

VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.

Unit Number _____

CERTIFICATE OF APPROVAL (LEASE)

THE UNDERSIGNED, ON BEHALF OF VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC., HEREBY CERTIFIES THAT THE BOARD OF DIRECTORS OF SAID CORPORATION, HAVING RECEIVED THE APPLICATION TO PURCHASE OR LEASE THE UNIT CURRENTLY OWNED BY:

Owner (s)
DOES APPROVE THE LEASE TO:

Tenant (s)

AT THE ADDRESS LOCATED AT 6001 S.W. 70th STREET, MIAMI, FLORIDA 33143, **UNIT**
OF VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC, ACCORDING TO THE DECLARATION OF CONDOMINIUMS THEREOF, RECORDED IN THE OFFICIAL RECORDS BOOK 23468 AT PAGE 0001 OF THE PUBLIC RECORDS OF MIAMI DADE COUNTY, FLORIDA.
DATED THIS DAY OF 2012.

(Board Signature)

REVIEW TRANSFER OF CONDOMINIUM UNIT (SALE)

Date: _____

Condominium Unit: _____

Current Owner(S) _____

Buyer(S) _____

To Whom It May Concern:

In accordance with the provisions of the Associations Declaration of Condominium, Articles of Incorporation, and By-Laws, and Rules and Regulations, the Board of Directors (Board) hereby has reviewed the selling, leasing or mortgaging of condominium unit described herein. The Association reserves its right to enforce any and all regulations, policies, and procedures governing **VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.**

Notwithstanding the foregoing, VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC. thereby waives its Rights of First Refusal for the sale of unit _____ to _____ as allowed by the Association governing documents.

Further, notwithstanding the foregoing, nothing herein shall be construed as a waiver of the Boards obligation to provide an Estoppel Certificate for the above-referenced Condominium.

VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.

A Florida not-for-profit corporation

By: **VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.**

Board Member Signature _____

Print Name _____

NOTICE TO LESSEES

BEFORE YOU APPLY TO LEASE, PLEASE READ THIS IMPORTANT NOTICE.

In order to lessen the burden on the owner and the tenant as allowed by SB-1196 the Association may not process Lease applications for units with past due maintenance accounts.

Owners can check the status of their maintenance account by contacting the Association Management office at 305-662-4807.

Lessees can contact the owner or agent directly. The Association office cannot give lessees or agents owner account information.

Fl. Statutes 718, Excerpts & Notes:

A new subsection (11) has been added to Section 718.116, which provides for the authority of an association to collect rent from a tenant occupying a unit that is delinquent to the Association in any monetary obligation.

If the tenant does not pay, the association may evict the tenant as if the association was the landlord.

Section 718.303 has been revised to allow for the suspension of use rights to common elements, common facilities, or any other association property if a unit owner is delinquent for more than 90 days in pay a monetary obligation to the association.

A new subsection (5) has been added to allow the association to suspend the voting rights of a member that is more than 90 days delinquent in any monetary obligation until the full payment of all such obligations.

This Does Not Apply To Unit Sales

Upon Completion, Please Return All Pages To The Association Office. You will receive a copy upon request.

Initials _____

VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.

