



North Bay Village White House B 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

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.

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 _____

North Bay Village White House B 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 #	
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Signature of Applicant: _____ **Date:** _____

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

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

All Applicants must sign



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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 #:

Applicant #1

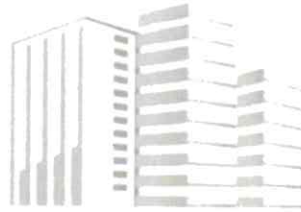
First Name:	Middle Name:	Last Name:
D.O.B:	Social Security:	
Driver License State:	Driver License:	
Phone Number:	Phone:	
Email:		

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:			

VTE CONSULTING LLC
1840 WEST 49TH STREET HIALEAH FL, 33012

Pet Affidavit

NAME OF LESSEE _____

UNIT NO. _____

ANIMAL INFORMATION

WEIGHT	BREED	COLOR(S)	NAME OF PET
_____	_____	_____	_____

The undersign hereby understands and agrees to maintain his/her pet(s) contained within a Unit. No pet(s) may be maintained within a Unit if such pet constitutes a nuisance or annoyance to the owners of other units. Pet(s) outside in the common areas must be on a leash and accompanied by adult at all times.

By signing this affidavit, I understand and agree that failure to follow the above-mentioned instructions may result in my pet being removed from the property and termination of the unit lease agreement between unit owner and tenant.

Signature of Unit Owner/Pet's Owner

Date



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.

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**



RULES AND REGULATIONS
OF
INTERCONDOMINIUM, INC.
AND APPLICABLE TO ALL ELEMENTS AND RESIDENTS
OF NORTH BAY WHITEHOUSE CONDOMINIUM

GENERAL

1. The sidewalks, entrances, elevators, halls, corridors and stairways of the apartment building shall not be obstructed or used for any other purpose than ingress to or egress from apartment units.
2. No article shall be placed in any of the corridors, walls or stairways nor shall the same be obstructed in any manner. Nothing shall be hung or shaken from doors, windows, walks or corridors of the apartment building.
3. Children are not permitted to play in the walks, corridors, elevators, stairways, parking areas and balconies of the apartment building.
4. None of the common elements shall be decorated or furnished by any apartment owner or resident.
5. Apartment owners are specifically cautioned that their right to make any addition, change, alteration or decoration to the exterior appearance of any portion of the apartment building is subject to the provisions of the Declaration of Condominium.
6. No apartment owner or resident shall play upon or permit to be played any musical instrument or operate or permit to be operated a phonograph, radio, television set or other loudspeaker in an apartment between the hours of 11:00 P.M. and the following 8:00 A.M. , if the same shall disturb or annoy other occupants of the building.
7. No cooking shall be permitted on any balcony.
8. All doors leading from the apartment to common elements shall be closed at all times except when in actual use for ingress and egress from halls and corridors.
9. Complaints regarding the service of the CONDOMINIUM shall be made in writing to the Board of Directors.
10. Apartment owners, resident, their families, guests, servants, employees, agents, visitors, shall not any time or for any reason whatsoever enter upon or attempt to enter

upon the roof, into the elevator shaft, elevator equipment rooms, power rooms or service rooms or areas.

11. There shall not be kept in any apartment inflammable, combustible or explosive fluid, material, chemical or substance except for normal household use

12. No apartment owner or resident shall direct, supervise, or in any manner attempt to assert any control over any of the employees, nor shall be attempt to send any of such employees upon private business of such apartment owner or resident.

13. No seats, benches, tables or any other personal property of any nature or description, except personal property being a portion of the common elements, shall be kept upon the pool deck or any public areas. No personal property, except property being a portion of the common elements, shall be stores in any of the common elements except with the permission of the Board of Directors and then only subject to such rules and regulations and procedures as the Board of Directors may require.

SALES AND RENTALS

14. Occupancy: Maximum three (3) people in a one bedroom apartment and five (5) in a two bedroom apartment.

15. All Re-Sales are to be reported to the Board of Directors in writing at least fifteen (15) days prior to closing. There will be a FIFTY (\$50.00) investigation fee on each and every SALE. There shall be no sales to anyone with pets. All sales must be approved in writing by the Board of Directors prior to closing.

New owners are not permitted to lease their units for a year after purchasing.

16. Rentals must be reported to the Board of Directors in writing at least fifteen (15) days prior to tenant moving into the premises. There will be a \$50.00 (Fifty) Dollar investigation fee on each and every rental. No more than one (1) rental per year will be permitted. The Fifty (\$50.00) Dollar investigation fee shall apply to each and every tenant coming to the premises. There shall be no rentals to anyone with pets. Permission from the Board of Directors must be received prior to rental. No visitors on the premises will be permitted to bring pets with them.

17. Unit owners, or their lessees, shall be permitted to have visitor occupants of any age for up to three (3) weeks in any six (6) months period, or a maximum of six (6) weeks in any twelve (12) months' period: provided that at no time shall any one bedroom unit be occupied by more than five (5) individuals, or any two bedroom unit by more than six (6) individuals (This is means the actual residents and their guests).

