

**Chelsea Estates HOA
PO Box 961239
Miami, FL 33296-1239**

APPLICATION AND PROCEDURES FOR RENTAL OR SALE

Before a unit is rented or sold, the following items MUST be signed and returned to the Board of Directors, for review and approval:

1. The application will not be reviewed or processed, unless all the items are completed.
2. A copy of the prospective tenant/buyer driver's license and other form of ID, such as social security card, passport, or voter's registration card.
3. A copy of the sales or lease contract must be provided.
4. A criminal record background check is required from the police department.
5. If applicable, a copy of the same for a spouse, partner or any other person over 18 years of age, that will be occupying the unit.
6. If applicable, corporation documents must be submitted, as well as power of attorney for individual representing corporation.
7. A \$250 non-refundable application processing fee (money order or cashier's check only) payable to Chelsea Estates HOA.
8. The Rules and Regulations must be read and signed, prior to approval.

The application process can take up to thirty days (30), upon receipt. However, it is usually expedited as soon as possible. Once completed, the President will sign an approval or denial certificate and same will be sent to the unit owner.

A lessee or buyer, who takes possession of a unit without prior Board approval, will cause a \$100.00 per diem fine, to be assessed to the unit owner.

Application for Rental or Sale

This application must be completed and approved by the Board of Directors before ownership or possession of any unit can be legal, according to the by-laws of the Association.

Please type or print clearly in black or blue ink only.

Name: _____ Social Security No. _____

Date of birth: _____ Phone No. _____

Spouse: _____ Social Security No. _____

Date of birth: _____ Phone No. _____

Other occupant 18 years of age or older: _____ Social Security No. _____

Total number of occupants: adults: _____ children: _____ (please note that a one bedroom unit may only have two occupants and a two bedroom unit may have no more than four occupants).

List names and ages of other occupants not including owner or spouse:

1) _____ age _____

2) _____ age _____

Owner's(s') or Renter's(s') present address:

Present Landlord or Mortgage Company:

Phone No. _____

Length of residence: _____ Monthly rent or Mortgage payment: _____

Bank and Credit References

Bank name and contact person: _____

Bank/Creditor name and address: _____

Loan No. _____

Employment

Present employer: _____ Supervisor: _____

Phone number of employer: _____

Employer's address: _____

Position: _____ Length of employ: _____ years/ _____ months

Monthly income: _____

Previous Employer: _____ Supervisor: _____

Phone number of employer: _____

Employer's address: _____

Position: _____ Length of employ: _____ years/ _____ months

Monthly income: _____

Spouse's employer: _____ Supervisor: _____

Phone number of Spouse's employer: _____

Employer's address: _____

Position: _____ Length of employ: _____ years/ _____ months

Monthly income: _____

Automobiles

First Car: Make and Model: _____, _____ Year: _____

Tag No. _____ State: _____

Second Car: Make and Model: _____, _____ Year: _____

Tag No. _____ State: _____

**** Any additional cars must be approved by the Board of Directors, as space in our common parking areas are limited****

Emergency Contact Information

In case of emergency notify _____ Phone No. _____

Address: _____

Nearest relative not living with you: _____ Phone No. _____

Criminal and Civil Background

Have you ever been evicted from a rental residence for nonpayment of rent? _____

If yes, please explain: _____

Name and phone number of landlord: _____

Have you ever been convicted of a felony? _____

If yes, please explain (year, location, type of felony): _____

**** The applicant represents that all the above information is true and complete and authorizes the verification of it by reasonable means. Applicant authorizes the Association to obtain Applicant's credit bureau reports and other information deemed necessary in order to process this application. Applicant understands that false or incomplete information given may constitute grounds for rejection of this application. Applicant agrees that a full disclosure of all information.**

I, undersigned applicant, have read and agree to all above provisions of this application**

Applicant's Signature

Spouse's Signature

Date

Phone Number: _____

Phone Number: _____