Unit Number _____

Sales/Lease Application Checklist

Received on _____ / By: _____

Reviewed on _____ /By: _____

SALE (UNIT #) _____ LEASE (UNIT #) _____

For office use only

SALES AND LEASE PACKAGE CHECK LIST

1. SCREENING APPLICATION AND PROCESSING FEE) (\$100.00 PER APPLICANT NON-REFUNDABLE CASHERS CHECK OR MONEY ORDER ONLY) _____
2. SECURITY DEPOSIT EQUAL TO ONE MONTH'S LEASE FOR BUILDING IS REQUIRED WITH EACH INDIVIDUAL APPLICATION. (REFUNDABLE UPON LEASE END, PROCESS TIME MAY VARY.) _____
3. RESIDENT EMERGENCY CONTACT & INFORMATION SHEET _____
4. MOVE IN AGREEMENT FORM _____
5. PACKAGE DELIVERY AUTHORIZATION _____
6. PET REGISTRATION FORM _____
7. PET ACQUISITION AGREEMENT _____
8. ACKNOWLEDGEMENT OF RULES AND REGULATIONS _____
9. MAINTENANCE FEE- DIRECT DEBIT FORM (OPTIONAL/ONLY FOR BUYERS) _____
10. REVIEW OF TRANSFER OF CONDOMINIUM UNIT (SALE) _____
11. COPY OF CONTRACT (LEASE/ SALE) _____
12. COPY OF PHOTO I.D. _____
13. BOARD REVIEW NOTIFICATION _____
14. COPY OF SALE OR LEASE CONTRACT _____

1-We only accept money orders and cashier checks made out to: VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC. (No Personal Checks)

2-You must provide the Association office with a copy of the "Warrantee Deed/Closing Statement" within (5) days from the date of the closing.

Processing time is 7-14 working days from the date it is received. We are not responsible for delays caused by failure of applicant to provide all the required information. ALL APPLICANTS ARE SUBJECT TO THE ASSOCIATIONS GOVERNING DOCUMENTS & PERTINENT FL STATUTES

UNIT #: _____ APPLICANT FULL NAME _____

TERM OF LEASE (BEGINNING DATE) _____ EXP.DATE: _____

SALES\$ / LEASE \$ _____ LEASE TERM: _____

I am aware that the parking spaces as assigned are limited to the above referenced unit. All resident vehicles must be registered and display a Valencia parking decal. Occupants/Residents cannot park their vehicles in Visitor/Guest parking spaces.

VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.

Unit Number _____

This application has been reviewed by _____ this ____ day of _____ 20____.

Initials _____

SUMMARY OF FEES REQUIRED.
ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

60001 SW 70 ST Miami , FL 33143

Checks must be separate money orders

1. **APPLICATION FEES (NON REFUNDABLE)** **\$100.00 PER/APPLICANT**

2. **SECURITY DEPOSIT FOR THE ASSOCIATION** **\$ EQUAL TO ONE MONTH'S RENT**
(REFUND 14 DAYS AFTER LEASE EXPIRES)
(PROCESS TIME MAY VARY)

3. **MOVE IN/OUT** **\$ 500.00**
(REQUIRED WHEN MAKING RESERVATION/REFUND AFTER INSPECTION IF NO DAMAGE)

4. **ACCESS CARD** **\$ 30.00**
(NON-REFUNDABLE. OBTAIN AT ORIENTATION)

5. **PARKING DECAL** **\$ 10.00**
(NON-REFUNDABLE OBTAIN AT ORIENTATION, WITH VEHICLE REGISTRATION AND PARKING ASSIGNMENT)

Initials _____

ACKNOWLEDGEMENT OF RULES

I/We hereby agree for myself and on behalf of all persons who may use the unit which I/We seek to purchase or lease at **VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.**, that I/We will comply with the Declaration, By-laws, Rules and Regulations or restrictions which are in effect now or which may, in the future, be imposed by the Board of Directors.

In order for you to facilitate consideration of my/our application for the sale/lease of the above-designated unit, I, /We have caused the proposed purchased/lessee to complete the attached application by proposed purchaser or Lessee. I/We am/are aware that any falsification or misrepresentations of the facts in the attached application will result in the automatic rejection of the application to Sell or Lease.

I /We have attached hereto a Copy of the purchase Contract or other documents, which truly and accurately sets forth the terms of the offer that I/We wish to accept.

I/We agree Owner/Lessee shall not move in unless pre-registered with the Association upon approval.

I/We have received a copy of all condominium Documents Yes_____No_____

I/We have received a copy of all Rules and Regulations Yes_____No_____

In witness whereof, I/We have executed the foregoing application on

this_____day of_____ 20__.

