



REQUEST FOR APPROVAL OF SALE OR RENTAL

THIS APPLICATION MUST BE COMPLETED IN DETAIL BY THE OWNER AND APPLICANT.

A **\$150.00** Application fee **per applicant/per adult** or made payable to:

Condominium & Homeowners Association Consulting llc. Application fee can be paid by:

Zelle:

(email: Connectowners18@gmail.com - Under Andres Cartagena) Or

Paypal:

<https://www.paypal.me/CHOACPROPMGT>

Select Sending to a Friend. If not both parties will be charged fees.

Please include a legible copy of the **Sales Contract or Lease Agreement**

A copy of **Photo Identification** for **ALL** occupant(s) 18 years and older

A copy of **tag registration** for **ALL** permanent vehicles

Application will not be processed without the signatures of both owner and applicant

Application must be presented to the Board of Directors at least twenty (20) business days before the moving date or closing. **PLEASE DO NOT CALL THE MANAGEMENT COMPANY TO RUSH.**

OCCUPANCY PRIOR TO FINAL APPROVAL IS PROHIBITED. ANY OWNER WHO MOVES A TENANT INTO A HOME/LOT WITHOUT THE ASSOCIATION APPROVAL WILL BE SUBJECT TO AN IMMEDIATE LEGAL ACTION WHICH CAN RESULT IN EVICTION.

If there are any questions not answered, or left blank, this application will be returned to you unprocessed.

The unit owner must present a copy of the Rules and Regulations to his tenant or a copy of the Association Documents to his buyer.

PLEASE PRINT OR TYPE

CURRENT UNIT OWNER(S): _____

UNIT ADDRESS: _____

OWNER(S) MAILING ADDRESS: _____

DAY PHONE: _____ NIGHT PHONE: _____

WORK PHONE: _____ HOUSE PHONE: _____

IN EMERGENCY CALL: _____



ATTENTION ALL APPLICANTS

UNDER NO CIRCUMSTANCES
WILL AN APPLICATION
BE PROCESSED IN LESS THAN
THE 20 BUSINESS DAYS
REQUIRED

NO EXCEPTIONS

Applicants Name (Print)

Co-Applicants Name (Print)

Applicants Signature

Co-Applicants Signature

Date

Date



APPLICATION PACKAGE

Thank you for your interest in our community. We look forward to assisting you in the process of your application. The items listed below are required to be submitted along with this application. Make sure to submit a completed application and package. If the package is not complete, the process will be delayed.

Please allow 20 business days for the screening process.

If you have any questions or require additional assistance, please do not hesitate to reach us via email at csr@voddcondo.com

Items that must be submitted (please check off):

This Application must be completed in detail by the proposed buyer and/or tenant. Application will not be processed without the signature of both owner and lessee

Include a copy of the lease agreement or sales contract. No lease shall be for less than one (1) calendar year

A copy of tag registration for all permanent vehicles

Copy of valid photo identification for each occupant residing in the unit that is 18 years or older

A \$150.00 application fee per applicant made payable to Condominium & Homeowners Association

Consulting LLC in the form of a money order or cashier's check / Zelle or Paypal.

The completed application MUST be submitted to the Association at least 20 working days prior to the desired date of occupancy. Please do not call the management company to rush.

All maintenance assessment dues to the Association must be paid in full prior to application process

Occupancy prior to final approval is prohibited. Any owner who moves a tenant into a home/lot without the Associations approval will be subject to an immediate legal action, which can result in eviction. No lessee shall sublet or assign his interest in an apartment unit

If there are any questions not answered, or left blank, this application will be returned to you unprocessed

Applicants Name (Print)

Current Owners Name (Print)

Applicants Signature

Current Owners Signature

Date Application Received: ____/____/____

VILLAGE OF DORAL DUNES ASSOCIATION, INC.

10200 NW 43rd Terr

Doral, FL

33178

**CONTACT**

(Call / Whatsapp / Text): (786) 434-3734

Email: csr@voddcondo.com

RESIDENT INFORMATION SHEET

COMMUNITY NAME:	Select One: ☐ PURCHASE ☐ LEASE
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Property Address:	City:	State:	Zip:
MOVE IN DATE: _____ ☐ NEW OWNER CLOSING DATE: _____ ☐ LEASE TERM DATE: _____ TO: _____	LEASE: \$ _____ SECURITY DEPOSIT LEASE: \$ _____ MONTHLY		DEPOSIT PROVIDED BY: ☐ OWNER ☐ TENANT

Resident Name: (Last Name) _____ (First Name): _____ D.O.B. ____/____/____

Home Phone:	Cell Phone:	Work Phone:	Email Address :
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Resident Name: (Last Name) _____ (First Name): _____ D.O.B. ____/____/____

Home Phone:	Cell Phone:	Work Phone:	Email Address :
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Phone Number to be programed in call box (if applicable):

Mailing Address (if different than Above Address):	City:	State:	Zip:	Country:
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LIST ALL OCCUPANTS LIVING IN THIS HOME
 All Occupants 18 Years of Age or Older MUST Complete a Separate Background Check Consent Form.

