



**SUNSET PALMS WEST CONDOMINIUM ASSOCIATION, INC**  
**Application for Consent to Lease or For Sale**

This application form is fully completed to include, a copy of all proposed sales/rental contracts, a photocopy of picture ID, a photocopy of valid unexpired auto registration, an original police report for each applicant over the age of 18, and a cashiers check or money order for the application fee, must be received by the Management office, at the address below, **no less than ten (10) working days prior to**

**\*\*Missing or incomplete information will cause the application to be returned without action. \*\* Fees: (NON-REFUNDABLE)**

Application Fee: Money Order or Cashier's Check:

\$150.00 per application. Money order or cashier's check made payable to VTE Consulting LLC, per application over the age of 18

\$30.00 per application. Money order or cashier's check made payable to VTE Consulting LLC

\$200.00 Impact Fee Payable to Sunset Palms Condominium Association

**IMPORTANT: IT IS UP TO THE BOARD OF DIRECTORS TO APPROVE OR DISAPPROVE AN APPLICATION.**

**PLEASE NOTE THE FOLLOWING :**

**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.

**Please note that the application takes from 20 to 25 business days. If you would like to rush in 7-10 business days, there is a fee of \$100.00.**

**\*\*\*\*\* No application will be considered and will be automatically denied if a national background check and full credit report cannot be conducted. A maximum of 2 occupants is allowed per bedroom.**

**ONCE THE SALE IS FINAL, IT IS IMPERATIVE THAT YOU FORWARD US A COPY OF THE WARRANTY DEED AND SETTLEMENT STATEMENT INDICATING THE DATE OF THE CLOSING AND NAME(S) OF THE OWNER. Without this information, we can't update our system.**

Application Print \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUNSET PALMS WEST CONDOMINIUM ASSOCIATION, INC**  
Email: [office@vteconsultingllc.com](mailto:office@vteconsultingllc.com)  
1840 W49th St, Suite 216  
Hialeah, FL 33012  
(305)603-7879

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



**Rush: Yes\_\_\_\_ No\_\_\_\_ (additional fee required)**

- ☐ **1) Fully completed Application**
- ☐ **2) \$150.00 Money Order or Cashier's check per application**
- ☐ **3) \$30.00 Money Order or Cashier's check per application (Background Check)**
- ☐ **4) \$200.0 Impact Fee payable to Sunset Palm Condominium**
- ☐ **5) U.S. Government-issued photo ID per applicant**
- ☐ **6) Copy of Executed Lease or purchase contract- Must be fully executed**
- ☐ **7) Sales Only. Please provide proof of income.**
- ☐ **8) Copy of License (if you are registering a vehicle with the association)**
- ☐ **9) Copy of vehicle registration (if you are registering a vehicle with the association)**
- ☐ **10) Copy of vehicle insurance (if you are registering a vehicle with the association)**
- ☐ **11) 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 W 49TH ST SUITE#216  
Hialeah, FL 33012  
(305)603-7879**

### **Restrictions:**

- **IMPORTANT: IT IS UP TO THE BOARD OF DIRECTORS TO APPROVE OR DENY AN APPLICATION**
- **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.
- New Residents must be interviewed and approved by the Association, with (5) days advance notice of move in or out.
- Residents are permitted to move into the building between the hours of 8:00 A.M. - 6:00 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. - 7:00 P.M. Monday through Friday.
- All boxes are to be crushed and folded, taken to the dumpster in the parking area and placed in the dumpster container.\*\*No excess furniture from move in or out may be left by the dumpster area.\*\*
- **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.**

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.**

## **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: Lease \_\_\_\_\_ OR Sale \_\_\_\_\_

### **Applicant #1**

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

### **Employment of Applicant #1**

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

### **Applicant #1:**

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

**Credit Score:** \_\_\_\_\_

**Applicant #1: Three References (Non-Related to Applicant)**

Name:	Relationship:
1.	
2.	
3.	

**Applicant #2**

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

**Employment of Applicant #2**

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

**Applicant #2:**

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

**Credit Score:** \_\_\_\_\_

**Applicant #2: Three References (Non-Related to Applicant)**

Name:	Relationship:
1.	
2.	
3.	

