Miami Management, Inc.
Full Service Property Management & Maintenance
Established since 1988

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Villagio at Palmetto Bay Condo
C/O Miami Management, Inc.
14275 SW 142 Avenue Miami Florida 33186

SCREENING APPLICATION PACKAGE

Thank you for your interest in our community. We look forward to assisting you in the process of your application. The items listed below are required to be submitted . Make sure to submit a completed application , if the package is not complete the process will be delayed. **Please allow 20 business days for the screening process.**

If you have any questions or require additional assistance, please do not hesitate to reach Screenings at Miami Management Inc., via email at Screenings@miamimanagement.com.

Items that must be submitted (please check off):

A **FULLY COMPLETED APPLICATION**, signed by applicant and owner, as needed. **Every family member 18 years of age or older is required to complete the screening application, provide all required documents, and pay screening application fee. Only originals are accepted.**

Application package must be submitted **20 business days before move-in/closing date**. Application process could take 20 business days from the moment all required documents are submitted to Miami Management's screening department. An incomplete application will be returned and will not be processed until all required items have been provided. Please keep in mind that your application will be processed in the same manner in which every application is processed through our office, in order to treat each and every applicant fairly. THIS PROCESS CANNOT AND WILL NOT BE RUSHED.

A **clear readable copy of the SALE CONTRACT OR LEASE AGREEMENT.** No lease shall be for less than one (1) calendar year.

Please provide a copy of **Driver's License Card** and **Social Security Card** for each occupant residing in the unit that is 18 years or older.

Please attach the following(s):

a) A $150.00 screening fee per applicant ($150.00 per married couple with proof of marriage) non-refundable (required when purchasing or leasing unit) Debit/Credit Card,Payable to: Villagio at Palmetto Bay Condo

b) **Processing Fee $150** non-refundable (required when purchasing and leasing) Debit/Credit Card, payable to: Miami Management, Inc.

c) **The Unit Owner is required to provide a Security Deposit in the amount of $500.00. This deposit is required for ALL RENTALS. Security Deposit must be submitted in the form of Debit/Credit Card. Fee is refundable upon termination of lease. At the time of termination, tenant must contact management for re-imbursement along with contact information, new mailing address and phone number. Reimbursement will take approximately 30 days.**

d) **Fees must be paid on any DELINQUENT account prior to the Board of Directors signing an approval.**

NO PETS ALLOWED IF THIS IS A RENTAL APPLICATION EPet registration must be filled out and signed, if this is an owner registration).

- Occupancy prior to final approval is prohibited. Any owner who moves a tenant into a home/lot without the Associations approval will be subject to an immediate legal action, which can result in eviction.
- No lessee shall sublet or assign his interest in an apartment unit.
- As the legal new owners, in order to receive Villagio at Palmetto Bay Condo coupons, you must send a copy of the warranty deed or settlement statement (HUD) to Miami Management. Upon receipt of the closing documents a payment booklet of coupons for the association will be mailed to you. Be sure to submit one coupon with each monthly association payment so that your account will be credited properly. Association dues are due on the 1st of each month and are past due after the 10th. Payments received after the 10th of each month are assessed a $25.00 late fee.
- A copy of the Declaration of Covenants, Conditions and Restrictions of Villagio at Palmetto Bay Condo must be obtained from the owner of the home you are purchasing, or a copy can be obtained from Miami Management for a fee. Villagio at Palmetto Bay Condo is governed by the Declaration, which contains a complete and detailed listing of the rules and regulations of Villagio at Palmetto Bay Condo.

On Behalf of all your new Villagio at Palmetto Bay Condo neighbors, Welcome!

EXECUTIVE RESEARCH, INC.

Resident Screening Services

DOCUMENTS REQUIRED CHECKLIST

Thank You for choosing our company as your screening service. Executive Research, Inc. will verify the information that the applicant provides on the application. To facilitate the processing of the application, the following information is required:

- □ Correct Name, Address (including zip code) and birth date.
- □ Copy of social security and driver's license or passport (if applicable)
- □ Daytime phone number for both current and previous landlord
- □ Daytime phone number for both current and previous employer
- □ Proof of employment (Letter from employer, pay stub, copy of recent W-2)
- o If self-employed, retired or disabled, proof of income is required (Copy of recent 1099 or 1040, letter from Social Security Administration and/or bank statement)
- o Personal Reference letters from at least 3 references (Not including family members)
- □ Copy of recent bank statement with correct name and address of applicant
- □ Daytime phone number where applicant can be reached

ALL COPIES PROVIDED MUST BE LEGIBLE

If any of this information is not provided when application is submitted, it can cause a delay in the processing of the application.

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