



EXCLUSIVE PROPERTY
MANAGEMENT GROUP

LAGUNA CLUB WEST CONDOMINIUM ASSOCIATION, INC.

The following applies to any Real Estate transaction involving the Sale, Rental or Transfer of any Condominium or Homeowners Association unit.

Application will not be processed nor accepted unless all the following ***bold italicized items are attached:****

1. ***Fully TYPED completed application (Incomplete or Handwritten applications will NOT be accepted)***
2. ***\$150.00 Money Order or Cashier's Check (No Personal Checks) payable to Exclusive Property Management Inc. per applicant over 18 years old or \$150 per married couple (with marriage certificate)***
3. ***Police Report for each adult over the age of 18. MUST BE ORIGINAL (if you reside in another State or County, provide a Police Report from your area) If you have a police record, provide a copy of the case along with your police report.***
4. ***Three Personal Reference Letters*** per applicant over the age of 18.
5. ***Copy of Executed Lease or purchase contract***
6. ***Copy of License*** (for each applicant over the age of 18)
7. ***Copy of vehicle registration*** (must be valid and unexpired)

NOTE: If you would like to rush the application, please note that there is an additional fee of \$150 (CASH ONLY) non-refundable.

ONCE THE SALE IS FINAL, IT IS IMPERATIVE THAT YOU OR YOUR CLOSING AGENT FORWARD A COPY OF THE DEED AND SETTLEMENT STATEMENT INDICATING THE DATE OF CLOSING AND NAME(S) OF THE NEW OWNERS).

Prospective Owner: In order to receive your Certificate of Approval, make sure that you have received and reviewed the By-Laws of the Association. **It is the seller's responsibility to provide you with a copy of the By-Laws and Declaration of Condominium.** If the seller does not have a copy of the By-Laws, we can provide you with a copy at a cost.

PLEASE BE AWARE THAT THIS PROCESS MAY TAKE UP TO 25 WORKING DAYS AND NONE OF THE FEES INCURRED ARE REFUNDABLE. Please be advised that some of the Board of Directors/Property Managers may require an interview with the new owner or tenant prior to issuing a Certificate of approval.

Print Name

Applicant Signature

Date

Exclusive Property Management Group, Inc. 175
Fontainebleau Blvd Suite 2G1 Miami, FL 33172
PH: 786-577-2974 | 786-577-2976
WWW.EXCLUSIVEPMG.COM



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Purchase/Lease Application Checklist

*******This portion is to be filled out by the EPMG representative only*******

Rush: Yes ___ No ___ (additional fee required)

- 1) ___ Fully completed application.
- 2) ___ \$150.00 Money Order or Cashier's check (No Personal Checks) payable to Exclusive Property Management Inc.
- 3) ___ Police Report for each adult over the age of 18. **MUST BE ORIGINAL.**
- 4) ___ Three Personal Reference Letters per applicant over the age of 18.
- 5) ___ Copy of Executed Lease or purchase contract
- 6) ___ Copy of License (for each applicant over the age of 18)
- 7) ___ Copy of vehicle registration (must be valid and unexpired)

!!!! If the above requirements are not met, the application will not be accepted. No Exceptions!!!!

Application and documentation received (Date): _____ By (Representative): _____

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Buyer/Tenant Application

Important Information:

All questions on this application must be completely filled in. Incomplete applications or blank spaces will result in delay and/or denial of approval. The release of Information authorization form must be signed and dated by each applicant appearing on the Title/Mortgage/Lease and will exclusively be utilized to obtain a release of information including your Credit Report and National Background Check.

Application for: Purchase_____ Lease_____

Date of application: _____ Move in date: _____ No of Applicants (18 or older): _____

Property Address: _____

Term of Lease from: _____ To: _____

Real Estate Agent or Owner Representative Name: _____ Phone: _____

Applicant #1:

First name: _____ Middle name: _____ last name: _____

Passport #: _____ Country of Passport _____ Expiration Date: _____

Social Security #: _____ D.O.B: _____

Driver's License #: _____ D.L State: _____

Phone number: _____ Atl.Phone: _____

E-mail: _____

Employment of Applicant #1:

Employed By: _____ Phone #: _____

Address: _____

Position: _____ How long at present job: _____ Monthly Income: _____

Have you ever been arrested or convicted of crime? Yes No

Dates: _____ County/State: _____ Convicted in: _____ Charges: _____

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Applicant #1 Residence History:

Current Address _____

Landlord: _____ Phone _____ How long: _____

Previous Address: _____

Landlord: _____ Phone _____ How long: _____

Applicant #2:

First name: _____ Middle name: _____ Last name: _____

Passport #: _____ Country of Passport _____ Expiration Date: _____

Social Security #: _____ D.O.B: _____

Driver's License #: _____ D.L State: _____

Phone number: _____ Atl.Phone: _____

E-mail: _____

Employment of Applicant #2:

Employed By: _____ Phone #: _____

Address: _____

Position: _____ How long at present job: _____ Monthly Income: _____

Have you ever been arrested or convicted of crime? Yes No

Dates: _____ County/State: _____

Convicted in: _____ Charges: _____

Applicant #2 Residence History:

Current Address _____

Landlord: _____ Phone _____ How long: _____

Previous Address: _____

Landlord: _____ Phone _____ How long: _____



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Applicant #3:

First name: _____ Middle name: _____ Last name: _____

Passport #: _____ Country of Passport _____ Expiration Date: _____

Social Security #: _____ D.O.B: _____

Driver's License #: _____ D.L State: _____

Phone number: _____ Atl.Phone: _____

E-mail: _____

Employment of Applicant #3:

Employed By: _____ Phone #: _____

Address: _____

Position: _____ How long at present job: _____ Monthly Income: _____

Have you ever been arrested or convicted of crime? Yes No

Dates: _____ County/State: _____

Convicted in: _____ Charges: _____

Applicant #3 Residence History:

Current Address _____

Landlord: _____ Phone _____ How long: _____

Previous Address: _____

Landlord: _____ Phone _____ How long: _____

Children under the age of 18:

First name: _____ Middle: _____ Last: _____ Age: _____

First name: _____ Middle: _____ Last: _____ Age: _____

First name: _____ Middle: _____ Last: _____ Age: _____



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Vehicle Information:

- 1. Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____
- 2. Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Pet(s) Information:

Type: _____ Name: _____

Weight: _____ Miami Dade Tag #: _____

Vaccine number: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____



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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.

Applicant Signature: _____ Date: _____

Print Name: _____

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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 FOLLOWS:
HEAVY DUTY / LONG BED / F250 / F350



ANY TYPES OF TRAILERS

