



Calusa Club Village Condominium Association, Inc.

APPLICATION FOR CONSENT TO LEASE OR FOR SALE

To process an application for the sale or lease of a unit, the application package must be completed in full and submitted with all required documents and fees. The complete package must be received by the Management Office at least ten (10) working days before Association action is requested. The Board of Directors will have ten (10) days after the applicant's interview to take action on the application.

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.

Required Documents

- Copy of the proposed sales contract or rental/lease agreement.
- Copy of a valid photo ID for each applicant.
- Copy of a valid, unexpired vehicle registration.
- Two (2) letters of recommendation for each applicant over 18 years of age.
- Original police report for each applicant over 18 years of age.
- Cashier's check or money order for all applicable fees listed below.

FEES (NON-REFUNDABLE)

- \$175.00 - Married couple, with a copy of the marriage certificate.
- \$150.00 - Per applicant over 18 years of age, payable to VTE Consulting LLC.
- \$30.00 - Background check fee per applicant, payable to VTE Consulting LLC by money order or cashier's check
- \$200.00 - Impact fee, payable to Calusa Club Village

STANDARD PROCESSING TIME: 20-25 BUSINESS DAYS

Rush processing (7-10 business days) is available for an additional \$100.00 fee.

ALL APPLICATIONS MUST BE SUBMITTED IN PERSON. APPLICATIONS WILL NOT BE ACCEPTED BY EMAIL.

An application will not be considered and will be automatically denied if a national background check and full credit report cannot be completed.

Occupancy is limited to a maximum of two (2) occupants per bedroom. A minimum credit score of 700 is required for all applicants.

IMPORTANT: Any approval issued by the association is contingent upon the Association's Management certifying the payment of any outstanding assessment, fines, late charges, or other fees owed by the current unit owner to the association. Approval may be rightfully withheld until all such outstanding maintenance assessment debts have been paid to the Association.

IMPORTANT: No one may move into the unit before approval by the association has been given. Any UNAPPROVED sale /lease of a unit is a voidable transaction and can be set aside through appropriate legal action.

The Board of Directors feels that this procedure will serve the best interests of the community. We thank you in advance for your cooperation.

AFTER A SALE IS FINAL

Please provide Management with a copy of the recorded Warranty Deed and the Settlement Statement showing the closing date and the name(s) of the new owner(s). This information is required in order to update the Association's records.

Applicant Name (Print) _____ Applicant Signature _____ Date _____

Calusa Club Village Condominium Association, Inc.

Email: ninagarcia@vteconsultingllc.com | office@vteconsultingllc.com

APPLICATION MUST BE COMPLETED IN FULL BY PROSPECTIVE TENANT(S) OR BUYER(S)

VTE Consulting LLC, 1840 West 49 Street, Suite 216, Hialeah, FL 33012 | 305-603-7879



VTE CONSULTING LLC

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APPLICATION RESTRICTIONS & ACKNOWLEDGMENT

Restrictions

- New Residents must be interviewed and approved by the Association, with five (5) days advance notice of move in or out.
- Residents are permitted to move into the building between the hours of 9:00 A.M. - 4:30 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. - 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. If boxes are not broken down, the unit will receive a fine of \$100.00 violation.
- If 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.
- No excess furniture from moves in or out may be left by the dumpster area. A fine will be given to the unit owner.

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

Unit #

Signature of Applicant: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

All Applicants must sign



VTE CONSULTING LLC

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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 in the Management's office.

Application For: ☐ Sale ☐ Lease	Unit #:
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Applicant #1

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

Employment of Applicant #1

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

Applicant #1 - Background Information

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



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Applicant #2

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

Employment of Applicant #2

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

Applicant #2 - Background Information

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



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Applicant #3

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

Employment of Applicant #3

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

Applicant #3 - Background Information

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



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Children Under 18 years old

1. First and Last Name	Age
2. First and Last Name	Age:
3. First and Last Name	Age:

Emergency Contact

Name:	Relationship:
Phone:	
Name:	Relationship:
Phone:	

VEHICLE INFORMATION

Make:	Year:	Color:	Tag:

PET'S INFORMATION

Name:	Type:	Weight:	Tag:
Vaccine Information:			



APPLICATION CHECKLIST

Rush: ☐ Yes ☐ No (additional fee required).

