



**VTE CONSULTING LLC**  
INTEGRITY DEFINES ALL ODDS

**Baffy Woods 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 \_\_\_\_\_

**Baffy Woods Condominium Association, Inc.**

Email: [ninagarcia@vteconsultingllc.com](mailto:ninagarcia@vteconsultingllc.com) | [office@vteconsultingllc.com](mailto: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: <input type="checkbox"/> Sale <input type="checkbox"/> 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: |



# VTE CONSULTING LLC

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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:                                                        |                                |



# VTE CONSULTING LLC

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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:                                                        |                                |



# VTE CONSULTING LLC

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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.

**If the above requirements are not met, the application will not be accepted. (No Exceptions)**

|                                                       |                     |
|-------------------------------------------------------|---------------------|
| <b>Application and documentation received (Date):</b> | <b>Received By:</b> |
|-------------------------------------------------------|---------------------|

**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



# VTE CONSULTING LLC

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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

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**

# 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**



Apartment # \_\_\_\_\_  
Maintain for Reference

Revised August 2004

## **BAFFY WOODS CONDOMINIUM, INC.**

### **HOUSE RULES AND REGULATIONS**

#### **GENERAL**

The purpose of these Rules & Regulations is to ensure compliance with local and Federal laws as well as rules enacted by a majority of unit owners. These supersede the previous edition published as "(Revised 2000)."

It is the responsibility of all owners to maintain a copy of these Rules and Regulations in their unit and to review them as appropriate with their tenants and guests.

#### **(1) APARTMENT UNITS**

##### ***(A) USE AND MAXIMUM OCCUPANCY***

*One bedroom units shall have a maximum of two residents. Two bedroom units shall have a maximum of four residents. Visiting guests may exceed these limits for a maximum of 3 people for a maximum of 4 months.*

##### **(B) MAINTENANCE PAYMENTS**

All maintenance payments are to be in the hands of the management company by the first of each month. Payments may be made in advance by lump sum. **Payments made after the 10<sup>th</sup> of the month are past due and will result in a \$25.00 late fee.**

##### **C) FIRE EXTINGUISHERS AND SMOKE ALARMS**

Each apartment must be equipped with an approved fire extinguisher and smoke alarm in working order.

##### **(D) ALTERATIONS OR CHANGES**

Owners are specifically cautioned that they are not permitted to make any addition, change, alteration or decoration to the exterior appearance of any portion of the building. This includes balconies to their apartments. In this connection, painting of the interior of balconies is limited to white paint, and for reasons of appearance, quality and value, the installation of patio enclosures is confined to the Solaroll Shade system or equivalent. **Installation of new flooring must comply with regulations regarding soundproofing.**

Before proceeding with any alterations or changes, owners **must** notify the Board of Directors and submit to it a copy of the detailed plans.

A Cooper City Building Permit is required for additions or alterations. Owners' rights to make these changes or alterations are subject to the provisions of the Declaration of Condominium or By-Laws.

#### **(E) WASHERS/DRYERS**

**Machines are available in the laundry rooms. Washers and Dryers are not permitted to be installed in individual units.**

#### **(F) SIGNS**

No signs, including "For Sale" or "For Rent" shall be displayed by any owner, tenant or agent on an apartment or anywhere on the condominium property. The only exception to this rule is for signs or posters duly approved by the Board of Directors for administrative and information purposes.

#### **(G) NUISANCES**

(1) No person shall play any musical instrument, radio, TV or other loud speaker in an apartment between the hours of 11:00 p.m. and 8:00 a.m. if doing so will disturb other occupants of the building.

(2) All excess noise is to be kept to a minimum after 11:00 p.m. **Especially gatherings on balconies, walkways and other common areas.**

(3) Apartments and balconies shall be kept in a clean and sanitary condition. No rubbish, refuse or garbage shall be allowed to accumulate anywhere on the property.

(4) No fire hazards shall be allowed to exist.

(5) No practice shall be permitted which disturbs the peace of residents.

(6) Feeding of ducks and other wildlife on the property is prohibited.

