

All In One Property Management, LLC

9100 S. Dadeland Blvd. Suite 1500

Miami, FL 33156

Phone: (305)233-1069 Fax: (786) 460-1137 Email: info@aiomiami.com

Property Address: _____

Name of Community: _____

APPLICATION INSTRUCTIONS

ATTENTION ALL UNIT OWNERS, PROSPECTIVE BUYERS AND PROSPECTIVE TENANTS

1. **If you are planning on selling or leasing your unit, you must notify the association management of your proposed transaction at least thirty (30) days before the planned date of occupancy.** A proposed buyer or tenant MUST be approved by the Association Screening Committee before moving in.
2. **Security Deposits:** Association may require a TENANT security deposit ranging from \$500.00 to \$1,000.00 at time of interview with the association.
3. All Applications must be submitted by mail or in person to **All in One Property Management LLC**. Faxed applications will not be accepted. All forms must be 100% completed and correct. They must be signed in BLUE INK by all appropriate parties. Incomplete Applications WILL NOT be accepted or processed. The following must be included with the Application.
4. _____ **APPLICATION FEE** in the amount of **\$150.00 NON-REFUNDABLE** person over 18 years of age or older. Cashier's Check or Money Order (**payable to All In One Property Management, LLC**) per person applying for rental or sale of unit.
5. _____ **POLICE REPORT** for each adult over the age of 18 who will reside at the property must be submitted with the application.
6. _____ **THREE PERSONAL REFERENCE LETTERS.**
7. _____ **License and Registration, Copies for each vehicle and each driver.**
8. _____ **The Unit Owner or the Seller must provide all keys and cards needed to purchaser or Lessee.**
 - a. Keys to Unit
 - b. Keys to Mailbox
 - c. Keys to Common Areas
 - d. Gate Cards or Clickers (if applicable)
9. _____ **Copy of Sale Contract or Lease Agreement. (Rental Contracts must be for a one (1) year minimum.**
10. _____ **Copies of at least two (2) identifications for each applicant over the age of 18.**
11. _____ **All Applicants over the age of 18 must attend a Screening Interview that will be scheduled up to two weeks after the receipt of the completed Application.**
12. We will be receiving applications in our office Monday thru Friday from 10:00a.m. - 4:00 p.m. only.
13. **Upon closing of said transaction, Title Company and/or buyer must provide within 48 hours a copy of the Warranty Deed and the Closing Statement for us to be able to update financial records of the association.**

14. NO SUB-LEASING OF ROOMS, ONLY THE APPROVED TENANTS/BUYERS LISTED ON THIS APPLICATION ARE PERMITTED TO OCCUPY THE SUBJECT PROPERTY AS THEIR RESIDENCE. NO AIRBNB OR SIMILAR SHORT TERM RENTALS ARE ALLOWED.

15. NO COMMERCIAL VEHICLES OF ANY KIND ARE ALLOWED ON THE COMMUNITY GROUNDS TO STAY OVERNIGHT. NO BUSINESS IS ALLOWED TO BE CONDUCTED FROM ANY UNIT INSIDE THE COMMUNITY.

When a completed application package is received by the office it is processed and a background check is requested. When the background check is received, the application is sent to the Board of Directors for review. The Board of Directors then returns the application to Prestige Management who then schedules a screening interview with the prospective tenants or buyers. Once the interview is done and approved, Prestige Management will execute the Certificate of Approval and submits it to the owner (if for lease) and to the Title Company (if for sale). **The entire approval process can take up to four (4) weeks.**

If the application is for a sale the estoppel letter must be requested in writing form to the management company.

Please Return the Application directly to All In One Property Management, LLC. 9100 S. Dadeland Blvd. 15th Floor Miami, Florida 33156, along with application payment in the form of a cashier check or money order, no cash or personal checks are accepted, and the application fee is non-refundable once submitted.

