

POLYNESIAN AT ISLANDS AT DORAL NEIGHBORHOOD ASSOCIATION, 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: _____

◀INTERVIEW IS REQUIRED▶

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

PID# _____

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▶

◀INCOMPLETE APPLICATIONS ARE NOT ACCEPTABLE▶

◀APPLICATION PROCESS WILL NOT BE COMPLETED UNTIL ALL ASSESSMENTS ARE CURRENT▶

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**
- AS PER INSTRUCTIONS OF POLYNESIAN'S BOARD OF DIRECTORS A CREDIT SCORE MINIMUM OF 650 IS REQUIRED TO APPLY AND BE APPROVED TO MOVE IN THE COMMUNITY. PLEASE VERIFY BEFORE APPLIED.**
- Interview is required for all new applicants.
- Completed Lease Application, (5 pgs.) Association's R&R and/ or Addendums.
- Clear Copy of Driver's License or other valid photo Id's.
FOREIGNERS (COPY OF THE PASSPORT WITH VISA, PERSON LIVING IN E.U. LESS THAT (1) ONE YEAR MUST SUBMIT THE POLICE REPORT FROM YOUR COUNTRY FOR ANYONE 18+ YEARS.
- Copy of Vehicle Registration for each vehicle, up to the limit allowed in the Community's Rules & Regulations. If the vehicle **IS NOT** under the Applicant's name, please submit an authorize letter from owner. Must be notarized
- EMPLOYMENT LETTER & COPIES OF THE STUB'S PAYMENT FOR THE LAST (3) THREE MONTHS OR COPY OF THE TAXES. IN THE EVENT THAT THE PERSON IS SELF EMPLOYED; PLEASE PROVIDE PROPER DOCUMENTATION OF BUSINESS (ARTICLES OF INCORPORATIONS & BANK STATEMENTS).**
FOREIGNERS MUST BRING OF LEGAL DOCUMENTS FROM YOUR COUNTRY AND BANK STATEMENT.
- Copy of the three (3) latest Utility Bills (AT&T, Comcast, FPL, Water & Sewer etc.) from previous address.
- Letter from current Landlord or letter from Association if it is applicable.
- Copy of Executed Lease Agreement.
- If any of these requirements is NOT APPLICABLE, please write N/A on the space and make an explanation letter to the BOD.

I agree with the above _____

Applicant

Co-Applicant

▶ PLEASE ALLOW **30 DAYS** TO PROCESS YOUR APPLICATION. _____ (Initials)

OFFICE USE ONLY

Application received after 3:00 P.M will be considered The Next Business Day

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)

(Supervisor name)

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

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

(Supervisor name)

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)

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 **Polynesian at Island at Doral Neighborhood 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 **Polynesian at Island at Doral Neighborhood 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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The Polynesian at Islands at Doral Neighborhood Association, Inc urges you to become familiar and adhere to the Association's bylaws, rules and regulations. Below you will find a summary of selected regulations that you need to be aware of to avoid disagreements and possible expenses. Not all regulations are included in this document; please refer to the Declaration Document for a complete list.

Regulation (Not all inclusive)	Remarks
<u>Lawful Use:</u> No immoral, improper, offensive, unlawful or obnoxious use shall be made in any portion of Polynesian at Islands at Doral.	All laws, zoning ordinances and regulations of all governmental entities having jurisdiction will be observed.
<u>Use of Homes / Commercial Activity:</u> a. Each home is restricted to residential use as a residence. b. No commercial or business activity shall be conducted in any Home within Polynesian at Islands at Doral. c. A homeowner may maintain a home business office for the homeowner's personal use; however, business invitees customers, and clients shall not be permitted. d. No day care center or facility may be operated out of a Home. e. No garage sales are permitted, except as permitted by the Association.	All laws, zoning ordinances and regulations of all governmental entities having jurisdiction will be observed.
<u>Home Sales:</u> a. No Owner may dispose of a Home or conveys its interest without approval of the Association's Board of Directors. b. Prospective buyers and tenants shall pass through the screening process. c. All sums, including penalties and interest, due to the Association shall be paid in full prior the sale.	All laws, zoning ordinances and regulations of all governmental entities having jurisdiction will be observed.
<u>Rental and Leases:</u> a. Homes may be leased, licensed or occupied only in their entirety <u>and no fraction or portion may be rented.</u> b. Individual rooms of a Home may not be leased on any basis. c. No homeowner may rent/lease any property in Polynesian without the approval of the Association's Board of Directors. d. All prospective tenants shall pass through the screening process. e. All sums, including penalties and interest, due to the Association shall be paid in full before the lease starts. f. No subleasing or assignment of lease rights by the person renting/leasing a house is permitted.	The homeowner violating these procedures will be fined \$100 a day up to \$1,000; and then referred to the association's attorney.
<u>Alterations and Additions:</u> a. No material alteration, addition, or modification to a parcel or a home or material change in the appearance shall be made without the prior written approval of the Association's Architectural Control Committee (ACC). b. The Architectural Control Committee reviews applications for landscaping plans, hurricane shutters, backyard pavers, etc.	All laws, zoning ordinances and regulations of all governmental entities having jurisdiction will be observed. Violators will pay \$100 fine per instance.
<u>Minor's Use of Facilities:</u> Adults shall be responsible for all actions of their minor children at all times in and about Polynesian at Islands at Doral.	If property is damaged, homeowner will be responsible for repair and/or replacement costs.
<u>Garages:</u> a. No garage shall be converted into a general living area unless specifically approved by the Architectural Control Committee. b. Garage doors shall remain closed at all times except when vehicular or pedestrian access is required.	
<u>Garbage Cans:</u> a. Maintain your garbage can and recycle containers in a sanitary condition. b. Garbage can, recycle containers and trash shall be away from public view or	Garbage Cans: Penalty of \$100 per instance.

