



# AVILA CONDOMINIUM ASSOCIATION, INC.

17620-A Atlantic Boulevard Sunny Isles Beach FL 33160

Tel: 305-937-2585 Fax: 305-937-2583

Emails: [manager@avilacondofl.net](mailto:manager@avilacondofl.net) & [admin@avilacondofl.net](mailto:admin@avilacondofl.net)



## PURCHASE/LEASE APPLICATION FOR AVILA CONDOMINIUM ASSOCIATION

- Completed Application - **Submit your completed application at least 20 days prior to the proposed occupancy.** Make sure that all the information required is in order and complete for us to obtain a credit report along with a background screening. This may include information regarding your character, bank history, present and prior residential and employment history, and any criminal offences.
- Please keep in mind that your application will be processed in the same manner in which every application is processed through our office and can take up to 20 days for U.S. inquires in order to treat each applicant fairly. There is a **non-refundable \$100 transfer fee which is payable via Money Order (US Funds) (no cash), made payable to Avila Condominium Association at the time the application** is submitted.
- Renters are required to pay a \$500.00-dollar deposit **payable via Cashier's Check or Money Order (US Funds) (no cash, no personal checks), made payable to Avila Condominium Association**, at the time the Avila Condominium Application is submitted. These funds will be used to offset any cost incurred by Avila during the renter's residence. When a renter vacates the Avila Property, a refund of the remainder will be refunded within 30 days.
- You are required to submit a legible **copy of the sale or lease contract** with your Avila application.
- You are required to submit with your application a **color copy of your picture ID, Driver's License, or Passport (with address in Country of Origin) and a copy of your social security for each unit resident with your application.**
- Two (2) personal reference letters, no relatives. In any case a reference of previous landlord.

If there are any questions not answered or left blank on the application, the application will be returned and not processed.

Upon receipt of verification of all material submitted, a board member and/or manager will be contacting you to schedule a personal face-to-face interview, which is mandatory.

Occupancy prior to approval of the Board of Directors is prohibited. For additional details see "Rental Policy."

All vehicles on the premises are required to be in working condition and with a valid registration in the occupant's name. Please refer to "Parking/Parking Decal."



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## **RENTAL POLICY**

No condominium unit shall be rented without a valid lease agreement.

Renewals of leases also must be submitted to the condominium office.

Applications for moving out must be submitted before the move-out date, accompanied by a \$50 move-out fee. This fee will be collected upon submission of the move-out form.

**All units that are being rented must register their prospective tenants whether you are a official named owner or the unit is owned by a corporation or LLC.**

Renters must be screened and registered with Association prior to moving into the unit. If the renter does not go through the screening and registration process, they will be considered trespassers. Occupancy prior to approval is prohibited. Failure to comply with this rule will result in termination of the lease and/or legal action against the unit owner.

Unit can be rented ONLY once a year for a period of no less than 3 months. Renters cannot sub-lease a rented condominium unit.

An owner of a condominium unit and lessee to whom the unit is leased out, and any guest, SHALL JOINTLY AND SEVERALLY BE LIABLE FOR ALL DAMAGES OF ANY KIND WHATSOEVER, including but not limited to court cost and reasonable attorney fees incurred by Avila Condominium Association Inc., as a result of such owner, lessee or guest failing to abide with any Florida state law, Avila's Declaration of Condominium, By-Law, Article of Incorporation or Rules and Regulations.

**Any violation committed by a tenant only the owner of the unit will be fined not the tenant, you as the owner are fully responsible for the tenants conduct and behavior while being registered as a tenant at Avila. No unit may be re-rented until any and all fines on the owner ledger are paid in full, no exceptions!**

In the event the unit owner fails to timely pay any monthly maintenance assessment required by the Condominium Documents, the Association may require the undersigned tenant to pay the monthly rental directly to the Association. The association shall provide the unit owner at least thirty (30) days prior written notice of its intent to collect assessment directly from the tenant and shall only require payment of the rent by tenant directly to the Association after the thirty (30) day period has expired. Notwithstanding this provision, the unit owner remains liable for all past due and current maintenance assessment and charges as provided by the Condominium



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Documents. In no event shall the Association be held liable to the tenant by virtue of this provision.