- ☐ 1) Fully completed Application.
- ☐ 2) \$175.00 per married couple with the Marriage Certificate.
- ☐ 3) \$150.00 Money Order or Cashier's Check - Made payable to VTE Consulting LLC.
- ☐ 4) \$30.00 Background Check, Money Order, or Cashier's check - Made payable to VTE Consulting LLC.
- ☐ 5) Two Personal Reference Letters per applicant over the age of 18.
- ☐ 6) U.S. Government-issued photo ID per applicant.
- ☐ 7) Copy of Executed Lease or purchase contract - Must be fully executed.
- ☐ 8) Sales Only. Please provide proof of income.
- ☐ 9) Copy of License (All Adults over the age of 18).
- ☐ 10) Copy of vehicle registration (All vehicles owned).
- ☐ 11) Copy of vehicle insurance (All vehicles owned).
- ☐ 12) Signed and acknowledged receipt of Rules and Regulations.
- ☐ 15) \$200.00 Impact Fee payable to Calusa Club Village

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 33012, 305-603-7879



Rent Interception

The Condominium Act was amended effective July 1, 2010, to allow an Association to demand that a tenant in possession must pay any future monetary obligation related to the unit, i.e., rent, directly to the Association.

Fla. Stat. & 718.166(11)

(11)(a) If the unit is occupied by a tenant and the unit owner is delinquent in paying any monetary obligation due to the association, the association may make written demand that the tenant pay to the association the subsequent rental payments and continue to make such payments until all monetary obligations of the unit owners related to the unit have been paid in full to the association. The tenant must pay the monetary obligations to the association until the association releases the tenant or the tenant discontinues tenancy in the unit. Pursuant to section 718.116 (11), Florida Statutes, the association demands that you pay your rent directly to the condominium association and continue doing so until the association notifies you otherwise.

This is commonly known as "rent interception", and if the tenant fails to comply, the tenant may be subject to eviction. The statute allows the association to demand that the tenant pay to the association the subsequent rental payments and continue to make such payment until all monetary obligations of the unit owner related to the unit have been paid in full to the association." The rent interception statute provides the association a tool to preclude an owner, who is often in foreclosure, from pocketing the rent obligation while shorting the owner's obligation to the association.

As an owner, you understand that 10% of the rental interception amount is collected as a processing fee for the efforts made. Also, you understand that a \$25.00 fee for each notice posted/mailed is also charged to you.

You understand the law that has been stated above and will adhere to such recourse if needed.

Applicant Name

Applicant Signature



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DISCLOSURE AND AUTHORIZATION AGREEMENT

DISCLOSURE

A consumer report and/or investigative consumer report, including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit, and/or indebtedness, may be obtained in connection with your application for and/or continued residence.

A consumer report and/or an investigative consumer report may be obtained at any time during the application process or at your residence. Upon timely written request of the management, and within 5 days of the request, the name, address, and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided with a copy of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

This requested information will be used in reference to my (our) Purchase/Rental/Lease Application.

I/We hereby authorize you to release any and all information concerning my/our Employment, Banking, Credit, and Residence information to:

VTE Consulting LLC
1840 W 49th Street, Suite #216
Hialeah, FL 33012

I/We hereby authorize VTE Consulting LLC to investigate all statements contained in my/our application, if necessary. I/We understand that I/We hereby waive any privileges I/We may have regarding the requested information by releasing it to the above-named party. A copy of this form may be used in lieu of the original.

READ, ACKNOWLEDGED, AND AUTHORIZED

Applicant Name

Applicant Name

Applicant Signature

Applicant Signature

Date

Date

RESTRICTED VEHICLES

These vehicles are not allowed to park in the condominium.