Regulation (Not all inclusive)	Remarks
<p>from the front of the property. You store them inside your garage or backyard.</p> <p>c. Place out your garbage can not earlier than 6:00 PM on Sundays and Wednesdays. Garbage pick-up days are Mondays and Thursdays.</p> <p>d. Recycling items are collected on Thursdays only. Place out your recycle containers not earlier than 6:00 PM on Wednesdays.</p> <p>e. Store your garbage can/recycle containers promptly after trash collection, no later than 11:00PM after trash collection.</p> <p>f. If you have bulky waste, contact the Miami-Dade Solid Waste Management to schedule a pick-up (305-594-1500). You shall inform the Association of the bulky waste pick up date and the confirmation number provided by the County. Place your bulky waste not earlier than 24 hours prior the scheduled pick up date and time.</p> <p>g. For more information, on bulky waste, visit http://www.miamidade.gov/dswm/bulky_waste.asp</p>	<p>Bulky Waste: If not properly coordinated, the Association will coordinate pick-up and charge the Homeowner the actual costs.</p> <p>All laws, zoning ordinances and regulations of all governmental entities having jurisdiction will be observed.</p>
<p>Pets:</p> <p>a. No animals of any kind shall be raised, bred, or kept within our community for commercial purposes.</p> <p>b. Owners may keep domestic pets as permitted by Miami-Dade County ordinances up to a limit of two (2) pets weighing 30 pounds or less each per Home.</p> <p>c. All pets shall be walked on a leashed.</p> <p>d. <u>The person walking the pet or the Owner shall clean up all matter created by the pet.</u></p> <p>e. Each Owner shall be responsible for the activities of its pet. The pet shall not constitute a nuisance.</p> <p>f. No pet shall be "tied out" on the exterior of the Home or in the Common Area.</p> <p>g. Not pet shall be left unattended in a yard or in a balcony, porch or patio.</p>	<p>Any homeowner or renter that violates this directive will be fined \$100 per incident without exception.</p> <p>All laws, zoning ordinances and regulations of all governmental entities having jurisdiction will be observed.</p>
<p>Community Pool:</p> <p>a. The pool is for the use of Polynesian residents only, no other communities are permitted.</p> <p>b. Each house has a maximum of four (4) guests. The resident shall accompany their guest(s) at ALL TIMES when at the pool premises.</p> <p>c. Pool hours, to include all premises, are from DAWN to DUSK.</p> <p>d. A key is required to access the pool. Each resident will be assigned a key and is responsible for the key.</p> <p>i. Do not lend your key.</p> <p>ii. If you have not received your pool keys, please contact Gables Management (305-441-0904).</p> <p>iii. Any person without an access key will be requested to leave the premises.</p> <p>e. Always close the door behind you.</p> <p>If you allow anyone without pool keys into the premises, you will be liable and responsible for all damages to the pool or injury caused to such person or a child.</p> <p>f. <u>It is your responsibility to read and follow the posted pool rules.</u></p> <p>g. There is no lifeguard on duty at anytime; use the pool at your own risk.</p> <p>h. NO FOOD, NO BEVERAGES, NO ALCOHOLICS BEVERAGES are allowed at the pool.</p> <p>i. No children under age of 18 are permitted unless accompanied by the parent or legal guardian at all times.</p> <p>j. Appropriate action will be taken against anyone trying to enter the pool without a key or trying to enter the pool before or after pool hours.</p>	<p>All laws, zoning ordinances and regulations of all governmental entities having jurisdiction will be observed. Violators or trespassers will be prosecuted.</p> <p>This is our community, PROTECT it. Take ownership and pride; report any suspicious activity to the Police.</p> <p>Vandalism may affect your finances.</p>
<p>Parking:</p> <p>a. Resident's automobiles shall be parked in the garage or driveway and shall</p>	<p>Towing costs are assessed by the Haul-O-Way Towing Services, Inc.</p>

Regulation (Not all inclusive)	Remarks
<p>not block the sidewalk.</p> <p>b. Each owner can park up to four vehicles in his/her property (two inside the garage and two in the driveway).</p> <p>c. <u>If you are not using the garage as a parking space, then you are allowed to park two (2) vehicles in your property driveway.</u></p> <p>d. Owners are prohibited from parking in the visitor's parking area.</p> <p>e. <u>The following violations will result in the immediate towing of vehicles at owner's expense and liability:</u></p> <ol style="list-style-type: none"> Parking on common ground grass (a part of a tire of a vehicle touching the grass or suspended over the grass will be considered improperly parked and will be towed). Commercial vehicles, boats and trailers parked overnight. Applicable to common grounds and driveways. Inoperable vehicles and in damaged condition. Applicable to common grounds and driveways. Vehicles that may be preventing the flow of traffic. Applicable to common grounds and driveways. Vehicles parked that are blocking the sidewalk and/or swales. Resident vehicle parked in the visitor parking area. Resident vehicle parked in any other common area other than in their garage and/or driveway. Any visitor's vehicle parked in the visitor parking area for more than 24 hours, without a written parking permit. Vehicles conducting emergency repairs on the property outside of the garage (in the driveway). Non-Permitted vehicles parked on any common or limited common areas All Terrain Vehicles (ATV's), Motorized scooter, mini bike and Go-karts left on the driveway or in public view <p>f. No vehicles with expired registration, expired license plates or flat tires may be kept within public view anywhere within Polynesian at Islands at Doral.</p>	<p>(305-263-8280) and are subject to change without prior notice.</p> <p>In addition to towing costs (approximately \$110), there will be a penalty fee of \$100 per instance.</p> <p>Residents are responsible for violations incurred by their guest(s).</p>
<p><u>Satellite Dishes and Antennae:</u></p> <ol style="list-style-type: none"> No exterior visible antennae, radio masts, towers, poles, aerials, satellite dishes shall be placed on any home or parcel without the <u>prior written approval from the Architectural Control Committee (ACC).</u> Exposed TV Cable on the exterior wall is prohibited. In the event the National Weather Service posts a hurricane warning, the satellite dish must be removed to avoid damages to the fascia board. 	<p>Federal Communications Commission (FCC) rules and regulations apply.</p>
<p><u>Hurricane Shutters:</u></p> <ol style="list-style-type: none"> Shutters may not be closed at any time other than a storm event. Hurricane shutters may be installed up to 48 hours prior to the expected arrival of a hurricane. Hurricane shutters must be removed within 72 hours after the end of a hurricane watch or warning. The National Weather Service will be the main source of information during severe weather watch or warning. 	<p>Any homeowner or renter that violates this directive will be fined \$100 per incident without exception</p>
<p><u>Extended Vacation or Absences:</u></p> <ol style="list-style-type: none"> In the event a home will be unoccupied for an extended prior, the Home must be prepared prior to departure by: <ol style="list-style-type: none"> Notifying the Association in writing Removing all removable furniture, plants and other objects from outside the Home Designating a responsible firm or individual to care for the Home and providing a key to such firm or individual. Name of the designee shall be 	<p>The Board is taking this step for your own protection in addition to comply with the community standards.</p> <p>The Association is not liable for any nature relating to any unoccupied Home.</p>



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Ph (305) 441-0904 • Fax (305) 441-7982

POOL RULES

The following rules and regulations are for the benefit of all the residents* and their guests using the pool. Compliance with these rules and regulations is mandatory to assure the safe and happy enjoyment of the pool facilities.