\_\_\_\_\_  
Building/Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Owner Signature

## PET POLICY

I, \_\_\_\_\_ understand that there are NO PETS ALLOWED at Avila Condominium Association, Inc.

All pets, including but not limited to dogs, cats, snakes, lizards, hamsters, and turtles are prohibited in or on the premises.

\*Avila Condominium allows service dogs and or cats only, all owners and/or tenants must present proper pet identification, photo service dog/cat registration paperwork from Dade or Broward County and an official letter from the doctor prescribing a service animal to its owner (must be notarized).

\_\_\_\_\_  
Building/Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature



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\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature

## PARKING/PARKING DECAL

I, \_\_\_\_\_ have read the parking rules of Avila Condominium Association, Inc.

- All units sold are allocated one parking spot per unit due to the limited number of parking spaces available in our parking lot. Parking spaces are not "owned" and are assigned by the Association as a convenience to our residents. Additional parking spaces may be rented as long as spaces are available.
- Once the closing/rent of the unit has been completed, the new unit owner/renter must come to the office and be assigned a parking space. Must bring a valid registration form in his/her name to be able to obtain parking permit.
- Effective April 1, 2016 permits for additional assigned parking spaces will be available for rent on an annual basis, for a yearly fee payable in advance. The new Annual Additional Parking permits will expire on December 31<sup>st</sup> of each year. New Annual Additional Parking stickers indicating the expiration date and assigned parking space are to be affixed to the windshield.
- Shorter-term additional parking permits will continue to be available for \$50.00 a month. Short-term parking permits indicating the expiration date and assigned parking space are to be displayed on the vehicle dashboard. (No sticker for short-term parking dashboard permits only).
- All vehicles parked in Avila parking spaces must display a parking sticker or parking permit valid for their parking space. A parking sticker must be attached to the lower left corner of the windshield. These decals are not transferable, and the parking decal must match the vehicle registration data. Vehicles must display a proper up-to-date registration tag.
- Guests must park ONLY in the designated Guest Parking Area and must display a guest Parking Permit on the dashboard of their vehicle. Failure to abide by this procedure will be considered a VIOLATION TO BE DETERMINED BY THE BOARD.
- Upon proper parking approval the owner/renter must purchase the clicker or any other device that will allow access to the property. If the device(s) were transferred from a previous tenant or seller the same must be brought into the office to confirm and acknowledge. Please refer to the pricing check list.
- In the absence of any security, office staff, and/or other approved company personnel, the visitor must go and acknowledge their visit ASAP to the next available agent. In the meantime, if applicable, please display a note with the unit and building number and contract information in your windshield
- According to the Condominium Governing documents, all parking spaces on the property are deemed to be "limited common elements," therefore the parking spaces do not belong to the unit. Sold or rented units will not necessarily retain the previous owner's parking spot; therefore the Board will reserve the right to reassign parking spaces as needed.