Occupant Name	Date of Birth	Relationship (child, nanny, in-laws, etc.)

PET INFORMATION (IF APPLICABLE)

Type/Breed:	Color:	Weight:	Name:	Tag #:	Tag Exp. Date:

VEHICLE INFORMATION

Make	Model	Year	Color	Tag#	State	Bar Code/Decal #

Name:				Relation:	
Home Phone:	Cell Phone:	Work Phone:	Email Address :		
Address :		City:	State:	Zip:	Country:

APPROVED VISITORS

Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:

Please be advised that submittal of this form does not constitute an approval or authorization of registration. Thank you from the Miami Management Team!



ATTENTION HOMEOWNERS ONLY

If homeowner will be Leasing/Renting unit please complete this form.

Unit owner(s) Name: _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

Please provide us with a mailing address where you would like to receive all correspondence:

Mailing Address: _____

C/O: _____

City: _____ State: _____ Zip Code: _____

Contact Information:

Phone 1: _____ 2: _____ 3: _____

Email: 1: _____ 2: _____

If you have someone taking care of your home and would like all correspondence to be mailed to them, please attach a letter giving us authorization to forward all correspondence to that person or company.

Current Owners Signature

Date



PLEASE CIRCLE PROPERLY: SALE LEASE

Community Name: _____

Unit Owner Name: _____

Unit Address: _____

Owner(s) Mailing Address: _____

Owner(s) Phone Number: _____

Realtor Information (if any): Name: _____ Number: _____

Applicants Name(s): _____

Present Address: _____

Home Phone #: _____ Cell Phone #: _____ Email: _____

The Lease amount is \$ _____ per month. The term of the lease is from _____ to _____

Number of adults to occupy home: _____ Number of children to occupy home: _____

List all names, ages and relationship of all proposed occupants to the unit.

Name

Age

Relationship

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



VILLAGE OF DORAL DUNES ASSOCIATION, INC.

Vehicle Information:

Make/Model	Color	Tag	Year

Attention Buyer(s): Have you received a copy of the Association Documents? **YES**___ **NO**___ (*Please initial*)

Attention Renter(s): Have you received a copy of the Rules & Regulations? **YES**___ **NO**___ (*Please initial*)

Purpose for Purchase: LIVE: _____ RENT OUT: _____ OR VACATION HOME: _____

I hereby agree for myself and on behalf of all persons who may use the unit which I seek to purchase/lease that I have read and will abide by the Rules and Regulations of the Association and will abide by restrictions which are or may in the future be imposed by the Association.

Unit Owner Signature

Buyer/Renter Signature

Date

Date



IMPORTANT

Applicants Name: _____

Property Unit Address: _____

I hereby acknowledge receipt of the Association Rules and Regulations for **Village of Doral Dunes Association, Inc.**

If the application to lease is approved, I hereby agree for myself and on behalf of all persons who may occupy/visit my unit that I have read, understand, and will abide by said rules and regulations.

I understand that the full set of Bylaws is to be provided to me by the property owner. In case the property owner fails to provide the full set of rules and regulations, I have been informed that the documents are available from the Management Company for a fee.

Applicants Name (Print)

Co-Applicants Name (Print)

Applicants Signature

Co-Applicants Signature

Date

Date

CURRENT HOME OWNER

I understand that I will be responsible for any charges, fines and/or legal fees assessed to my account by the Association for non-compliance of the Association Rules and Regulations by myself, my tenants, and/or any occupant resident/visiting my home.

Current Owners Name (Print)

Current Owners Name (Print)

Current Owners Signature

Current Owners Signature

Date

Date



RESIDENTIAL UNIFORM LEASE ADDENDUM

This Residential Uniform Lease Addendum, made this ____ day of _____, 20____, is made between Village of Doral Dunes Association, Inc., hereinafter called the "Association", and _____, whose current address is _____, hereinafter called the "Tenant (s)"; and _____, whose address is (NOT THE RENTED UNIT ADDRESS) _____, hereinafter called the "Landlord".

WHEREAS the Landlord has entered into a lease with Tenant for the premises located at _____, Unit _____, Doral, Florida _____, to be used as a private dwelling, and not otherwise, for a tenancy the duration of which shall be a term of _____, but **no less than one year**, to commence _____, _____, and end on _____, 20____, and

WHEREAS, Landlord will pay Real Estate Taxes and Insurance (except for Personal Property and Furnishings ("Renters Insurance")).