- Pool hours, to include all premises, are from DAWN to DUSK, no exceptions.
- The use of the pool is exclusively for Polynesian at Islands at Doral residents only, no other communities are permitted.
- Pool will **not** be reserved for private parties.
- Pool access will be revoked to residents that have an unpaid balance for more than 30 days, and will continue revoked until the unpaid balance becomes current by payment in full. Pool access will be reinstated once resident pay in full the amount due (i.e. fees, penalties, interest, etc) to the Association.
- Residents and their guest(s) swim at their own risk. This is a private pool and there is no lifeguard. A life preserver has been provided for safety reasons. Under no circumstances should life preserver be played with or removed from the pool area.
- Anyone observed entering the pool area (including bathroom and playground) may be questioned as to their right to be there. Any resident who notices that these rules are being violated is asked to advise, in confidence, the Senior Property Manager or a Board Member.
- All users shall shower before entering the pool.
- Children under 18 years of age **MUST** be accompanied by an adult at all times.



POLYNESIAN AT ISLANDS AT DORAL NEIGHBORHOOD ASSOCIATION, INC.

- Anyone caught jumping the fence in/or after pool hours will have pool privileges revoked. Any resident disturbed by this action can call the police and violators can be charged with trespassing. No excuse, no exceptions.
- You shall carry on with you **at all times** the key in order to use the facility. It is only for security purposes at the time to distinguish who is a resident and who is not. Please comply at all times.
- Always close the door behind you. If you allow anyone without pool keys into the premises, you will be liable and responsible for all damages to the pool or injury caused to such person or a child.
- Guests: All guests must be accompanied by a resident at all times. No more than four (4) swimming guests per unit permitted at any time. Pool keys are not to be given to a guest at any moment. Your guests swim at their own risk. If the guest is a minor, a parent or adult shall be at the premises at all times. No older brother / sister are acceptable as substitutes unless they are over the age of 18.
- No one with skin abrasions, colds, coughs, inflamed eyes, infections or wearing bandages will be allowed to be in the pool.
- In accordance with Miami Dade County Health Department Rules and Regulations – no food or drinks are allowed in the swimming pool area and/or deck area. (Chewing gum is included)
- Proper swimming attire must be worn at all times. No cut-off jeans, no g-strings, no topless swimming/tanning shall be allowed at any time. This is a familiar pool facility environment, not a public beach.
- Appropriate footwear is required at all times.
- In accordance with Miami Dade County Health Department Rules babies/toddlers using dippers must wear waterproof swim dippers while in the pool at all times. If you do not comply, you pool privileges can be revoked – with no exceptions.
- Homeowners renting their property give up their pool privileges to their tenants.



POLYNESIAN AT ISLANDS AT DORAL NEIGHBORHOOD ASSOCIATION, INC.

- During thunder and lightning – pool will be cleared for 30 minutes in accordance with the National Lightning Safety Institute of Miami Dade County.
- No food, beverages, glass containers, animals (dog, cats, etc.) are allowed inside or around the pool premises. Please obey at all times.
- All trash must be put in the containers in the pool area. Please help to keep clean this area.
- No throwing, running, diving or pushing of anyone into the pool. There will be no horseplay or shoving in the pool area.
- No abusive or profane language will be tolerated. No screaming or making loud noises is allowed. Please respect neighbors and people using the facility.
- Since this is a familiar environment, please refrain from inappropriate behavior in the presence of children (in or out the water). Please respect families who have their children at the pool to enjoy the facility.
- No spitting or blowing your nose inside the pool area (including deck area). Be courteous with others.
- No hard balls, small balls, water guns, pistols, balloons are allowed to be used in the pool premises. Rings and floating devices are allowed.
- No rollerblading, skateboarding, bike riding on pool area (including deck area). Please obey at all times.
- Please do not smoke inside the pool (water). To do so, you can go to the deck area and discard when finished.
- Residents will be fully responsible for all actions of their guests. The cost of property damage will be charged to the responsible party.
- No radio, cassette, CD players, boom boxes and/or TV are permitted in the pool area. You can tan at the deck with headphones.



POLYNESIAN AT ISLANDS AT DORAL NEIGHBORHOOD ASSOCIATION, INC.

- Pool chairs and/or tables shall not be removed from the place they are. These articles are not for playing and/or for throwing inside the water.
- No soaps, shampoos, hair conditioners, oils or any other lotions are permitted in the pool shower area.
- All belongings shall be removed when the user is leaving the pool area.
- The Association and its Board Members are not responsible for any belongings lost or stolen.
- Please remember that the pools are for the enjoyment of all residents of Polynesian at Islands at Doral Neighborhood Association, Inc. and courtesy and consideration of each others rights will lead to everyone's enjoyment.
- Polynesian at Islands at Doral Neighborhood Association, Inc. assumes no responsibility for loss or damage to personal property or for injury to persons, residents or guests, suffered as a result of utilization of swimming pool facilities.

Miami-Dade County Police, City of Doral Police and the Security Company on duty are authorized to remove violators.

***Note: The word resident applies to homeowners or tenants leasing a property in Polynesian at Islands at Doral Neighborhood Association, Inc.**



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GUEST POLICY

Residents* shall familiarize their guests with the rules and regulations pertaining to Polynesian at Islands at Doral. Residents are also responsible for any damage incurred by their guests, including attorney's fees.

Residents are fully responsible for the parking of their guests. If a car is parked incorrectly or in a place where it's not allowed it will be towed at owners expense; no excuses, no exceptions.

If you have a party or function at your property you are fully responsible for your guests parking and behavior inside the community (including community amenities).

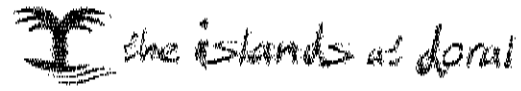
The resident shall accompany their guest(s) at all times when using the common areas/facilities, no exceptions.

If a guest is to stay for more than two (2) consecutive days but less than 30 days, the resident shall contact the Senior Property Manager with 72 hours in advance to inform the Association of the guest's prolonged visit.