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- Effective April 1st, 2016, any vehicle that is parked without displaying a parking sticker or permit valid for that space may be ticketed by our security service. Ticketed cars that are not removed or that do not obtain a valid parking permit are subject to towing at owner's expense without further notice.
- No vehicle may be parked in a manner which blocks access to the entrances of other vehicles or block access to designated parking areas.
- Only emergency car repairs (dead battery, flat tire, etc.) may be performed anywhere on the condominium property.
- There is no car washing anywhere on the condominium property. There are commercial facilities available for this purpose.
- Avila Condominium is a family community. Driving inside our compound has a strictly enforced speed limit of five (5) miles an hour.
- Parking backwards is not permitted.
- No boats, trailers, commercial, or recreational vehicles are permitted.
- Motorcycles must be kept in front of your parking space
- The Association is not responsible for any property left inside the vehicle, or any damages made to any motor vehicle or persons.
- Vendors and Large Trucks must park in the Guest area or specially designated areas.
- Children are not permitted to play in the parking lot, this includes skateboarding.
- Avila Condominium is not responsible for natural occurring damage to your auto or person, including but not limited to, fallen tree branches, bird droppings, and natural tree droppings.
- If guests are expected to use your condominium a letter of notice is to be sent to the office, providing their names and date of arrival. Advise your guests that upon their arrival, if they have a car, they must report to the Office where they will be issued a GUEST PASS to display while on Condominium property. Guests cannot stay longer than 14 days and must have a unit owner present with them while visiting; otherwise they will be regarded as renters and must comply with the rules pertaining to renters; including being screened along with paying the proper fees.
- Parking spaces are only for the use of the owner/renter that is properly registered. These parking spaces cannot be used for any visitors; they must park in the designated areas:
- Vehicles with car covers are permitted to park on the premises with the license plate showing.
- Renters must pay a yearly fee for 2nd and/or 3rd vehicle. If payment is not received, the vehicle will be towed at the owner's expense.
- Parking decal must match the vehicle registration data. Vehicles must display a proper parking decal and up-to-date registration date tag.
- Any of these parking violations are subject to towing.

Bldg. - Apt# \_\_\_\_\_ Date: \_\_\_\_\_ Parking Space \_\_\_\_\_

Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Board Member \_\_\_\_\_

Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Board Member \_\_\_\_\_



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**The Board of Directors of your Association has the fiduciary responsibility of implementing the provisions of the Declaration of Condominium. The Board, acting on the behalf of the unit owners of Avila Condominium, will take appropriate action against any unit owner who fails to abide by the provisions of the Declaration of Condominium and its supportive documents.**



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## **RULES AND REGULATIONS**

1. Sale, lease or rental of a condominium parcel is subject to the provisions of Article X of the Declaration of the Condominium. Any attempt to sell, rent, or lease your unit without prior notification to the Association shall be deemed a breach of this Declaration and shall be wholly null and void. All prospective purchasers and renters must complete a screening information sheet.
2. New owners cannot rent the unit for the first 12 months of ownership. This rule will be enforced with a \$1,000 penalty. Violation of this rule will be referred to our legal counsel, filing for injunctive relief in Miami Dade County Court with all costs charged to the unit owner, including attorney's fees and court costs.
3. Units can be rented once a year for a period of no less than three (3) Months. Renters cannot sub-lease condominium units. When a renter vacates the condo, the owner must notify Avila and must document what keys they received.
4. No owner may own more than one unit.
5. Timeshares are not allowed in this condominium.
6. When a unit is to be rented, a screening fee of \$100.00 per any person(s) 18 years of age and older is to be paid to the Association office. Married couples can provide a marriage certificate to reduce the cost by \$100.00. If the renter does not go through the screening process, they will be considered trespassers. Failure to comply will result in a penalty and legal action where the Association will assess a fine of \$10.00 per day, not to exceed \$1,000.00 total per occurrence.
7. All deliveries and moving hours are from 9 AM to 4 PM Monday- Friday ONLY. Please notify the office at least 24 hours before the move. Elevator pads must be installed by employees prior to moving. The owners will be responsible for any property damage incurred during the move.
8. No pets allowed! All pets, including but not limited to dogs, cats, snakes, lizards, hamsters, and turtles are prohibited in or on the premises.
9. Unit owners will be held responsible for the actions of their tenants/renters or guests. They will also ensure that all Association Rules and Regulations are being followed. Violating owners will be fined \$100.00 per occurrence.
10. Laundry hours are from 8 AM to 9 PM every day of the week, including weekends and holidays. The last wash will be at 8 PM. Please remember to remove your cloth from washer and dryer. The association is not responsible for any damages caused to your cloth.
11. Laundry cards: All laundry cards, new or replacement will cost \$5.00 and are available from the laundry machine located by the office.