18. A copy of these rules and regulations must be presented to a Prospective Buyer or Tenant before a sale or rental is made. Cost to replace a copy of these Rules and Regulations or to secure an additional copy a charge of Five (\$5.00) Dollars will be made.

GARBAGE

20. All garbage and refuse is to be deposited only in the facilities provided in the apartment building for that purpose. All garbage must be in properly sealed plastic bags. No cardboard boxes can be put down the trash chute. They must be cut-up and put directly in the trash container at the first floor.
21. Old furniture, mattresses, appliances etc. cannot be left in the common areas or in the trash room. All items must be taken away from the property as the trash company will not pick them up. Anyone observed leaving any of this items will be fined \$50.00.

PARKING

22. All unit owner or tenant's vehicles MUST have the required PARKING DECAL of the Association.
23. One bedroom apartments are only allowed ONE vehicle. Two Bedroom apartments can have TWO vehicles. Pick-ups and larger vehicles are not allowed to park on the Reserved spaces.
24. ALL visitors must parked at the guest parking area at the front of the buildings.
25. ANY vehicle parked in an unauthorized area or in the Reserve Area without a DECAL can and will be TOWED. All towing charges will be the responsibility of the owner of the vehicle.
26. NO commercial vehicles are allowed at the property.

POOL REGULATIONS

27. All bathers must shower before entering pool.
28. Spitting, spouting of water, blowing the nose in the pool are strictly prohibited. The overflow gutter is provided for expectoration.
29. No children without adult supervision.
30. Persons with skin infections, sore or inflamed eyes, colds or any communicable disease will be excluded from the pool.
31. No diving, running or horse play.
32. All females and males with long hair must wear bathing caps in the pool.
33. Users of body lotions must put a towel on the lounges or chairs.
34. No glass or ceramic articles are permitted in the pool area.
35. POOL CLOSSES AT 8:00 P.M.

LAUNDRY ROOM RULES

- 35. Laundry room is open from 7:00 A.M. to 9:00 P.M.
- 36. Please clean the dryer lint trap after every use.
- 37. If you spill detergent or softener, please wipe the machine
- 38. Be considerate of your neighbors and do not leave the clothes unattended.

NORTH BAY WHITE HOUSE INTERCONDOMINIUM, INC

REGLAS Y REGULACIONES

GENERALES :

1. Los pasillos, entradas, elevadores, corredores y escaleras de los edificios no deberan ser obstruidos o usados con ningun otro proposito que no sea para entrar o salir de los apartamentos.
2. No se pondran articulos en ninguno de los corredores, paredes ni escaleras que obstruyan su funcionamiento. Nada podra ser colgado de las paredes, puertas, ventanas o barandas de los edificios.
3. No esta permitido a los ninos jugar en corredores, elevadores, escaleras o areas de parqueo del condominio.
4. Ninguna de las areas comunes de los edificios debera ser decorada, ni se permitira poner ningun tipo de muebles por parte de los duenos o inquilinos.
5. Los duenos de los apartamentos estan debidamente advertidos de que su derecho a hacer adiciones, arreglos, cambios o decoracion a la apariencia exterior de los edificios esta sujeto a las estipulaciones de la Declaracion del Condominio.
6. Los duenos o inquilinos no estaran autorizados a tocar, operar, ni permitir que se opere ningun instrumento musical, equipo de musica, television o radio en los apartamentos entre las 11.00 p.m. y las 8 a.m. del siguiente dia si el sonido producido por estos afecta la tranquilidad y el descanso del resto de los ocupantes de los edificios.
7. No se podra cocinar alimentos en ninguno de los corredores o balcones de los edificios.
8. Las puertas que comunican los apartamentos con las areas comunes deberan estar cerradas todo el tiempo, excepto cuando se usen para entrar o salir de los apartamentos.
9. Todas las quejas relacionadas con los servicios del Condominio deberan efectuarse por escrito al Board of Directors.
10. Absolutamente ningun dueno, inquilino, empleado, agente, personal de servicio domestico o visitante esta autorizado, bajo ninguna circunstancia, a entrar a las azoteas, cuartos de equipos, cuartos electricos o de servicio.
11. No debera ser almacenado en ningun apartamento sustancias inflamables, explosivas, combustibles o quimicas, excepto aquellas destinadas al uso domestico.
12. Ningun dueno o inquilino debera ejercer ninguna direccion, control o supervision del trabajo de los empleados del Condominio. Mucho menos utilizar a los empleados en tareas privadas durante sus correspondientes horarios de trabajo.
13. Esta prohibido instalar sillas, mesas, bancos o propiedades personales de ninguna naturaleza en el area de la piscina u otras areas publicas, excepto aquellas que

constituyan parte de estos espacios comunes. Se prohíbe el almacenamiento de artículos personales en las áreas comunes del Condominio, excepto los casos autorizados por el Board of Directors y bajo el cumplimiento de estas Reglas Y Regulaciones.