(7) **Walkways must be kept clear of any items that obstruct pedestrian traffic.**

(8) **No cooking is permitted on patios.**

## G) GARBAGE

Raw garbage must be securely wrapped and placed in strong plastic bags before depositing it in the garbage chutes provided on each floor. This is a requirement of the Department of Health. If spillage occurs between your apartment and the garbage chute, please clean it up promptly. This is NOT the Maintenance person's responsibility.

**Do not put any objects other than garbage bags in the chutes.**

Please read the instructions for disposal of household garbage located next to each chute. To save space, it would be very helpful if large boxes or cartons were cut and flattened before placed in the large containers in the garbage room.

## (H) RECYCLABLE MATERIALS/BULK TRASH

*There are separate containers for disposal of newspapers only and other containers for glass and aluminum located on the north end of the main entrance behind the electrical room. Please do not put anything other than the designated materials in these containers. All paper or cardboard materials should be placed in the main garbage disposal containers on the south side of the entrance lobby.*

*Our regular garbage service does not pick up bulk items such as mattresses, shelving, furniture, bicycles etc. PLEASE DO NOT PUT ANY SUCH ITEMS IN THE CONTAINERS OR THE GARBAGE ROOM. There are regularly scheduled bulk garbage pick-up dates for Cooper City which are posted on the main bulletin board in the lobby. Items for bulk pick up can be put out the night before.*

Large packages, cartons, newspapers, magazines, glassware, bottles, china, etc. are to be carried to the downstairs garbage room and deposited in the receptacles provided. This is the responsibility of the residents and NOT the Maintenance persons.

Paper towels, sanitary napkins, facial tissue, etc., are not to be flushed down toilets because they do not disintegrate and will plug up the drains.

## (I) APARTMENT MAINTENANCE

From time to time, plumbing, electrical and air-conditioning problems develop within apartments. Correcting these problems is the responsibility of the individual owners and not the Association. Should you experience such a problem, you should call the craftsman of your choice. Payment of such repairs is the owner's responsibility.

## (2) COMMON ELEMENTS

### (A) RECREATION ROOM (Jewell Room)

- (1) Residents may reserve this room for a specific date and time.
- (2) No furniture or equipment is to be loaned outside the condominium building.
- (3) There is a small Library in the Jewell Room for your enjoyment. Withdrawals are limited to two at a time and should be returned promptly. Additional donations are appreciated.
- (5) Billiard players are asked to observe the following rules:
  - a. discretion with the use of talcum powder
  - b. No smoking around the pool table
  - c. Keep table covered and out of play during all parties
  - d. Use small vacuum provided as needed
  - e. Keep table covered when not in use
  - f. Children under 16 must be supervised
  - g. Last person leaving is responsible for turning off radio, lights, air and then locking door.

### (B) SWIMMING POOL AND POOL AREA

- (1) All persons must shower before entering pool
- (2) No swimming after 11:00 p.m.
- (3) No animals in pool
- (4) No "cut-offs" in pool
- (5) No pails, rafts or other toys in pool
- (6) Children must be accompanied by an adult while in the pool or surrounding area. They must be properly toilet trained before being allowed in the pool
- (7) Only Plastic or paper utensils are permitted in the pool area.
- (8) Radios and TVs must be regulated so as not to annoy your neighbors.
- (9) For sanitary and maintenance reasons, please use a beach towel on chairs and lounges while sun bathing. Keep shoes off lounges. Chairs and lounges should be returned to their original locations after each use.

- (10) No reservations for private use of the pool are permitted.
- (11) A propane fired barbecue grill is available to Association members at no charge. After each use, the unit must be turned off, cleaned and returned to its storage space.

#### **(C) LAUNDRY ROOMS**

Because of repeated cases of theft and vandalism, it is imperative that these rooms be locked at all times when not in use.

Washers and dryers shall be kept clean and free of lint after each use. This equipment is primarily for personal clothing and bed linens. Small rugs or other small items may be washed and dried with discretion. **DO NOT OVERLOAD MACHINES.**

Lights should be turned off each time the rooms are vacated. Any malfunction of the equipment should be reported at once to the Management Company and an "Out of Order" note left on the machine.