If the prolonged guest (staying more than 2 days) has a vehicle, a written parking permit will be issued and shall be displayed in the bottom left side of the dash board (on the driver's side) of the vehicle. This applies whether the guest parks in the resident's driveway or the visitor's parking.

Written parking permits for prolonged guests will not be issued to residents that have an unpaid balance for more than 30 days.

Initials _____



GARBAGE CANS:

- Maintain your garbage can and recycle containers in a sanitary condition.
- Garbage can, recycle containers and trash shall be away from public view or from the front of the property. You store them inside your garage or backyard.
- Place out your garbage can not earlier than 6:00 PM on Sundays and Wednesdays. Garbage pick-up days are Mondays and Thursdays.
- Recycling items are collected on Thursdays only. Place out your recycle containers not earlier than 6:00 PM on Wednesdays.
- Store your garbage can/recycle containers promptly after trash collection, no later than 11:00PM after trash collection.
- If you have bulky waste, contact the Miami-Dade Solid Waste Management to schedule a pick-up (305-594-1500). You shall inform the Association of the bulky waste pick up date and the confirmation number provided by the County. Place your bulky waste not earlier than 24 hours prior the scheduled pick up date and time.

For more information on bulky waste, visit http://www.miamidade.gov/dswm/bulky_waste.asp

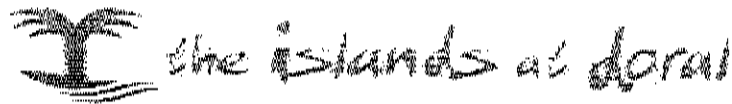
FOR DAMAGE TRASH CANS: CONTACT MIAMI DADE AT **311**

Once you have the confirmation number, please send the email to etorres@gablesprofessional.com to avoid fine.

GARBAGE CANS: PENALTY OF \$100 PER INSTANCE.

BULKY WASTE: IF NOT PROPERLY COORDINATED, THE ASSOCIATION
WILL COORDINATE PICK-UP AND CHARGE THE
HOMEOWNER THE ACTUAL COSTS.

ALL LAWS, ZONING ORDINANCES AND REGULATIONS OF ALL GOVERNMENTAL ENTITIES
HAVING JURISDICTION WILL BE OBSERVED.



PARKING RULES & REGULATIONS

- a. Resident's automobiles shall be parked in the garage or driveway and shall not block the sidewalk.
- b. Each owner can park up four (4) vehicles in his property (two (2) inside the garage and two (2) in the driveway)
- c. If you are not using the garage as parking space, then you are allowed to park two (2) vehicles in the property driveway.
- d. Owners are prohibited from parking in the visitor's parking area

THE FOLLOWING VIOLATIONS WILL BE RESULT IN THE IMMEDIATE TOWING OF VEHICLES AT OWNER'S EXPENSE AND LIABILITY

1. Parking on Common ground grass: If any part of a vehicle is on the grass, it is enough cause for immediate towing (i.e. one tire on the grass).
2. Commercial vehicles with signs, boats and trailers as explained in the "By-Laws" documents. This includes pick-up trucks over $\frac{3}{4}$ of a ton or pick-up trucks under $\frac{3}{4}$ of a ton that are dirty and with debris on the back. Clean pick-up trucks under $\frac{3}{4}$ of a ton are permitted. (13.27)
3. Inoperable/Damaged vehicle(s) parked for more than 24 hours. Applicable in common areas and driveways.
4. Vehicles parking on any area not designated for parking (i.e. sidewalks, and/or swales etc.)
5. Vehicles that may be preventing the flow of traffic. Applicable to common grounds and driveways
6. Residents parked in "Visitors Parking" area.
7. Vehicles conducting emergency repairs on the property outside the garage (In driveway).
8. Any vehicle used for business purposes, transporting goods, equipment and the like. This includes Vans and Pick-Up Trucks of any kind used for this reason.
9. Any vehicle parked outside of a homeowner's property bearing a "For Sale" Sign.
10. Any Motorized Scooter, Mini Bike, ATV's, Go-Karts, Motorcycle(s) left in public view will be towed immediately.
11. No vehicles with expired license plate/registration or flat tires may be kept within public view anywhere within Polynesian at Island at Doral.
12. Any Vehicle parking at the Clubhouse area after 3:00 a.m.
13. Contact Property Manager at the management office about U-Haul moving procedures and use of PODS in the community.

PARKING & TOWING PROCEDURES & REGULATIONS

If a Resident vehicle is in violation of parking in Guest/Visitor spaces) that vehicle will be towed immediately with homeowner responsible for all towing expenses.

- 1) Definition of Guest Parking Spots: These parking spots are for the exclusive use of guests/visitors 24/7. This means that only guests may park in these spots 24 hours a day, 7 days a week. It does not imply that a guest may park for a maximum of 24 hours in one spot. If a guest is to stay for more than 3 Days, the homeowner/resident has to contact the Property Manager to inform them of the prolonged visit, and obtain a written permit that must be displayed in a conspicuous location inside the vehicle as specified by the HOA.
- 2) A visitor parking permit with a maximum validity period of fifteen (15) days may be issued for any registered guest on any given occasion. (Limit of two (2) times per calendar year) to same vehicle.
- 3) Any vehicle parked in the Guest Parking area(s) for more than three (2) days will be automatically towed at the owner's expense and the homeowner being visited will receive a fine.
- 4) Any homeowner vehicle that is parked in the Guest Parking or in any other common area other than in their garage and/or driveway will be automatically towed at owner's expense and will be responsible for any costs.
- 5) As it relates to Club House parking, residents and guests may park in the Club House parking area ONLY during pool hours.
- 6) Towing Procedure:
 - a. Polynesian Parking Committee Member, Security and/or Property Manager will contact Towing Company to initiate towing process.
 - b. If vehicle violation is seen by any member or director, they may contact Committee Member, Security and/or Property Manager to initiate Towing procedure.
- 7) All Motorized Scooters, Mini Bikes, ATV's, Go-Karts, Motorcycles of any kind must be kept inside the garage or in the backyard (i.e. out of public sight). Such vehicles found in public view shall be subject to immediate towing and applicable costs.
- 8) Visitors, guests and all other parking signs will be removed and replaced with signs of appropriate verbiage as approved by the board at any future time.

