



Baffy Woods Condominium Association, Inc.

Application for Consent to Lease or For Sale

This application form fully completed to include, a copy of all proposed sales/rental contract, photocopy of picture ID, photocopy of valid unexpired auto registration, two (2) letters of recommendation for each applicant over the age of 18, 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 the date action is desired of the Association. The Board of Directors will have ten days after the interview of an applicant.

****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 Person (except husband/wife or parent/dependent child under the age of 18).

\$175.00 Per Married couple with the Marriage Certificate.

**Payable to VTE Consulting, LLC
1840 W. 49 Street, Ste 216, Hialeah, FL 33012**

Please note application takes from 20-25 business days. If you would like to rush 5-10 business days there is a fee of \$100.00.

Baffy Woods Condominium Association, Inc.

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

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

Restrictions:

New Residents must be interviewed and approved by the Association, with ten (5) days in advance notice to move in or out.

- Residents are permitted to move into the building between the hours of 8:00 A.M. - 5:00 P.M. Monday through Friday.
- If you are having work done in your unit it must be done between the hours of 8:00 A.M. - 5:00 P.M. Monday through Friday.
- All maintenance fees must be current at time of application.
- All boxes to be crushed and folded taken to the dumpster in the parking area and placed in the garbage container.
- **If sale, buyer agrees to provide the Management Company with a copy of the Closing Statement no later than seven (7) days after 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 Owner _____ Date: _____



Rush: Yes _____ NO _____ (additional fee requested)

- ☐ 1) Fully completed application
- ☐ 2) \$150.00 per applicant Money Order or Cashier's check (No Personal Check) payable to VTE Consulting LLC
- ☐ 3) \$175.00 per married couple with the Marriage Certificate - Made payable to VTE Consulting LLC.
- ☐ 4) Police Report for each adult over the age of 18 **MUST BE ORIGINAL.**
- ☐ 5) Two Personal Reference Letters per application 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 (for each applicant over the age of 18).
- ☐ 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) 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.

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
Social Security#	D.O.B	
Driver 'License #	D.L State	
Phone Number #	Atl. Phone:	
Email:		

Employment of Applicant #1

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

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

Credit Score: _____

3 References (Non-Related to Applicant)

Name	Relationship

Applicant #2

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

Employment of Applicant #2

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

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

Credit Score: _____

3 References (Non-Related to Applicant)

Name	Relationship

Applicant #3

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

Employment of Applicant #3

Employer	Position:
How Long at Present Job:	

Phone Number #
Address

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

Credit Score: _____

3 References (Non-Related to Applicant)

Name	Relationship

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



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 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 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 _____



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: _____

Date: _____

BAFFY WOODS 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 Baffly Woods 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

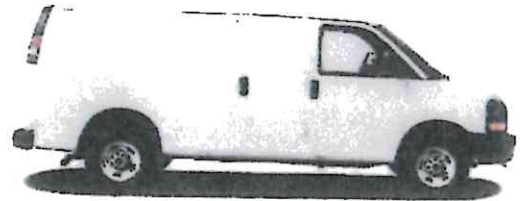
Date

VEHICLES NOT ALLOWED PARKED IN THE
ASSOCIATION

PICKUP RACKS



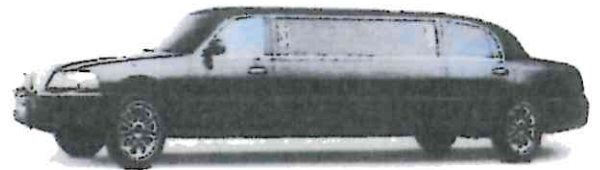
**ALL TYPES OF COMMERCIAL VEHICLES/
VEHICLES WITH SIGNS / LETTERING**



MOVING VEHICLES



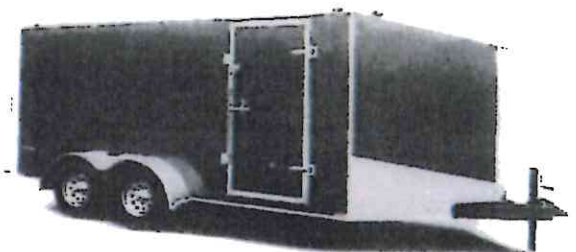
LIMOUSINES



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



ANY TYPES OF TRAILERS



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 10th 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.