Pickup trucks



Commercial vehicles



Vehicles with signs or lettering



Moving trucks



Limousines



Heavy-duty trucks



**Long-bed pickups /
F-250 / F-350**



Motorcycles



**All types of
trailers**





CALUSA CLUB VILLAGE BUILDING C WEST CONDOMINIUM ASSOCIATION, INC.

Dear Owners and Residents

Please follow the following rules and regulations:

1. **Unauthorized Tenants:** All rentals and sales must complete the application process with the management company and be approved by the Board of Directors prior to moving in.
2. **Working Hours:** Any work to be completed inside the unit is allowed Monday-Friday from 9:00 am to 5:00 pm. Violators of this rule will be subject to being fined.
3. **Illegal Parking of Vehicles:** There are no procedures for parking and decals are mandatory. Please make sure you contact the POA for further explanation. If you do not have a decal, you are at risk of being towed.
4. **Pets in Unit:** All pets must comply with the POA rules and regulations. No pet can weigh more than 25lbs. All pets must also be registered with the POA. Only one pet per unit is allowed. (dog or cat)
5. **Satellite Dishes:** Satellite dishes cannot be attached to the roof. In the event the resident moves out of the building or change providers, it is the responsibility of the owner to remove the old dish and repair the affected wall. Failure to remove the dish and repair the wall the association will do. The bill for such will be added to the account and a letter will be sent to the owner.
6. **Mechanic Work in the Parking Area:** No mechanical work is allowed within the Calusa Club Village community. Violators will be fined.
7. **Washing of Vehicles in Parking Lot:** No washing of vehicles is allowed within the Calusa Club Village community. Violators will be subject to a fine.
8. **Odors and Noise:** Please maintain noise level on a normal basis. This is a residential community. After 11:00 pm noise is not permitted. Also please make sure the unit is in good sanitary condition.
9. **Sink-** Please make sure you are not placing anything down the sink as debris or large amounts of grease. This clogs the lines and creates an expense.



Por favor siga las siguientes reglas y regulaciones:

1. **Inquilinos no autorizados:** todos los alquileres y ventas deben completar el proceso de solicitud con la empresa administradora y ser aprobados por la Junta Directiva antes de mudarse.
2. **Horas de trabajo:** Cualquier trabajo que se realice dentro de la unidad está permitido de lunes a viernes de 9:00 am a 5:00 pm. Los infractores de esta regla estarán sujetos a ser multados.
3. **Estacionamiento ilegal de vehículos:** No existen procedimientos para el estacionamiento y las calcomanías son obligatorias. Asegúrese de ponerse en contacto con el POA para obtener más explicaciones. Si no tiene una calcomanía, corre el riesgo de ser remolcado.
4. **Mascotas en la Unidad:** Todas las mascotas deben cumplir con las normas y reglamentos de POA. Ninguna mascota puede pesar más de 25 libras. Todas las mascotas también deben estar registradas en el POA. Solo se permite una mascota por unidad. (perro o gato)
5. **Antenas parabólicas:** Las antenas parabólicas no se pueden fijar al techo. En caso de que el residente se mude del edificio o cambie de proveedor, es responsabilidad del propietario retirar el plato viejo y reparar la pared afectada. En caso de no retirar el plato y reparar la pared lo hará la asociación. La factura correspondiente se agregará a la cuenta y se enviará una carta al propietario.
6. **Trabajos mecánicos en el área de estacionamiento:** No se permiten trabajos mecánicos dentro de la comunidad de Calusa Club Village. Los infractores serán multados.
7. **Lavado de vehículos en el estacionamiento:** No se permite el lavado de vehículos dentro de la comunidad de Calusa Club Village. Los infractores estarán sujetos a una multa.
8. **Olores y ruido:** mantenga el nivel de ruido de manera normal. Esta es una comunidad residencial. Después de las 11:00 no se permite el ruido. También asegúrese de que la unidad esté en buenas condiciones sanitarias.
9. **Fregadero:** asegúrese de no colocar nada en el fregadero como escombros o grandes cantidades de grasa. Esto obstruye las líneas y crea un gasto.