TEMPORARY PARKING PERMIT FOR VISITORS

1. Get in contact with the Property Manager at etorres@gablesprofessional.com in order to get a temporary parking permit 3 days in advance.
2. Account(s) with Association must be current in order to get the Temporary Parking Permit
3. Temporary Parking Permits are given based on a 15 days period only.
4. Provide copy of the following documents:
 - a. Drivers License
 - b. Vehicle Registration
 - c. Proof of Insurance
3. You are allowed to get 2 Free Temporary Parking Permit per Calendar Year ONLY.
4. Only allowed permit for the same vehicle 2 times per calendar year.
5. A Max of 5 permits in total are allowed per calendar Year.
6. \$20.00 charge per extra permit requested. Payable to Polynesian at Island at Doral (Money or Personal Checks Only)

VISITORS: MAY USED VISITORS PARKING SPACE FOR NOT MORE THAN 24 HOURS AT A TIME.

RESIDENT: ARE NOT PERMITTED TO USE VISITORS PARKING SPACES

**BY ORDER OF THE BOARD OF DIRECTORS
POLYNESIAN AT ISLANDS AT DORAL**

June 01, 2017

C/O Gables Professional Management Co.
3934 SW 8th St. Suite 303
Coral Gables, FL 33134
Office 305-441-0904
Fax 305-441-7982

Polynesian At Island At Doral Neighborhood Association, Inc.



DOG I. D. REGISTRATION

NAME OF DOG _____

BREED/SPECIES OF DOG _____

WEIGHT _____ LBS. AGE _____ COLOR _____

Property Address _____

Homeowner's Signature(s) _____

Print Homeowner's Name(s) _____

Renter's Signature(s) (if applicable) _____

Print Renter's Name(s) _____

Dog Owner's Signature(s) _____

Print Dog Owner's Name(s) _____

HOMEOWNER/RENTER will provide the Polynesian at Islands at Doral Neighborhood Association, Inc.
with a photograph of the dog and proof of vaccinations. Please complete one Registration Form per dog.
Attach all copies for each dog to appropriate Dog Registration Form.

ATTACH A PICTURE OF YOUR DOG HERE:

Polynesian at Islands at Doral Neighborhood Association, 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**

ACKNOWLEDGEMENT OF RECEIPT

Purchasers and Renters of a property at Polynesian at Islands at Doral Neighborhood Association must sign and return this page to Gables Professional Management Company to acknowledge receipt of **Decal, Pool, Keys & Dog Registration, Guest Policy and Rules & Regulations**. Gables Professional Management Co. will maintain records of signed documents.

"I acknowledge receipt of the **Decal, Pool, Keys & Dog Registration, Guest Policy and Rules & Regulations** and have read and discussed them with the occupants of my property. I also acknowledge that if I am to rent my property I am responsible to pass these rules to my tenants"

OWNER/ LESSEE

Name: _____

Address: _____

City: **DORAL** State: **FL** Zip Code: **33178** Account # **PID** _____

Home Ph #: _____ Alternate Ph #: _____

E-mail: _____

Signature: _____ Date: _____

CO-OWNER (If applicable) / CO-LESSEE

Name: _____ Account # **PID** _____

Address: _____
(If different from above)

City: _____ State: _____ Zip Code: _____

Home Ph #: _____ Alternate Ph #: _____

E-mail: _____

Signature: _____ Date: _____

Gables Professional Management, Co.

3934 S.W. 8th Street Suite 303

Coral Gables, FL 33134

PH#: 305.441.0904 Fax#: 305.441.7982

MANDATORY HOMEOWNER OCCUPANCY FORM

I _____ purchasing at (Community Name) _____,
(Address) _____ confirm that the purpose of the purchase of
this unit is for:

- ☐ Permanent Residence
- ☐ Seasonal Residence
- ☐ Rental

If the unit is being rented, please answer the following;

Will the current tenants continue residing in the property? _____. If so, once closing takes place
new homeowners must provide an updated lease agreement to the management company and confirm
current tenants have been approved by the association.

If unit is not being rented, please provide current tenants move out date: _____

Comments: _____

_____.

If new tenants; Applicants must go through the application process and be approved prior to moving in.

Any questions and/or concerns, please contact Gables Professional Management at PH#: 305-441-0904.

Management




**USING THE
IMPROVED
TENANT EVALUATION
DIGITAL APPLICATION**

1

The applicant should get an email from your association that includes an invitation to apply for the new property at: www.tenantev.com

This email includes a guide that shows the different steps to follow in order to complete the application.


 **TenantEvaluation.**
We've made it easy

You are one step closer to your dream


Please make sure to select the correct application type before proceeding with the application process.
(Before you begin note that a valid major credit card is required and allow 15-20 minutes for the completion of this step)

Step ①


PROPERTY NAME



Go to: www.TenantEV.com




Lease/Purchase	7936
International	7944




Ready: Begin your online application!

(allow 15-20 minutes for the completion of this step)

Step ②



Sign: After step 1, you will have the option to complete your online application now or complete later. If you chose to complete later, you will receive an email with the link to access your online application at any time. If applicable, once you have completed and signed all the forms, your co-applicant will receive a separate email to complete their signatures.



Upload: After step 1 we will be sending you, and your co-applicant (if applicable), an email with the link to upload the required documents to complete your application.

Customer Support: 1-855-383-6268

Identity Theft:
You can be charged with identity theft if you enter another person's name or social security number, or any other information other than your own on an application. Conviction for identity theft carries with it some potentially hefty penalties. In fact, the Identity Theft Penalty Enhancement Act signed into legislation in 2004 established identity theft as a federal crime. The law sets the penalty for identity theft at up to 15 years in prison and paying as much as \$250,000 in fines.