Respectfully,

Applications Department
All in One Property Management, LLC

All In One Property Management, LLC

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APPLICATION FOR OCCUPANCY

Purchase: _____ Rent: _____ Date Submitted: _____
Credit/Criminal: _____ Other: _____ Unit No: _____ Bldg: _____
Desired Occupancy Date: _____ Management Co: **All In One Property Management**

Applicant Name (Full): _____

Maiden Name: _____

Date of Birth: _____ Marital Status: Single Married Divorced Separated Other

Total adults who will occupy Unit (18 years or Older): _____

Driver's License #: _____

Social Security number: _____

Phone Number: _____ Current Address: _____

City/State: _____ Zip code: _____

Email(s) to send approval letter to:

Mortgage/Association/Landlord: _____

Phone Number: _____ Contact Name: _____

Dates of residency from/to: _____ Monthly Payment: _____

Previous Address: _____ Res Phone Number: _____

City/State: _____ Zip code: _____

References

Name: _____ Phone Number: _____
Address: _____ Work Number: _____

Name: _____ Phone Number: _____
Address: _____ Work Number: _____

Name: _____ Phone Number: _____
Address: _____ Phone Number: _____

Vehicle Information

Make: _____ Model: _____ Tag: _____
Make: _____ Model: _____ Tag: _____

Names of people who will occupy the unit

Name: _____ Age: _____ Relation: _____
Name: _____ Age: _____ Relation: _____
Name: _____ Age: _____ Relation: _____
Name: _____ Age: _____ Relation: _____
Name: _____ Age: _____ Relation: _____

Employment History

Employer: _____ Phone Number: _____
Address: _____ Length of employment: _____
Position: _____ Monthly Income: _____
Previous employer: _____ from: _____
Address: _____ City: _____ State: _____
Phone Number: _____ Position: _____ Monthly Income: _____
Contact Person: _____ Title: _____

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NO BUSINESS of any kind may be conducted in or from the unit or the community.

This will be in direct violation of the Rules and Regulation of the Condominium/HOA and legal action will be taken by the Association. NO COMMERCIAL VEHICLES OF ANY KIND ARE PERMITTED OVERNIGHT. VANS WITH LADDER RACKS ARE CONSIDERED COMMERCIAL AND WILL BE TOWED AT OWNERS EXPENSE. MIAMI DADE COUNTY DOES NOT PERMIT COMMERCIAL VEHICLES IN RESIDENTIAL ZONING. DO NOT PARK YOUR COMMERCIAL VEHICLE IN THE COMMUNITY OVERNIGHT, BECAUSE IT WILL BE TICKETED AND TOWED AT YOUR EXPENSE.

DATE: _____

RESIDENTS NAME: _____

RESIDENTS SIGNATURE: _____

DATE: _____

RESIDENTS NAME: _____

RESIDENTS SIGNATURE: _____

THIS FORM MUST BE SIGNED, FAILURE TO SIGN THIS FORM WILL RESULT IN THE APPLICATION BEING DENIED.

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APPLICANT REMINDERS

A complete application must be submitted for approval before a screening interview is scheduled. No one is permitted to move in to the property without the prior written approval. (NO EXCEPTIONS).

MOVE IN – MOVE OUT

- No move in without PRIOR WRITTEN APPROVAL.
- **Condominium: MOVE IN- Monday-Friday 9am-5pm ONLY. CARGO ELEVATOR ONLY.**
- *Condominium:* NO Move In or Move Out SATURDAYS, SUNDAYS, HOLIDAYS, or AFTER 4:00PM
- *HOA:* No SUNDAYS- No blocking of street by moving truck or van.
- *Condominium:* If you schedule your move without prior authorization from the office, your moving truck or van will not be allowed to enter the property.
- Fines will be imposed if moving is done without prior approval from management.
- Parking permitted in assigned space(s) only- Head in parking only.
- NO Commercial vehicles allowed in parking area after 8PM Monday-Friday, Saturday and Sunday ARE NOT allowed. If AN owner has a commercial vehicle they will need to make arrangements to park off property. They can place white magnets over the company's information each day.
- Move in – Move out trucks must be parked in areas not blocking other vehicles.
- CONDOS **BALCONY REGULATIONS**
 1. Only 2 small patio chairs PERMITTED.
 2. 1 small patio table ALLOWED.
 3. Potted plants with saucers allowed.
 4. NO BBQ's at all allowed anywhere on property.
 5. NO clothes lines.
 6. NO storage allowed.
 7. NO exercise equipment.
 8. NO animals or birds
 9. NOTHING hanging in or over balcony rail
 10. NO BIKES
 11. CONDOMINIUM BALCONY: Do not clean by pouring water or anything similar which may affect the unit below.
 12. Association reserves the right to inspect unit with reasonable notice given to tenant or owners.
 13. Renewal leases must be submitted annually to association.

