls and/or fences are free of mildew or rust stains.
- Each owner shall maintain the trees, shrubbery, grass and other landscaping on his lot in a neat and orderly and attractive manner.

**(2) Signs:** Only one sign of not more than 18" X 12" advertising the home for sale or for rents in locations approved by the Architectural Control Committee. No sign shall be permitted to be placed inside a home.

**(3) Architectural Control:** No structure, wall, fence, exterior paint, basketball hoop, asphaltting, or other improvement shall be placed without the approval of the Architectural Control Committee. All necessary governmental permits must be obtained and presented to the Association.

Fountains, satellite dishes, basketball hoops, and driveways are subject to the above standard. Basketball hoops must be maintained within the property line of the homeowner (not on the sidewalk, the easement, or the street) and must not be in disrepair. Satellite dishes or its wires should not be visible from the front of the homes. Driveways must be kept clean (without stains and/or weeds).

**(4) Commercial Trucks, Trailers, Campers, and Boats:** No trucks or commercial vehicles, or campers, mobile homes, motor homes, house trailers or trailers of every other description, recreational vehicles, boats or boat trailers shall be permitted to be parked at any place on the property.

INITIALS \_\_\_\_\_

- (5) **Garbage and Trash Disposal:** Trash containers may not be placed out for collection sooner than 16 hours prior to scheduled collection and must be removed within 12 hours of collection. Trash and recycling bins must be stored out of sight of the front of the home.
- (6) **Rentals or Leases:** All leases and/or rentals shall be in writing and to be approved by the Association. The Association has the right to terminate the lease in the name of and as agent for the lesser upon default by the tenant in observing any of the provisions of the community documents. **No lease shall be approved for a term of less than one (1) year. The Board of Directors will require that a sum of money not to exceed 1% of the appraised value of the lot and residential unit be deposited in escrow with the Association to repair any damage to the common areas or other portions of the properties resulting from acts or omissions of tenants (as determined in the sole discretion of the Association).**

When a modification of the exterior of the property is planned please obtain a copy of an Architectural Modification Request (ealvarez@gablesprofessional.com to request a copy). If you have in your home a fountain, a basketball hoop, if you have significantly altered your landscape, placed a satellite dish, or plan to paint the home, etc... please fill it out and submit to the Architectural Control Committee for their review. The Board has authorized a 30 day period for all homeowners to bring their architectural modifications into compliance.

On August 22, 2005, strict enforcement of the above mentioned regulations have begun.

## **APPROVED BY THE BOARD OF DIRECTORS ON FEBRUARY 26, 2009**

**On February 26, 2009, at the Board of Director's meeting held at 7 pm, the Board of Directors voted to add the following new rules to the Rules and Regulations of the Crestview Homeowners Association, Inc.:**

- 7) **Unauthorized Structures – Sheds:** In accordance with, Article VII, Section 7, of the Declaration of Covenants and Restrictions, the Architectural Control Board ("Board") has adopted a zero tolerance with respect to unauthorized structures, including sheds being installed, erected, or kept at Crestview. This section authorizes the Board to deny any application for installation of sheds, or any other structures on, among other things, purely aesthetic reasons.

The Board of Directors, in conjunction with the Architectural Control Board has initiated a period of amnesty by giving all owners at Crestview a period of thirty (30) days to remove any shed, or other unapproved structure from their property. If an owner ignores a notice of violation and fails to immediately rectify the violation the Board will forward the violation to the association's attorney for immediate legal proceedings.

- 8) **Dogs:** Be advised that the Board of Directors have received numerous complaints about barking dogs. This is considered a nuisance in accordance with Article VII, Section 4, of the Declaration of Covenants and Restrictions. Any owner not controlling their dogs may be subject to a notice of violation and legal proceedings if the violation is not corrected.

Again, please review the Declaration of Covenants and Restrictions of Crestview. If you have any questions, contact the Property Manager, Eliana Alvarez, **C.A.M.** at Gables Professional Management by phone (305)441-0904, facsimile 305-441-7982 or e-mail [ealvarez@gablesprofessional.com](mailto:ealvarez@gablesprofessional.com).

Sincerely,

**FOR THE BOARD OF DIRECTORS  
THE MANAGEMENT**

**INITIALS** \_\_\_\_\_



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February 2007

## **IMPORTANT NOTICE**

The Crestview Homeowners Association is implementing a community Parking Policy for the benefit of the Residents and the good appearance of the Community.

**Tow trucks have been given permission to enter the Community or be called by the Management Company to remove any vehicles not following this policy.**

## **PARKING POLICY**

**THE FOLLOWING VIOLATIONS WILL RESULT IN THE IMMEDIATE TOWING OF VEHICLES AT OWNERS EXPENSE & LIABILITY.**

- 1) Parking on common ground grass (one tire of a vehicle touching the grass will be considered improperly parked and will be towed).
- 2) Commercial vehicles and trailers parked overnight. This applies to the entire community.
- 3) Parking of vehicles that are wrecked, extremely unsightly or considered dangerous.
- 4) Parking on any area not designated for such purpose. (i.e. sidewalks, streets, etc.)
- 5) Registered motorcycles parked on any area other than designated parking space. Motorcycles must adhere to the same rules and regulations as common motor vehicles. Parking on sidewalks, walkways, grass, etc. will result in the immediate removal of the vehicle at owner's expense and liability.
- 6) Performing mechanical work on vehicle anywhere in the community.

***This notice will become effective immediately; your cooperation in adhering to the parking policy is appreciated.***

Sincerely,

**FOR THE BOARD OF DIRECTORS**

Eliana Alvarez, C.A.M  
Property Manager  
ealvarez@gablesprofessional.com