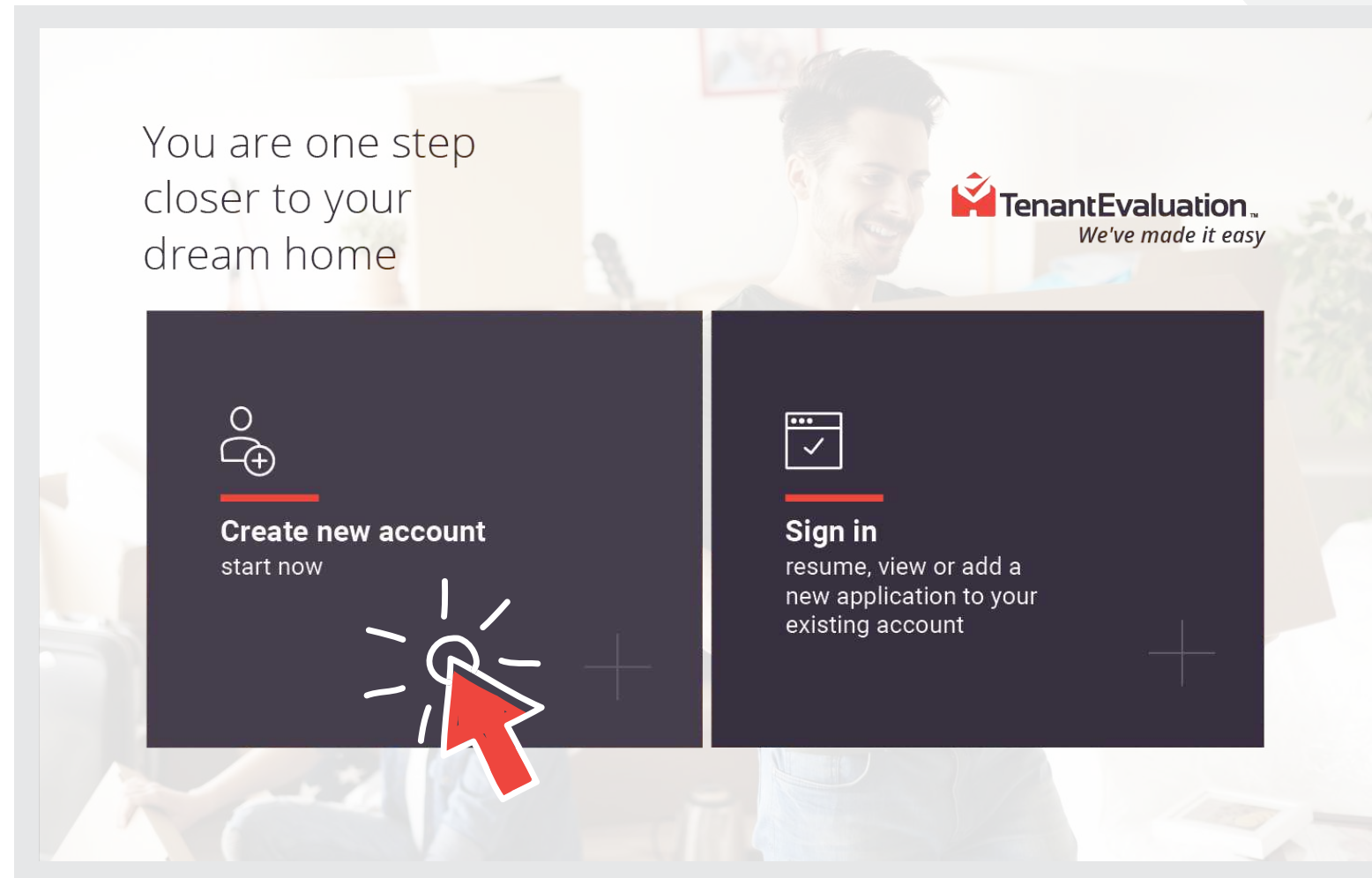
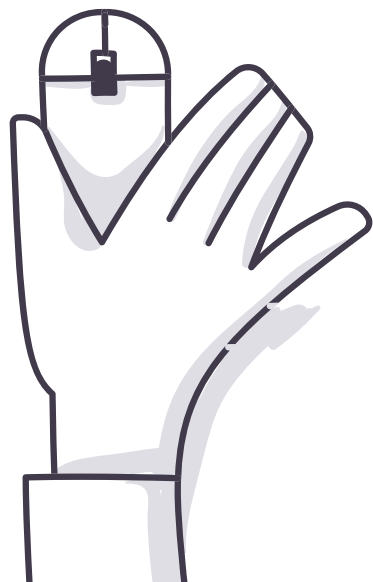
Property Code
Keep this number handy.
You will need to provide this code to start your application.



2


Start the application process through our secure portal. Create a new account or sign in to resume the application.

www.tenantev.com



3

Enter the property four digit code and confirm the community.



We've made it easy
Let's begin

Enter your code here
(Please contact the community to obtain this property code)

Enter 4 digit code here

This application is for :
Select One *

Submit

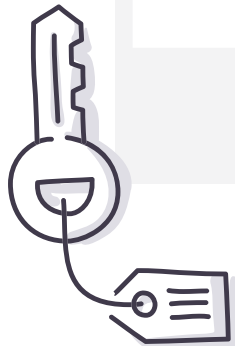
YOU WILL NEED
A picture of valid photo ID (Driver's license, Passport, etc)
A valid credit / debit card
We take security very seriously
We understand the importance of keeping the information secure from unauthorized access. All of the information is encrypted before being transmitted to / from our servers. Tenant Evaluation is a Level 1 Compliant Organization. For details on Level 1 security standards please click here.

Are you applying for this property ?

Property Name	Management Address	Application Type	Property Code
Icon Brickell	475 Brickell Ave #204 Miami, FL 33131	Rent / Lease	55678

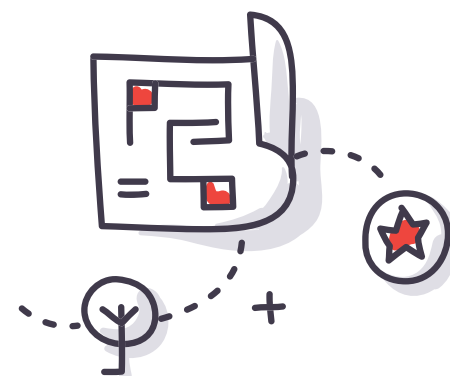
Yes

No



4

Add any additional applicants and agree to the terms and conditions to begin the application.



Additional Applicants

Will any additional applicant over the age of 18 be residing in the property?

Yes ☒ No ☐

Legal Spouse, Husband, Wife ▼

Continue

Agree & Continue

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Hi there,
You've been invited to complete a rental application.

Before you start, please review the following information to make sure you can have all the documentation ready and agree with all the terms and conditions. This application may take up to 20 minutes to be completed. We want you to have a great experience during the application.

We take your data privacy very seriously.
Tenant Evaluation LLC, recognizes the responsibility of maintaining our consumer's personal sensitive information safe and secure. We are PCI/Level 1 Compliant, which is the highest security level that a company can have.