NOW THEREFORE, in consideration of the mutual promises made herein, the parties agree as follows:

1. PAYMENT OF RENT

Tenant's rent is to be directly paid to the Association upon Landlord's default of Maintenance Dues and/or Special Assessments due and owing to the Association. Upon written notice to the Tenant from the Association, The Tenant shall pay all rents directly to Association until such time as all maintenance arrears of the Landlord are paid-in-full. Landlord agrees that the Association shall have attorney-in-fact authorization to act on behalf of Landlord in the event the Tenant does not make payments to the Association when required to do so. Tenant agrees that the Association shall have the right to require payment of rent directly to the Association as mentioned herein, and that such payment shall not be considered a breach of the lease. The parties also agree that the Association hereby has attorney-in-fact authority granted by the Landlord to initiate eviction proceedings in the event that Tenant does not make payments to the Association when required to do so, and that all fees and costs incurred by the Association shall be charged to Landlord and be considered additional maintenance fees for purposes of collection of arrears, as allowed by the Association controlling documents. Any overage of rent paid by the Tenant to the Association will be forwarded to Landlord by the Association.

The monthly base rent will never change during the term of this lease. At the inception of this Lease, and prior to entering the Unit, Tenant shall pay to directly to Village of Doral Lakes Homeowners Association, Inc. (hereinafter "Association") \$_____ for the first month of rent (if the owner is currently delinquent), and a Security Deposit of \$_____.

There shall be _____ additional occupants, _____.

In the event of any prepayment of rent for a period of more than one month, the Tenant shall be obligated to pay to the Association that portion of the rent to the Association which represents the maintenance fees for the period of prepayment. Such payment shall be made at the time of pre-payment of the rent to Landlord.



2. RIGHTS OF TENANT; COMPLIANCE WITH ASSOCIATION GOVERNING DOCUMENTS; ALTERATIONS, FIRE HAZARD, AWNINGS, PETS, WASTE, SUBLETTING, POOL FEE.

Tenant hereby acknowledges that the subject premises are submitted to the Association form of ownership. Tenant shall have all use rights in the Association properly and those common elements otherwise readily available for use generally by unit owner shall not have such rights except as a guest, unless the tenant has waived these use rights in writing. Nothing in this subsection shall interfere with the access rights of the unit owner as a landlord pursuant to Florida Statutes Chapter 83. The Association shall have the right to adopt rule to prohibit dual usage by a unit owner and a Tenant of Association property and common elements otherwise readily available for use generally by unit owners, and the Tenant shall abide with any such Association rules and governing documents. The Tenant is charges with knowledge of the Association's governing documents, which are available for tenant's review, and tenant shall comply with all restrictions and rights contained within the Association's governing documents, including its Declaration and By-Laws, and shall abide by any Rules & Regulations lawfully promulgated by the Association pursuant to its powers.

3. RENTER'S INSURANCE

The Tenant shall be responsible for maintaining the appropriate amount of insurance to insure against personal property losses that occur at the premises.

4. DEFAULT

If the Tenant defaults in the payment of rent or performance of any of the covenants or conditions herein contained or in the governing documents of the Association; or if any conduct of the Tenant or occupants of the leased premises shall be objectionable, the / or the Association as attorney-in-fact for the Landlord may give to the Tenant three day's written notice in case of nonpayment of rent and seven days written notice for all other defaults, and if such default has not been cured or the objectionable conduct stopped within said notice period, then at the expiration of said notice period the Association as attorney-in-fact for the Landlord may terminate this lease, and the Tenant shall then surrender the leased premises to the Association as attorney-in-fact for the Landlord, but the Tenant shall remain liable as hereinafter provided. Furthermore, in accordance with the Association's eviction rights set forth below in this Addendum, any default by the Tenant of the covenants, rules or applicable provisions of Florida Law governing the Association with which the Tenant is obligated to comply, shall be grounds for eviction of the Tenant by the Association, upon failure to cure said default upon seven days notice. If the notice period shall have elapsed without curing such default or stopping the objectionable conduct, or if the leased premises become vacant or deserted, the Association as attorney-in-fact for Landlord, may at any time thereafter resume possession thereof by any lawful means, and remove the Tenant or other occupants and their effects, by dispossess proceedings, or otherwise, without being liable to prosecution or damage therefore, and hold the premises as if this lease had not been made. In any such case, the Association as attorney-in-fact for the Landlord, may reflect the premises or any part thereof and receive the rent therefore, applying the same to the payment of such expenses owed to the Association incurred in connection with said resumption of possession and re-letting, including brokerage, cleaning, repairs, and decorations and then the payment of rent and performance of the other covenants of the Tenant as herein provided; and the Tenants agrees, whether or not the Landlord has re-let, to pay to the Association



the rent and other sums herein agreed to be paid by the Tenant, less the proceeds of re-letting, if any, as ascertained from time to time, and the same shall be payable by the Tenant on the several rent days above specified. The Tenant hereby waives all rights of redemption to which the Tenant or any person claiming under the Tenant might be entitled by any law now or hereafter in force.