#### **(D) LOCKER ROOMS**

The same rules apply to the Locker Rooms as to the Laundry Rooms with respect to cleanliness, locking doors, lights and general security. No flammable material such as gasoline, dirty, oily rags etc., shall be store in lockers. Outboard motors or other gasoline engines must be drained before storing.

#### **(E) CORRIDORS, LOBBY AND STAIRWELLS**

Corridors, walls and stairways shall be kept clear of all obstructions. No article of any kind shall be hung, shaken or poured from the doors, windows, walks or corridors in the building. Ashes, cigarette and cigar butts, etc. shall not be dropped in or thrown from the corridors or stairwells.

#### **(F) TV ANTENNA/SATELLITE DISHES**

*No external TV antenna or satellite dishes shall be installed upon the condominium property.*

#### **(G) CAR WASHING**

For reasons of economy and drainage, cars may be hose washed at the northeast corner of the building, next to the stairwell in front of Apartment 101. The outlet is marked by a white stripe painted around the pipe.

#### (H) PARKING

One parking space has been allotted to each apartment. Those wishing a second assigned parking spot must contact the Management Company. There will be no changing of parking spaces without the approval of the Board of Directors. Guest parking is also available. **The guest parking spaces directly across from the lobby are reserved for short term visitors only and residents should not use those spaces.** If your assigned space is occupied by mistake or otherwise, park in a guest space and notify the Management Company of the problem.

**All vehicles must have a valid registration and tag.**

**No commercial vehicles (trucks, vans or trailers) may be parked overnight.**

Only minor automotive repairs are permitted on the premises.

Because of space limitations, all cars must be parked up to their respective barriers and centered within the appropriate yellow lines.

**Vehicles in violation of these guidelines will be towed at the owner's expense.**

#### (I) LEASING

Any owner may lease his apartment for a minimum of one month or a maximum of four months, one time in a calendar year (from July to July). A charge of \$50 per rental will be assessed to the owner and deposited in the Association funds.

The \$50 renter's fee will also be charged for anyone staying four weeks or longer, renter or guest. This excludes children and parents of owners.

The Declaration of Condominium permits leasing of units subject to advance notice in writing by the owner to the Board of Directors and after the Board's approval of the leasing arrangement.

It is the responsibility of the owners to ensure that their tenants are familiar with and abide by these Rules and Regulations.

No sub-leasing is permitted without prior approval of the Board of Directors.

#### (J) GUESTS

All guests are subject to these rules. Owners and tenants are required to furnish the Management Company with advance notice in writing, should they intent to have guests in their apartments during their absence. This notice shall provide the names of guests and dates and duration of their stay.

#### **(K) PETS**

To insure the quiet and cleanliness of our building the only pets permitted are cats (1 per unit), fish (50 gallon tank) or parakeets (2 per unit). Dogs or any exotic or dangerous animals are not permitted. Short term exceptions may be requested of the Board to accommodate guests.

Pets must be confined to owner's unit and not allowed to roam free. Owners are responsible for damage caused by their pets. No pet shall be allowed to become a nuisance or create unreasonable disturbance.

#### **(L) EMERGENCY PROCEDURES**

In order to efficiently deal with serious accidents, illness or worse, the Management Company maintains a File of Contacts to be notified should the need arise.

It is the responsibility of owners, tenants and guests to ensure that correct names, addresses and telephone numbers of these contacts are kept up to date.

When unit owners will be away from the premises for a length of time, automobile keys must be left with a friend or the Management Company.

As a safety measure, water to the water heaters is to be turned off when the apartment is unattended by the owner.

### **ENFORCEMENT**

Since these rules have been adopted to insure the well being of all residents it is expected that all will be willing to report infractions to the Management Company. If a resident is thought to be in violation of any of the rules a letter will be sent from the Management Company requesting a correction of the situation and allowing 15 days for that to occur. Following that period, any failure to correct the situation may result in court action for compliance with court costs to be paid by the violator.