Estimated application fees
This application includes some services and fees that will be collected at the end of the process as follows:

Primary applicant Fee is	\$100
Additional applicant Fee (Legal Spouse)	\$100

Also, the following items will be collected after the application has been approved by the association as follows:

Elevator Fee	\$100
Security Deposit	\$100

You'll need to send some documents
This application and the association requires that you provide some documents. Make sure you have them ready before start the application process.

- Driver's license or passport
- Lease contract
- Lease addendum signed by all parties
- Vehicle Registration
- Employment pay stub
- Marriage certificate
- Bank letter

Important information to be collected
Make sure to have the following handy in order to complete the application process.

- Social Security number
- Current address
- Current and past landlord information
- Real estate agent
- Employer information

Tenant Evaluation is a tenant screening service
Tenant Evaluation takes rental applications and process them for the property associations. This information is the Associations make an informed decision.
Tenant Evaluation does not decide if you are approved. The Association does after reviewing your application.

Continue

Agree & Continue

DIGITAL APPLICATION *Guide*



5

We will collect applicant's information such as:

- New address details
- Applicant information details
- Current Address
- Employment details
- Financial details
- Personal reference details
- Contact details

APPLICANTS INFO

Occupants

Primary Applicant Details

First Name: **Jabier** Last Name: _____

Date of Birth: mm/dd/yy Cell Phone: _____

(+1) USA US/Canadian Social Security Number: _____

☒ I AGREE to receive text messages related to this application ONLY.

Additional Applicant Details

Legal Spouse, Husband, Wife

First Name: _____ Last Name: _____

Date of Birth: mm/dd/yy Cell Phone: _____

(+1) USA US/Canadian Social Security Number: _____

☒ I AGREE to receive text messages related to this application ONLY.

Active Duty Military Information

Is primary or secondary applicant a United States active duty military? Yes ☐ No ☒

Remarks

Has the primary or secondary applicant ever been arrested? Yes ☐ No ☒

Has the primary or secondary applicant ever been convicted of any crime? Yes ☒ No ☐

WHICH ONE OF BOTH? ☐ Primary Applicant ☐ Secondary Applicant

Has the primary or secondary applicant ever been evicted? Yes ☐ No ☒

Please provide a brief explanation including the Year and County.

Continue

NEW ADDRESS DETAILS

Where are you moving to ?

Address: _____ Unit, Suite, Apt, etc.: _____

City: _____ State/Province: _____ Zip code: _____

REFERENCES

Applicant Details

Employment Details

Employment type: **Employed**

Job Information

Company Name: _____ Job Title: _____ United States

Previous Landlord Information

Landlords will have 48 hours to respond to our emails. Failure to do so will result in the delay of the application (If applicable)

Name: _____ Email: _____

(+1) USA Phone: _____

Has the primary applicant ever been asked to vacate? Yes ☐ No ☒

6

Review and make
that all the
information
provided is correct
before continuing.



1 2 3 4 5 6 7 8
general info applicants info address details current residence references additional info payment details

You are applying for
Icon Brickell
[LOG OUT](#)

REVIEW INFO

Occupants

Applicant Details

First Name
Jabier

Last Name

Date of Birth

Cell Phone

Phone Number

US/Canadian Social Security Number (SSN)

☒ I AGREE to receive text messages related to this application ONLY.

Additional Applicant

Will any additional applicant over the age of 18 be residing in the property? Yes ☒ No ☐

Additional Applicant Details

Legal Spouse, Husband, Wife

First Name

Last Name

Date of Birth

Cell Phone

Phone Number

US/Canadian Social Security Number (SSN)

☒ I AGREE to receive text messages related to this application ONLY.

Active Duty Military Information

Is primary or secondary applicant a United States active duty military? No ☒



7

Continue by entering the payment details to cover the fees of the application.

The applicant also will need to agree, authorize the charges and sign before submitting the application for processing.

1 general info 2 applicants info 3 address details 4 current residence 5 references 6 additional info 7 review info 8 **PAYMENT INFO**

You are applying for
Property Name
[LOG OUT](#)

Billing Address




Name (as it apperas on your card or bank account) ☒ Billing address is not in the United States
This field is required

Street City

State Zip Code

Card Information

Card Number Expiration Date
This field is required

CVV2   

Submission

I, **Jabier Merino**
Confirm that I authorized the paiment of the above amount according to the card issuer agreement. I also understand that the application fee is required and nonrefundable regardless of the outcome of the application.

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor

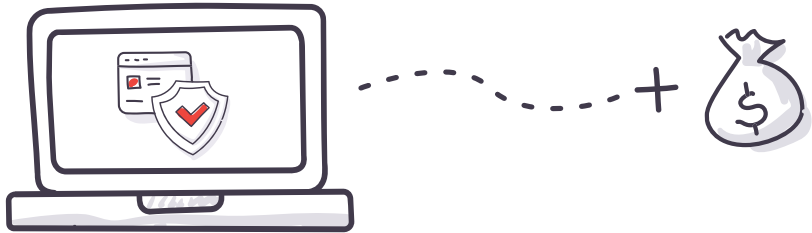
☒ I agree and authorize this charges

Review your signature

Type your name here or draw below

Jayce Carney

[Back](#) [Pay and Submit Application](#)



8


Once the payment is approved we will move to step 2 of the application.

The applicant will review and sign all the application documents.


Your transaction has been processed successfully

You are applying for
Icon Brickell
LOG OUT

GREAT, NOW LET'S CONTINUE


Sign association documents
Review and sign all the association documents now.
Sign Now

or


Continue later
Get an email and continue with the signaures later.
I'll do this later

Transaction Details

Date : 12-12-2019

Confirmation No: FD134GFGHR

APPLICATION FEES	AMOUNT
Application Fee	\$100.00
TOTAL FEES COLLECTED	\$100.00

9

After signing all the association documents, the applicant gets access to an application dashboard.

Here the applicant will be able to continue with the final requirements of your application.

