VTE CONSULTING LLC
INTEGRITY DEFINES ALL ODDS

Village & Home
Condos at Palmetto Bay Condominium Association, Inc
Application for Consent to Lease or For Sale

This application form is fully completed to include a copy of all proposed sales/rental contracts, a photocopy of picture ID, a photocopy of valid, unexpired auto registration, and two letters of recommendation for each applicant over the age of 18.

A cashier's check or money order for the application fee must be received by the Management office, at the address below, **no less than ten (10) working days prior to** the date action is desired of the Association. The Board of Directors will have ten days after the interview of an applicant. All applications must be turned in person.

****Missing or incomplete information will cause the application to be returned without action. ** Fees: (NON-REFUNDABLE)**

Application Fee: Money Order or Cashier's Check:

$150.00 Per Person Over the age of 18 years old, Payable to VTE Consulting LLC ($175 per married couple with a marriage certificate

$175.00 Married couple with a copy of the marriage certificate. Payable to Vte Consulting LLC

$30.00 Money order or cashier's check made payable to VTE Consulting LLC, per applicant over the age of 18 (Background check)

Please note that the application takes from 20 to 25 business days. If you would like to rush in 7-10 business days, there is a fee of $100.00.

********** No application will be considered and will be automatically denied if a national background check and full credit report cannot be conducted.**

ONCE THE SALE IS FINAL, YOU MUST FORWARD US A COPY OF THE WARRANTY DEED AND SETTLEMENT STATEMENT INDICATING THE DATE OF THE CLOSING AND NAME(S) OF THE OWNER. Without this information, we can't update our system.

Applicant Print: _____ Applicant Signature: _____ Date: _____

Applicant Print: _____ Applicant Signature: _____ Date: _____

These forms may not be faxed, emailed, or mailed. They have to drop off in person at the office

Village & Homes Condo at Palmetto Bay Condominium Association, Inc.
Email: Ninagarcia@vteconsultingllc.com or Office@vteconsultingllc.com
1840 West 49th Street suit#216 Hialeah, FL 33012
305-603-7879
APPLICATION MUST BE COMPLETED IN FULL BY PROSPECTIVE TENANT(S) OR BUYER(S)

Restrictions:

New Residents must be interviewed and approved by the Association, with a (5) day advance notice of move-in or out.

- Residents are permitted to move into the building between the hours of 8:00 A.M. and 3:00 P.M. Monday through Friday.
- If you are having work done in your unit, it must be done between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday.
- All maintenance fees must be current at the time of application.
- All boxes are to be crushed and folded, taken to the dumpster in the parking area, and placed in the dumpster container.
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- **If the sale, the buyer agrees to provide the Management Company with a copy of the Closing Statement no later than seven (7) days after the closing date. If a lease, you must provide a copy of the lease agreement.**

I certify that **I** have read and understand the above application and restrictions:

Unit #:_____

Signature of Applicant:_____Date:_____

Signature of Owner:_____Date:_____

All Applicants must sign.

********No excess furniture left by the dumpster area. A fine will be given to the unit owner, which will impact the security deposit.*********

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Application for Consent to Lease or For Sale

This application and the attached Application for Occupancy must be completed in detail by the proposed Buyer/Tenant. Please attach a copy of the Sales Contract to this application or rental agreement.

The Seller (current owner) shall provide the Buyer with a copy of all the Condominium documents. Processing of this application will begin after all required forms have been completed, signed, and submitted to the Management's office.

Application For: Lease _____ OR Sale _____

Applicant #1

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security #:	
Driver License State:	Driver License #:	
Phone Number #	Atl Phone #:	
Email:		

Employment of Applicant #1

Employer:	Position:
How Long at Present Job:	
Phone Number #:	
Address:	

Applicant #1:

Have you ever been arrested or convicted of a crime? YES or NO:		
Dates:	County /State Convicted in:	Charges:

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Applicant #2

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security #:	
Driver License State:	Driver License #:	
Phone Number #	Atl Phone #:	
Email:		

Employment of Applicant #2

Employer:	Position:
How Long at Present Job:	
Phone Number #:	
Address:	

Applicant #2:

Have you ever been arrested or convicted of a crime? YES or NO:		
Dates:	County /State Convicted in:	Charges:

Applicant #3

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security #:	
Driver License State:	Driver License #:	
Phone Number #	Atl Phone #:	
Email:		

Employment of Applicant #3

Employer:	Position:
How Long at Present Job:	
Phone Number #:	
Address:	

Applicant #3:

Have you ever been arrested or convicted of a crime? YES or NO:		
Dates:	County /State Convicted in:	Charges:

Three References (Non-Related to Applicant)

Name:	Relationship:
1.	
2.	
3.	

Emergency Contact:

Name:	Relationship:
Phone:	
Name	Relationship:
Phone:	

VEHICLE INFORMATION

Make	Year	Color	Tag

PET'S INFORMATION ONLY OWNER

Name	Type	Weight	Tag

Vaccione		

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Rush: Yes____ No____ (additional fee required)

- ☐ 1) Fully completed Application
- ☐ 2) $150.00 Money Order or Cashier's check per applicant - Made payable to VTE Consulting LLC
- ☐ 3) $30.00 Background Check, Money Order, or Cashier's check per applicant- Made payable to VTE Consulting LLC
- ☐ 4) Two Reference letters per applicant (NO Relative may write a letter of recommendation)
- ☐ 5) U.S. Government-issued photo ID per applicant
- ☐ 6) Copy of Executed Lease or purchase contract- Must be fully executed
- ☐ 7) Sales Only: Please provide proof of income.
- ☐ 8) Copy of License (All Adults over the age of 18)
- ☐ 9) Copy of vehicle registration (If you are registering a vehicle with the association)
- ☐ 10) Copy of vehicle insurance (If you are registering a vehicle with the association)
- ☐ 11) Signed and acknowledged receipt of Rules and Regulations.

If the above requirements are not met, the application will not be accepted. (No Exceptions)

Application and documentation received (Date): _____ Received By:_____

This document must be filled out by the office manager

VTE Consulting LLC, 1840 West 49 Street, Ste 216, Hialeah, FL 305-603-7879