

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

SUBMIT BY EMAIL ONLY: info@aiomiami.com

Please do not drop off applications. Only email submissions will be accepted.

IMPORTANT NOTICE TO ALL UNIT OWNERS, BUYERS, AND TENANTS:

1. Advance Notification

If you intend to sell or lease your unit, notify the association's management at least 30 days before the intended occupancy date. All buyers or tenants must receive approval from the Association Screening Committee prior to moving in.

2. Application Submission: Submit all applications by email only to All in One Property Management, LLC. Faxed applications will not be accepted.

- o Ensure all forms are fully completed and signed in either blue or black ink by all relevant parties.
- o Incomplete applications will not be processed.

3. Required Documents and Fees

Submit the following with your application:

4. Application Fee: A non-refundable application fee of \$150.00 per adult is required. Payable to All In One Property Management. Payments can be made online once the application is submitted by email.

Instructions for online payment will be provided after submission.

- o Police Report: A recent police report for each adult (18+ years) who will reside in the unit.
- o Personal References: Three (3) personal reference letters.
- o Employment Verification: An employment letter or the two most recent pay stubs for each adult.
- o Landlord Reference: If currently renting, provide a reference from your landlord. If you own your current residence, indicate "OWNER" in the application.
- o Vehicle Documents: Copies of the driver's license and registration for each vehicle and driver.
- o Keys and Access Cards: The unit owner or seller must provide the buyer or tenant with:
 - ☐ Unit keys
 - ☐ Mailbox keys
 - ☐ Common area keys
 - ☐ Gate cards or clickers (if applicable)

5. Contracts and Identification

o Sale or Lease Agreement: Submit a copy of the sale contract or lease agreement. **Note: lease agreements must be for a minimum of one year.**

- o Identification: Copies of at least two forms of identification for each applicant over 18 years old.

6. Screening Interview performed by property manager or Board of Directors.

All applicants aged 18+ must attend a screening interview, which will be scheduled within four weeks after receiving a completed application.

7. Interviews are either performed by Zoom, Microsoft Teams or by telephone from Monday through Fridays, no weekend interviews.
8. Post-Closing Requirements (for Sale)
Within 48 hours after closing, the title company or buyer must provide a copy of the Warranty Deed and the Closing Statement to update the association's financial records.
9. Sub-Leasing Prohibition
Only the tenants or buyers listed on the approved application are allowed to reside in the unit. No subleasing of rooms is allowed. Relatives staying more than 30 days will need to notify the association and if the stay extends past 90 days, occupants will need to submit an application and pay the required application fee.

Please EMAIL the Application directly to All In One Property Management, LLC. By Email only, the application can NOT be dropped off at the office. Email to info@aiomiami.com

Respectfully,

Applications Department
All in One Property Management, LLC

RENTAL/SALE APPLICATION DOCUMENT CHECKLIST

(One checklist per applicant age 18 and older)

- ☐ **Completed Application Form (Signed and Dated)**
- ☐ **Two (2) Forms of Government-Issued Identification**
 - Driver's License
 - Secondary ID (Passport, State ID, Military ID, etc.)
- ☐ **Executed Lease Agreement**
 - Signed by Owner/Seller and Tenant(s)/Buyer(s)
- ☐ **Employment Verification**
 - Recent Pay Stubs (last 2 months)
 - Employer Letter on company letterhead or Employment Contract
- ☐ **Landlord Reference**
 - Prior landlord contact information or written reference letter
- ☐ **Personal References**
 - Three (3) personal reference letters
- ☐ **Vehicle Documentation (if applicable)**
 - Vehicle Registration
 - Proof of Insurance
 - License Plate Number(s)
- ☐ **Police Background Check Report**
 - Sweetwater Police Department
500 SW 109 Avenue, Miami, FL 33174
Same-day service available, no appointment required

Applicant Confirmation

I confirm that I have reviewed this checklist and that all required documents listed above are included in my application packet. I certify that all information provided is true and correct. Any false or misleading information may result in denial or revocation of approval.