WITNESS

RESIDENT SIGNATURE

Print Name

Signature of Buyer or Renter

Signature of Current Owner

MOVE IN/MOVE OUT AND DELIVERY POLICY

All move-ins, move-outs, and deliveries, must be scheduled with the Management Office. Please call the Management Office at (305) 662-4807 to schedule.

Fourteen (14) days advance notice must be provided for move in/out and any deliveries.

Access to the building by a contractor, vendor, or service person is obtained by first scheduling their arrival with the office, providing proof of licensure, permitting, etc.

Receiving is open **Monday through Friday from 9:00 a.m. to 5:00 p.m.** The times of operation may change as needed. During those times, the SECURITY is available to monitor deliveries and any contractors scheduled to perform unit improvements. Moving vehicles are permitted to park in designated areas only and **must not** park on the entrance drive or obstruct any parking areas. In all cases, move-in/out, deliveries, and service must be completed by no later than 5:00 p.m.

**ONLY THE DESIGNATED ELEVATOR MAY BE USED FOR
MOVE-INS, MOVE-OUTS, DELIVERIES, AND SERVICE.**

Elevator dimensions:

Doorway- H-7'/W-3'-6"

Interior of elevator cab- H-9'/W-6'-8"/D-4'-8"

Boxes can be disposed of by being broken down and brought to the ground level main trash rooms. **NO DISPOSAL OF ANY PACKING MATERIALS IS PERMITTED ON YOUR FLOOR OR DOWN THE TRASH CHUTE.** Please call the Management Office if you need directions or assistance with the disposal of boxes and packing materials.

Management reserves the right to ask moving or delivery personnel to leave the property and/or deny future access to ensure orderly move-ins, move-outs, and deliveries. Please contact the Management Office if you require additional assistance.

SIGNATURE: _____ **DATE:** _____

RESIDENT CONTACT INFORMATION FORM

1. Owner's/ Tenant(s) Name: _____ Unit #: _____

2. Owner's/ Tenant(s) Name: _____ Unit #: _____

1. Home Phone #: _____ Cell #: _____

2. Home Phone #: _____ Cell #: _____

1. Work #: _____ D.O.B: _____

2. Work #: _____ D.O.B: _____

Email _____ ; _____

1. Current Address: _____

2. Current Address: _____

1. Mailing Address (If different): _____

2. Mailing Address (If different): _____

EMERGENCY CONTACT

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Other emergency phone#: _____ Relationship: _____

Other emergency phone#: _____ Relationship: _____

Does Emergency Contact have key to unit? _____

VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.
Unit Number _____

OCCUPANTS IN UNIT:

Name (s)	Contact Info	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

VEHICLE (S) INFORMATION:

Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

PERTINENT MEDICAL CONDITIONS:

Date: ____ / ____ / ____ Signature: _____

Move in date: ____ / ____ / ____

For Office Use Only

DO NOT COMPLETE THIS SECTION

Access Cards Issued

_____	_____	_____	_____
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Parking Decals Issued

_____	_____	_____	_____
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Bike Decals

_____	_____	_____	_____
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PET REGISTRATION FORM

Unit Owner or Resident: _____ Unit #: _____

Type of Pet (please circle one): DOG CAT OTHER

(Please specify) _____

Pet's Name: _____ Pet's Age _____

Pet's Sex: _____ Pet's Weight: _____

Pet's License/Tag Number: _____

Breed (Be specific- give complete description, color, etc.) _____

Pet Restrictions. No more than two (2) pets (as may be defined and redefined by the Condominium Association) shall be maintained in any Residential Unit or any Limited Common Element appurtenant thereto. The maximum total weight of any such household pets shall be limited to an aggregate of sixty (60) pounds. Notwithstanding the foregoing, the maximum total weight for any one household pet may not exceed forty (40) pounds. Household pets shall not be kept, bred or maintained for any commercial purpose and shall not become a nuisance or annoyance to neighbors. Those pets which, in the sole discretion of the Condominium Association, endanger health, safety, have the propensity for dangerous or vicious behavior (such as pit bulldogs or other similar breeds or mixed breeds, make objectionable noise, or constitute a nuisance or inconvenience to the Owners of other Units or to the owner of any other portion of the Condominium shall be removed upon request of the Condominium Association. ***All dogs must wear "doggy pampers" when taken outside the unit in the common areas.*** All pets (including cats) must be kept on a leash of a length that affords reasonable control over the pet at all times, or must be carried, when outside the Unit. No pet may be kept on a balcony or terrace when its owner is not in the Unit. Without limiting the generality of Section 19 of the Declaration of Condominium, any violation of the provisions of this restriction shall entitle the Condominium Association to all of its rights and remedies, including, but not limited to, the right to fine Residential Unit Owners (as provided in any applicable rules and regulations) and/or to require any pet to be permanently removed from the Condominium. This Rule 4 shall not prohibit that it does not become a nuisance or annoyance to neighbors.

Note: You must include a picture of each pet and a current veterinary report showing the "weight" and vaccination history. You are responsible to provide the Association office with a yearly updated report.

For your protection, it is recommended that you ask your insurance agent about adding liability pet coverage to your homeowner's insurance Or Renter's Insurance policy. Please attach a copy of the policy.

Signed _____ **Date** _____

VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.

Unit Number _____

TENANT LEASE ADDENDUM

Date: _____

Tenant(s): _____

Landlord(s): _____

Address: Valencia South Miami Condominium
6001 SW 70th Avenue
Unit _____
South Miami, FL 33143

THIS LEASE ADDENDUM was made and entered into this ____ day of _____, 2011, by and between _____ hereinafter referred to as "Landlord" and _____, hereinafter referred to as "Tenant;" and

WHEREAS, this Lease Addendum shall be attached to and for all purposes made a part of the Lease Agreement between the Landlord and the Tenant for the premises indicated above; and

WHEREAS, the Landlord and Tenant fully intend to be bound by this Addendum; and

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the Landlord and Tenant agree as follows:

1.Landlord will remain current in payment of all assessments due to the Association.

2.Should the Landlord become delinquent in payment of assessments, the Association shall have the right to collect rent directly from the tenant(s) upon providing written notice to the tenant and owner that the unit is delinquent in its payment of assessments. Tenant shall continue paying rent directly to the Association until such time that the Landlord's assessment account has been brought current.

3. Should the Tenant and Landlord fail to comply with the provisions of this lease addendum, Valencia Condominium Association shall have the right to evict the tenant after providing a thirty (30) day written notice to vacate. All legal fees and costs associated with the eviction shall be the responsibility of the homeowner.

AGREED to between the parties on this _____ day of _____, 20 ____.

Owner

Owner

Witness

Tenant

Tenant

Witness

Requires signature of Owner and Tenant

AUTHORIZATION TO RECEIVE PACKAGES

The association at its discretion reserves the right to refuse any packages.
(Perishable items, food, medicines, flowers, oversize items, etc...)

TO: **VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.**

FROM: Unit Owner: _____

Unit #: _____

The undersigned, owner(s) of the Unit listed above of **VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.** Hereby authorizes the personnel employed by **VALENCIA SOUTH MIAMI CONDOMINIUM ASSOCIATION, INC.** to accept, receive and sign for any parcels, deliveries, or mail addressed to the Unit, without imposing any liability thereon for the condition or substance of any such parcels so received.

Understanding that this Authorization is solely for the benefit of the undersigned, we hereby release the Association, its employees and agents, from any liability arising from this Authorization, including, without limitation, liability arising from the misplacement of parcels, and/or the negligence of the Association, its employees, or agents in such regard.

Executed this _____ day of _____, 20____

Signature: _____
(On behalf of all residents of above unit)

Print Name: _____