VENTAS Y ARRENDAMIENTOS :

14. La ocupación de un apartamento de un dormitorio es de 3 (tres) personas como máximo. Un apartamento de dos dormitorios podrá acoger como máximo 5 (cinco) personas.
15. Todas las ventas deberán ser reportadas al Board of Directors por escrito con 15 (quince) días, como mínimo, antes del cierre de la venta. Se cobrará un cargo de investigación de \$50.00 por venta. Todos los compradores deberán ser aprobados por escrito por el Board of Directors antes del cierre de venta. Los nuevos dueños no podrán arrendar sus apartamentos hasta pasado un año de la compra.
16. Los arrendamientos deberán ser reportados al Board of Directors por escrito con 15 (quince) días, como mínimo, anteriores a la fecha de mudanza de los inquilinos. Será permitido solo un arrendamiento en el periodo de un año. Un cargo por investigación de \$50.00 deberá ser pagado por cada arrendatario. Estarán prohibidos los arrendamientos a personas con mascotas de ningún tipo. Los inquilinos deberán ser aprobados por el Board of Directors con anterioridad a su mudanza.
17. Los dueños de apartamentos e inquilinos podrán recibir visitantes con el objetivo de permanecer en sus apartamentos por espacios de tiempo. Será permitido tener visitantes por tres (3) semanas en un periodo de seis (6) meses o seis (6) semanas por periodos de doce (12) meses. En ninguno de los casos un apartamento de un dormitorio podrá ser ocupado por más de cinco (5) personas, ni uno de dos dormitorios podrá ser ocupado por más de seis (6) personas. Los visitantes, bajo ninguna circunstancia, podrán ser acompañados por mascotas.
18. Una copia de estas Reglas y Regulaciones deberá ser entregada a cada comprador o inquilino con anterioridad a la venta o arrendamiento.

BASURAS :

19. Los desechos y basura deberán ser depositados en las facilidades habilitadas en cada edificio para ese propósito. La basura deberá estar contenida en bolsas plásticas cerradas. Las cajas de cartón deberán ser cortadas en pedazos pequeños y depositadas en los contenedores habilitados en el primer piso de cada edificio con ese propósito.
20. No se permitirá depositar muebles viejos, colchones, artículos electrodomésticos de gran tamaño en los contenedores de basura ni en las áreas adyacentes. Los desechos de este tipo deberán ser retirados de la propiedad por sus dueños. La violación de esta regulación será multada con un cargo de \$50.00.

PARQUEOS :

21. Los autos y vehiculos de los propietarios e inquilinos, para poder parquear en las areas reservadas, deberan portar un sello de autorizacion (Parking Decal) de la Asociacion del Condominio.
22. Los apartamentos de un dormitorio podran estacionar un auto en el parqueo reservado, mientras que los apartamentos de dos dormitorios podran parquear dos vehiculos. En las areas reservadas esta totalmente prohibido el parqueo de pickups o vehiculos de mayor volumen. Estos podran parquear solo en los parqueos destinados a visitantes.
23. Los visitantes deberan parquear sus autos en las areas destinadas a ese fin.
24. Todo vehiculo que no sea portador de un sello de autorizacion (Parking Decal) y este estacionado en las areas reservadas u otras no autorizadas sera remolcado de la propiedad. Los cargos relacionados con el remolque y almacenamiento de estos vehiculos, asi como los danos ocurridos durante su transporte, seran responsabilidad de sus duenos.
25. Los vehiculos de tipo commercial no estan autorizados a parquear en la propiedad.

USO DE LA PISCINA :

26. Todos los banistas deberan ducharse antes de entrar a la piscina.
27. Espectorar, escupir y jugar tirandose chorros de agua con la boca son actividades prohibidas dentro de la piscina. Toda espectoracion podra realizarse en los canales que bordean a esta.
28. Prohibido terminantemente la presencia de ninos sin supervision de adultos en las areas de la piscina.
29. Las personas con enfermedades infecciosas en la piel, garganta, oidos u ojos, asi como gripes u otras no podran utilizar la piscina.
30. No podra practicarse clavado, carreras ni actividades similares.
31. Las mujeres y hombres con cabellos largos deberan usar gorros de bano
32. Los banistas que usen lociones bronceadoras deberan cubrir las sillas y bancos de la piscina antes de utilizarlas.
33. El uso de articulos de crystal o ceramica esta prohibido en las areas de la piscina. Esto incluye vasos, botellas o articulos de otra indole.
34. La piscina estara cerrada a las 8.00 p.m.

CUARTOS DE LAVADO :

35. Los cuartos de lavado estaran abiertos desde las 7.00 a.m. hasta las 9.00 p.m.
36. Los filtros de las maquinas secadoras deberan ser limpiados despues de cada uso.
37. Las maquinas ensuciadas con detergente o suavizador deberan ser limpiadas una vez terminado su uso.

38. La ropa no debera ser temporalmente abandonada en los cuartos de lavado ni antes ni despues de ser lavada y/o secada, ni dentro ni fuera de las maquinas. Sea considerado con sus vecinos.