Print Name: _____

Signature: _____

Date: _____

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APPLICATION FOR OCCUPANCY

Purchase: _____ Rental _____

Submission Date: _____

Expected Occupancy Date: _____

Applicant Name (Full): _____

Maiden Name: _____

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

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

Driver's License #: _____

Social Security number: _____

Phone Number: _____ Current Address: _____

Email: _____

City/State: _____ Zip code: _____

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

Head of household name: _____ Age: _____

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: _____

Spousal Information

Name: _____ DOB: _____

Driver's License Number: _____ Issued State: _____

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INFORMATION SHEET

COMMUNITY NAME: _____

ADDRESS: _____

UNIT OWNER INFORMATION (Legal Title Holder)

NAME: _____

PHONE NUMBER: _____ WORK NUMBER: _____

MAILING ADDRESS: _____

As a result of the Fair Housing Act, the names and ages (18 or older) of all occupants residing in the unit, including owners and resident, are required to be provided.

1. Name _____
2. Name _____
3. Name _____
4. Name _____

Emergency Information

Name of the Person to contact _____
Relationship _____ Phone Number _____

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SUBJECT PROPERTY ADDRESS : _____

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

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: _____

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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-Saturday 9am-5pm ONLY.
- Condominium: NO Move In or Move Out on SUNDAYS, HOLIDAYS, or AFTER 5:00PM
- 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 5PM Monday-Friday, Saturday and Sunday NOT allowed. If 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

CONDO 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.
NO PETS ALLOWED unless rabies vaccination records and a photo of the pet are provided at the time of application. A pet deposit may be required depending on the association you will be occupying.

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 _____

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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) _____
Race/National Origin: _____ Gender: ☐Male ☐Female Date of Birth: _____
Signature: _____ Date: _____

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Miami-Dade County Pet Registration Guidelines

Miami-Dade County requires that dogs over four months old be licensed and vaccinated for rabies, and tenants with pets must adhere to property-specific rules, as well as county rules regarding pets.

Community/Association Name: _____

Tenant Information

- Name: _____
- Address/Unit Number: _____
- Phone Number: _____
- Email Address: _____

Pet Information

- Pet Type: ☐ Dog ☐ Cat
☐ Other (Specify): _____
- Pet Name: _____
- Breed: _____
- Color/Markings: _____
- Weight (lbs): _____
- Age: _____
- Spayed/Neutered: ☐ Yes ☐ No

Licensing and Vaccination Information

(Per Miami-Dade County guidelines, all dogs over four months must be licensed and have current rabies vaccinations.)

- Rabies Vaccination Date: _____
- Vaccination Expiration Date: _____
- Miami-Dade County License Number: _____

(Attach a copy of the rabies certificate and Miami-Dade County license.)

Emergency Contact Information

- Alternate Contact Name: _____
- Phone Number: _____

Pet Rules and Regulations Agreement

By registering my pet, I agree to the following:

1. Licensing and Vaccination Compliance:
I confirm that my pet is licensed and vaccinated as required by Miami-Dade County.
2. Leash Law Compliance:
I will keep my pet on a leash at all times when in shared community spaces.
3. Pet Waste Disposal:
I will pick up after my pet and dispose of waste in designated areas.
4. Noise Control:
I will ensure my pet does not create excessive noise that disturbs other residents.
5. Responsibility for Damages:
I understand I am responsible for any damage my pet causes to community property or other tenants' property.
6. No Aggressive Pets:
I confirm that my pet has not shown aggressive behavior and does not pose a risk to others in the community.
7. Changes in Pet Status:
I will update the association/management if there are any changes to my pet's information, including new licensing, vaccinations, or if I no longer have the pet.
8. Compliance with Additional Property Rules:
I agree to abide by all additional pet-related rules specified by my landlord or HOA.

Tenant Signature

I, _____, certify that the information provided is true and complete to the best of my knowledge. I agree to abide by Miami-Dade County rules and the community's pet policies.

Tenant Signature: _____

Date: _____

Attachments Required

- Copy of Miami-Dade County Pet License (for dogs)
- Rabies vaccination certificate ☐ Photo of pet.

This registration form ensures that tenants with pets are following Miami-Dade County's pet laws while also complying with property-specific regulations, promoting a harmonious living environment for all residents.