5. NOTICES

Any notice by either party to the other shall be in writing and shall be deemed to be duly given only if delivered personally or mailed by registered mail in a postpaid envelop addresses (a) if to the Tenant, at the building in which the leased premises are located, and (b) if to the Landlord, to the address that the Landlord provides to the Association, provided, however, that if either party admit either in writing or under oath, the receipt of notice, evidence of service in accordance herewith shall not be necessary.

6. INTERGRATED CONTRACT

Neither party has made any representation or promises, except as contained herein, or in some further writing signed by the party making such representation or promises.

7. SECURITY DEPOSIT

The Association, as attorney-in-fact for the Landlord, acknowledges receipt from the Tenant of a security deposit in the amount of \$_____ as security for the performance of the Tenant's obligations under the lease. Said deposit shall be returned to the Tenant at the expiration of this lease provided that the Tenant is not in default hereunder.

8. ATTORNEY FEES AND COSTS

In the event is any litigation arising out of or relating to this Agreement, the prevailing party shall be awarded attorney's fees and costs inclusive of trial and appeals. Tenant and Landlord understands that this shall also be the case in any litigation brought by the Association pursuant to its status as an intended third party beneficiary regarding those terms of the lease which affect the Association.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this instrument, the day and year above written

Tenant Name: _____

AUTHORIZED SIGNATORY FOR:

TENANT'S SIGNATURE

Landlord Name: _____

LANDLORD SIGNATURE



APPLICATION PACKAGE OFFICE USE ONLY Checklist

Certificate of Approval Sale / Lease
 Current Occupant Ledger
 Current CCR History report for this unit
 Completed Screening Package Cover Page
 Completed Application -

Applicant #1 ☐ Executive Research Application ☐ Executive Research Report ☐ Copy of Driver's License ☐ Copy of Vehicle Registration(s) ☐ Signed receipt of Rules and Regulations ☐ Reference Letters	Applicant #2 ☐ Executive Research Application ☐ Executive Research Report ☐ Copy of Driver's License ☐ Copy of Vehicle Registration(s) ☐ Signed receipt of Rules and Regulations ☐ Reference Letters
Applicant #3 ☐ Executive Research Application ☐ Executive Research Report ☐ Copy of Driver's License ☐ Copy of Vehicle Registration(s) ☐ Signed receipt of Rules and Regulations ☐ Reference Letters	Applicant #4 ☐ Executive Research Application ☐ Executive Research Report ☐ Copy of Driver's License ☐ Copy of Vehicle Registration(s) ☐ Signed receipt of Rules and Regulations ☐ Reference Letters

Copy of checks payable to Condominium & Homeowners Association Consulting Llc. \$150.00 per applicant

Copy of Sale / Lease agreement



We are proud to help protect your community!

To reach our Community Association Service Center for
Customer Care, Service, Sales, System Testing,
and Technical Support or
To Cancel an Alarm,

800.878.7806

(You must provide your password to test your system or to cancel an alarm)

To view your alarm activity, manage contacts, print an
alarm certificate, order yard signs or pay for
optional services, please visit our secure Website

www.MyADT.com

- First time users: Follow instructions to create a Web Account
- Sign in to your Account
- Enter your Email address or CS#
- Enter your Password
- Follow the simple prompts to access account information

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ADT Security Services 2801 Gateway Drive Pompano Beach, FL 33069
Community Association Service Center (800) 878-7806 www.ADT.com



ASSOCIATION COMMON AREA SECURITY DEPOSIT FORM

Date of check: _____ Association Name: _____

Property Address: _____

Account Number: _____

- Common area security deposit amount: \$ _____
Check number: _____ Check number: _____ Check number: _____
- Pet Deposit amount \$ _____
Check number: _____ Check number: _____ Check number: _____
- Move in/Move Out Deposit amount \$ _____
Check number: _____ Check number: _____ Check number: _____

Remitter: _____ Signature: _____

DEPOSITS ARE RETURNED TO REMITTER ONLY

Received by: _____ Date Received: _____

Be advised the above deposit(s) is requested by the association for any damages to the association's property