- Upload required documents
- Complete Electronic Signatures
- Application status
- Add a secondary Applicant
- Cancel Application

TenantEvaluation
We've made it easy

Property : Miami Condo. 3 123 #12, Miami, FL 33180 Application Status : **Pending**

Application Number : **604632**

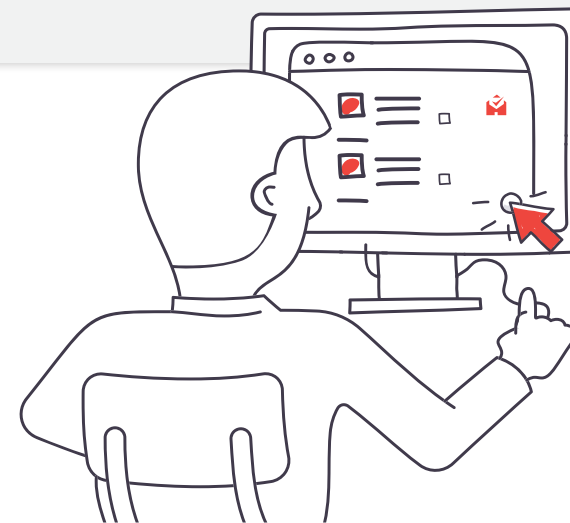
Primary Applicant Details	Secondary Applicant Details
Applicant Name : Robert Smith	Applicant Name : Robert Smith
Applicant Email : robert@tenantevaluation.com	Applicant Email : robert@tenantevaluation.com

You have some tasks pending to be completed

PENDING REVIEWING COMPLETED

Please complete the following information in order to submit the application to the association

- Sign property agreement**
Missing electronic signatures for Mike Smith and Rachel Smith [Sign Now](#)
- Documents to upload**
You are missing some documents. [Upload Now](#)
- Property Owner Information**
Please provide the contact information for the Lessor/Seller you are obtaining the property from. [Update](#)



Documents to upload

Document size limit 20 MB max
Supported formats PDF, JPEG, PNG, GIF or BMP

IDs for John Doe

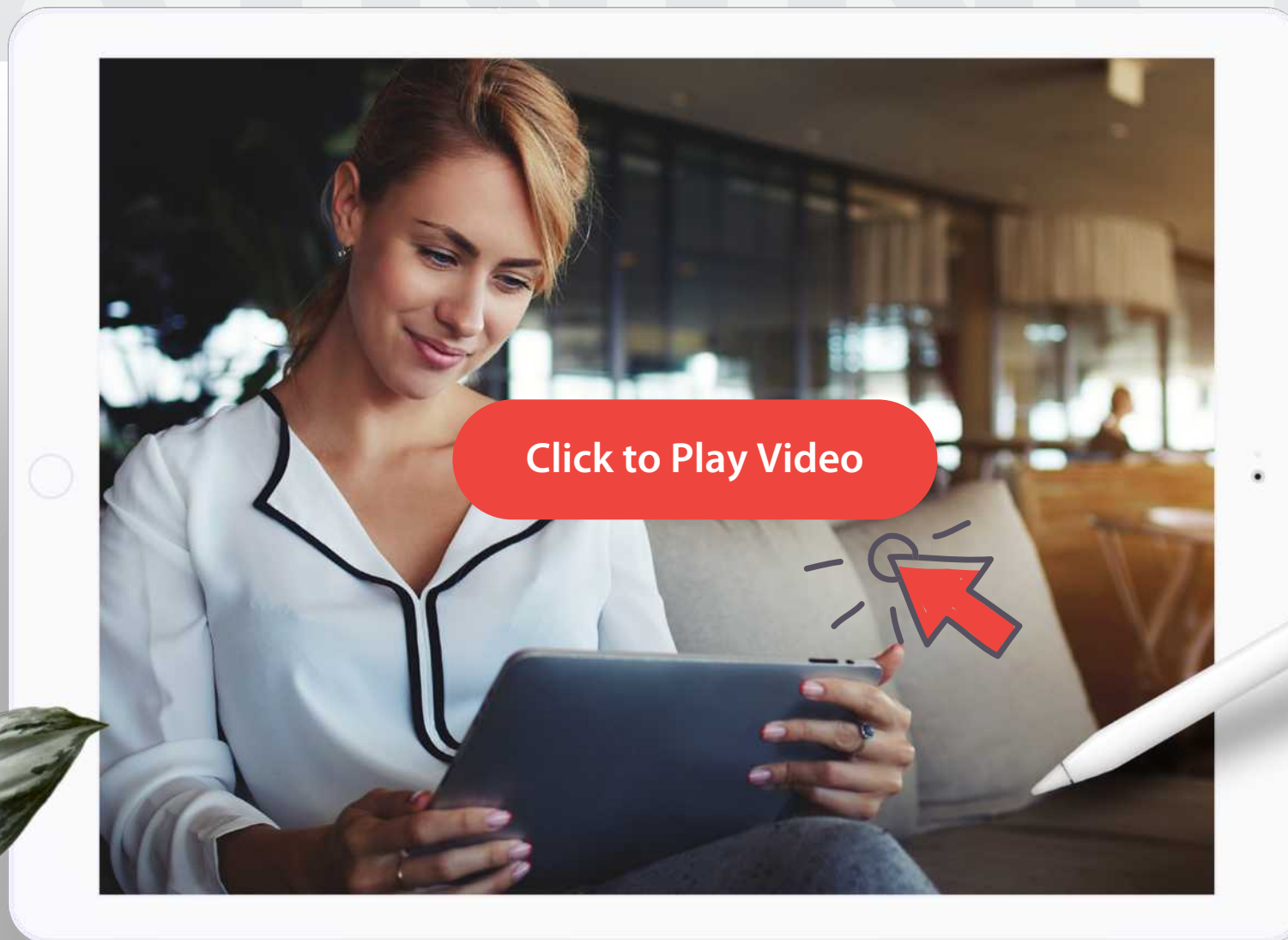
Take a photo of your identification document with your webcam

Upload ID file from your computer

Scan QRCode to continue on your mobile device

DIGITAL APPLICATION Guide

TRAINING



TENANT EV



VIDEO



www.TenantEvaluation.com

Polynesian at Islands at Doral

Please make sure to select the correct application type and code before proceeding with the application process.
(Before you begin, please note that a valid major credit card is required)

Step 1



Go to www.TenantEV.com



Create your user account!



Enter code to begin!

9391

Step 2



Sign: After step 1, you will have the option to complete your online application now or complete later. If you chose to complete later, you will receive an email with the link to access your online application at any time. If applicable, once you have completed and signed all the forms, your co-applicant will receive a separate email to complete their signatures.



Upload: After step 1 we will be sending you, and your co-applicant (if applicable) an email with the link to upload the required documents to complete your application.

How to reach us



Support Email

Email us at
support@tenantevaluation.com



Application Portal

Go to www.tenantev.com, and
look for the interrogation icon.



Support Ticket

Create a ticket by going to
www.tenantevaluation.com/support



Phone System

Call to our automated phone
system at **305.692.7900**

Getting live agent support from our phone system