CONDOMINIUM REGULATIONS

Rules may be different depending on the Community. Final rules for your community will be given to you at the time you turn in your application for processing.

1. Remodeling work inside units must be submitted in writing for prior approval. All major work needs to be done by a licensed and insured contractor. Office must receive proof of license and insurance prior to approval being issued.
2. Approved sound proofing underlayment must be installed under all tiles.
3. Front door of units
 - Holiday décor allowed but must be removed immediately after the holiday.
 - Small Cross or Mezuzah allowed on door or door frame.
 - No nails allowed in front of exterior door.
4. T.V., Radio, and Music
 - Sunday-Thursday all T.V. and radio volume must be lowered after 10PM as sound carries after that time and may disturb neighbors.
 - Friday and Saturday after 11PM.
5. NO running, jumping, screaming, ball playing, bicycle riding, roller skating, rollerblading allowed in the hallways.
6. Pool
 - Pool is open from sunset to sun down NO EXCEPTIONS.
 - Pool emergency equipment is not for playing, you use it, you break it, you pay it,
 - If there is an emergency please use the equipment and call 911.
 - Plastic water bottle and a small snack allowed.
 - NO glass containers.
 - NO alcoholic beverages.
 - NO parties or get togethers in the pool area.
 - NO BBQ's
 - Make sure you put back all tables and chairs as found.
 - NO nude bathing.
 - Please use a cover up coming and going in the pool area.
 - Please make sure you are dry before leaving pool area.
7. Trash can't be left in the hallways you must immediately take to the dumpster area.
8. Laundry- Depending on property laundry rooms are located in each floor or main floor. Please place a white sheet of paper on top of washing machines while in use identifying your unit # this way if machine stops the next resident needing the machine will inform you that your machine has stopped. (Use machines on your floor only)
9. Depending on property- If lobby area is available they are not for congregating.
10. Depending on property if a lobby entrance exists cars may not park in front of building or they may not be left unattended.
11. NO ONE is allowed to walk in common areas with alcoholic beverages in hand.
12. NO fishing allowed at properties with lakes.
13. NO Bulk trash may be disposed on property. You must make arrangement to remove the items from your apartment and off property.

14. If you buy a real Christmas tree you must make arrangements to remove it from property after the holidays. The trash company will not pick it up.

15. Please observe the 5 mile speed limit of the parking areas.

16. **NO PETS ALLOWED.**

DELIVERIES

- *Condominium:* No deliveries of any kind SATURDAY, SUNDAYS, HOLIDAYS, or AFTER 4:00PM
- *HOA:* NOT APPLICABLE

PARKING

- *Condominium:* No more than 2 vehicles per apartment – Small apartment only 1 vehicle only.
- *HOA:* Parking is only permitted in homes driveway – No parking on sidewalk, street, or on grass areas.
- *Cars with covers can NOT be Parked in Visitor Parking, only in the reserve parking.*

Acknowledgement of receipt of the rules and regulations of the community and your agreement to abide by said rules and regulations.

X _____
X _____
X _____
X _____

MUST BE SIGNED WHEN APPLICATION IS SUBMITTED.

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AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize, All in One Property Management, LLC herein referred to as Association and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or investigative consumer report to be generated for occupancy. Said report may contain information about me from consumer reporting agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, and any information that I have disclosed on my applications and/or any attachments, exhibits.

I authorize the Association may contact others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the Association to furnish the above mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application.

This authorization and consent shall be valid in original, fax or photocopy form.

I authorize the ongoing procurement of the above- mentioned information/report by the Association at any time during my occupancy with the Association.

The nature and scope of the consumer report along with the name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request to the personnel department of the Association.

A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FCRA along with the name, address and telephone number of the agency furnishing the information will be provided before any adverse action is taken by the Association based on information contained in the report.

Upon proper identification and payment permissible by law, you have the right to request from the Association a copy of any information in its file on you at the time of your request.

APPLICANT INFORMATION

Print Name: _____ Social Security Number: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Drivers License Number: _____ Drivers License State: _____

IMPORTANT: The following information will be used by the United States Screening Services Corporation for identification purposes only to perform a background check. This Information will not be used as part of the decision process of your prospective Association.

Maiden, Other and/or Former Name(s) _____
Gender: Male Female Not applicable Date of Birth: _____
Signature: _____ Date: _____
Signature: _____ Date: _____