**Applicant #3**

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

**Employment of Applicant #3**

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

**Applicant #3:**

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

Credit Score: \_\_\_\_\_

**Applicant #3: Three References (Non-Related to Applicant)**

Name:	Relationship:
1.	
2.	
3.	

**Emergency Contact:**

Name:	Relationship:
Phone:	
Name	Relationship:
Phone:	

**Vehicle Information (List ALL Vehicles Owned)**

Make	Year	Color	Tag

**Children Under 18 years of age:**

First Name	Last Name	Age



Rush: Yes \_\_\_\_ No \_\_\_\_ (additional fee required)

- ☐ 1) Fully completed application.
- ☐
- ☐ 2) \$150.00 Money Order or Cashier's check per applicant over 18 years old.
- ☐
- ☐ 3) \$30.00 Money Order or Cashier's check per applicant over 18 years old.
- ☐
- ☐ 4) Two Personal Reference Letters per applicant over the age of 18.
- ☐
- ☐ 5) U.S. Government-issued photo ID per applicant over the age of 18.
- ☐
- ☐ 7) Copy of Executed Lease or purchase contract- Must be fully executed.
- ☐
- ☐ 8) Please provide proof of income.
- ☐
- ☐ 9) Copy of License (if you are registering a vehicle with the association)
- ☐
- ☐ 10) Copy of vehicle registration (if you are registering a vehicle with the association)
- ☐
- ☐ 11) Copy of vehicle insurance (if you are registering a vehicle with the association)
- ☐
- ☐ 12) \$200.00 Impact Fee Payable to Sunset Palms West Condominium.

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

Application and Documentation received (Date) \_\_\_\_\_ By (representative) \_\_\_\_\_





#### DISCLOSURE AND AUTHORIZATION AGREEMENT DISCLOSURE

A Consumer report and/or investigate 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 investigate consumer report may be obtained at any time during the application process or during 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 part on the information contained in the customer 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 49<sup>th</sup> Street Suite#233  
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

Applicate Name \_\_\_\_\_

Applicate Name \_\_\_\_\_

Applicate Signature \_\_\_\_\_

Applicate Signature \_\_\_\_\_



### **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 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 owner 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 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 10% of the rental interception amount is collected as a processing fee for 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.**

Applicate Name: \_\_\_\_\_

Applicate Signature: \_\_\_\_\_

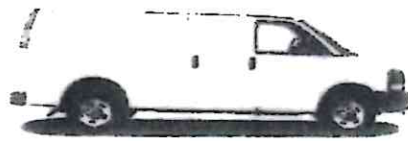
Date: \_\_\_\_\_

VEHICLES NOT ALLOWED PARKED IN THE  
ASSOCIATION

PICKUP RACKS



ALL TYPES OF COMMERCIAL VEHICLES/  
VEHICLES WITH SIGNS / LETTERING



MOVING VEHICLES



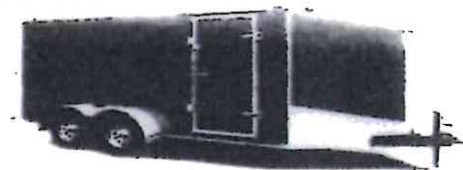
LIMOUSINES



TRUCKS NOT ALLOWED ARE AS FOLLOW:  
HEAVY DUTY / LONG BED / F250 / F350



ANY TYPES OF TRAILERS



**SUNSET PALMS WEST CONDOMINIUM ASSOCIATION, INC.**

**VTE CONSULTING LLC**

**1840 WEST 49TH STREET Suit #216 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 an adult at all times.

The association has designated a green area adjacent to the perimeter concrete wall assigned for dog waste. Your dog's waste must be picked up after your dog.

By signing this affidavit, I understand and agree that failure to follow the above-mentioned instructions will have my pet(s) removed from Sunset Palms West Condominium Association, and the unit lease agreement between the unit owner and tenant may be terminated as a result of such failure.

\_\_\_\_\_  
**Signature of Unit Owner/Pet's Owner**

\_\_\_\_\_  
**Date**



# Sunset Palms West Condominium Association, Inc.



## Rules and Regulations

1. Each unit owner, at his expenses, shall maintain in good condition and repair his unit and all interior surfaces within or surrounding his unit (such as the surfaces of the walls, ceiling floors) maintain and repair fixtures, including the air conditioning system and all appliances, and all Plumbing within the unit that may cause loss of water, Le. Leaking pipes, faucets, toilets. The Board of Directors may from time to time as it deems necessary implement plumbing inspections in order to eliminate water loss and excessive costs. If inspection uncovers water leaking, all repairs must be completed at owner's expenses. Owner may provide their own inspection report from a license plumber.
2. No unit owner or occupant of a unit shall post any memo, advertisement or poster of any kind in or on the unit, condominium property, or common areas, except as authorized in writing by the Board of Directors of the Association and the approval of the institutional first mortgage, if any, encumbering of said unit.
3. Owners and occupants of units shall exercise extreme care to minimize any noise that disturb the peace and quiet enjoyment of the unit owners, Unit owners shall not operate musical instruments, radios/stereos, television sets, amplifiers, or loud speakers in any unit between the hours of 11:00 PM. and 8:00 AM., in a manner or at a volume that will disturb or annoy any other resident(s) of the condominium.
4. No wash or repairs of motor vehicles shall be made in any of the roadway, driveway, and landscape grassy or parking areas within the association grounds. Nor shall these areas be used for storage or parking of any boat, trailer, camper, bus, trucks, or commercial vehicle. No oil changing will be permitted on association grounds. Vehicles with oil leaks will be towed after initial warning is given to the owner. Oil slicks/spills will be cleaned by the association and billed to the owner. All vehicles must be in working condition and have valid tags or will be towed away after initial warning.
5. No parking will be permitted on the curbs of the roadway, on grass areas, or within common areas that are not designated for parking. Double parking will not be permitted anywhere within the Association grounds.
6. The speed limit within the association is 15 mph.
7. Each unit comes with assigned parking space(s), only the registered vehicle of the unit's resident can be parked on the assigned spots, violators will be towed away at owner's expense.
8. Loitering is not permitted around the parking areas.
9. Garbage is not to be outside of a unit or thrown in the garbage containers located by the mailbox area. Large trash items are not to be thrown in the trash dumpsters, (furniture, appliances, etc.) each resident is responsible to discard all furniture on a properly way, violators will be fined.
10. Shopping carts are not to be brought into the association grounds and abandoned on the premises.
11. Balconies are not to be used as storage areas; they should be used for their designated purposes.
12. All recreation areas are open from 7:00 am to sunset.



## Sunset Palms West Condominium Association, Inc.



13. Children 12 and under allowed in the pool area and playground only with an adult 21 years or older. Owners are to abide by the pool regulation posted in the pool area.
14. All guests must be accompanied by owner when using the recreation areas (pool playground, picnic area, recreation room.)
15. Pets are not permitted in the recreation areas (pool, picnic area, recreation room). And dog are permitted only 1 per unit and not over 30 pounds.
16. Recreation areas (pool, playground, picnic area recreation room) must be cleaned after use.
17. Unit purchases and rental (minimum 1 year lease) must be approved by Board of Directors, and the approval is subject to a personal interview with purchaser or tenant.
18. The sale or rental application for purchases or tenants is a \$150.00 application fee and \$150.00 per any additional applicant over 18 years old (without exceptions), it is to complete the required screening and background check costs.
19. Violations of these Rules and Regulations and/ or the governing documents of this association will result in a fine not to exceed \$ 100.00 per incident per day and not to exceed \$1,000.00 per violation.
20. All requests, concerns or complaints should be send in written to the management company VTE Consulting LLC or to the assigned Property Valentin@vteconsultingllc.com
21. In order to get access to the roof top or any other closed common areas you need to get permission either from the Board of Directors or from the management company, and it is subject to the contractors or technicians presenting their documentation (current license and insurance).
22. A unit owner shall not permit anything to be done or kept in his unit which will increase the insurance rates on the unit, the Common Elements, or any portions of Sunset Palms West Condominium or obstruct or interfere with the rights of other unit owners or the Association. A unit owner shall not commit or permit any nuisance, immoral or an illegal act in his unit or the Common Elements or any portion of Sunset Palms West Condominium.
23. No work of any kind inside the unit will be permitted without first completing a modification form and obtaining the approval of the association.