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12. Pool hours are from SUNRISE to SUNSET every day of the week including weekends and holidays. No minor (under the age of 18) will be allowed in the pool or surrounding area without being accompanied by an adult (at least 18 yrs. old). The unit owner is ultimately responsible for any minor or damaged incurred to the property. Infants must wear swimming diapers. No food or drinks are allowed in the pool area.
13. A unit owner who will be renovating or remodeling the unit must come to the office and notify a Board Member before starting the project. Avila must issue a Permission to do Work (Architectural Modification Form) document which must be completed and returned for a board member's signature. This document needs to be taken to the City of Sunny Isles Beach to pull a permit before any work may commence. Once issued, a copy of the permit must be submitted to the Avila Condominium Office. These requirements apply to all renovations and remodeling including replacing air conditioners, changing out cabinets, etc. It is especially important when changing carpets to tile. Before tile is installed, the person installing the tile must notify the office and must also show confirmation of a soundproof base is being installed. The unit owner is responsible for ensuring that this rule is adhered. Also, the unit owner is ultimately responsible for any trash being thrown out improperly, hallway carpet dirt/track marks, and elevator misuse during the renovation to remodeling phase. Fire will be imposed upon a unit owner if they are found to be negligent in regard to these Rules and Regulations.
14. No Minors (under 18 yrs. old) will be allowed in the gym (upper clubhouse) No minors are allowed to use the gym equipment. Gym hours are from 8 AM to 9 PM every day of the week including weekends and holidays.
15. All maintenance fees are due in the bank's lockbox by the first of the month. All checks received after the 10<sup>th</sup> of the month will be charged a \$25.00 late fee. Owners who owe assessment money or are late in payments are in violation of the Rules and Regulations and will not be permitted to rent their unit.
16. Any check returned for insufficient funds will be charges a \$35.00 NSF/service fee along with any bank charges and late fees
17. All parents: Please ensure that your children follow all of these rules and regulations. Skate boarding, roller-skating, or bicycle riding in the parking lot or hallways is prohibited. Please respect other owner rights. Fines may be imposed.
18. Parking Enforcement:
  - a. Oversized vehicles are not permitted to park on the premises.
  - b. Recreational vehicles (RV's) are not permitted to park on the premises.
  - c. Commercial vehicles are not permitted to park on the premises.
  - d. Vehicles with car covers are permitted to par on the premises with the license plate showing.



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- e. Renters and owners must pay yearly fee for a 2<sup>nd</sup> or 3<sup>rd</sup> vehicle. If payment is not received, the vehicle will be towed at the owner's expense.
  - f. Parking decal must match the vehicle registration data. Vehicles without a proper Parking decal or if the registration date tag has expired, will be towed at the owner's expense.
  - g. ALL UNITS WILL BE INSPECTED PRIOR TO SALE OR RENTAL BY OUR MAINTENANCE DEPT. FOR PROPERLY WORKING PLUMBING EQUIPMENT. (NO EXCEPTIONS!)
19. Occupancy: legal occupancy at Avila Condominium is for one family only.
- a. Owners: Only those listed on the deed.
  - b. Renters: Only those listed in the screening documents.
20. Occupancy per unit are as follows:
- a. 1 Bedroom/ 1 Bath = Limited to 2 Adults or 1 Adult and 1 Child.
  - b. 1 Bedroom/ 1-1/2 Bath = Limited to 2 Adults or 1 Adult and 1 Child.
  - c. 2 Bedroom/ 1-1/2 Bath = Limited to 4 persons total
  - d. 2 Bedroom/ 2 Bath = Limited to 4 persons total
21. Mul-T Lock lobby/building keys: All Mul-T Lock (blue) keys will cost \$80.00.00 each.
22. Right to access unit-A copy of the unit keys shall be left in the office as provided by our condominium governing documents. Such access must be for the purpose of maintenance, repairs, or replacement, during reasonable hours. The keys will also allow us access to enter the unit in case of emergency.
23. Owners that display any undignified or disrespectful behavior towards any Board member may be fined \$100. Unpaid fines will result in liens being placed against the property.
24. No "for sale" signs, "for rent" or "for lease" sign or other window displays for advertising or political campaigning shall be placed on any part of the condominium property by any person or entity without prior Board approval.
25. No owner or renter shall invite, in his absence, any person not in residence to use the condominium facilities.
26. Children are not permitted to play, loiter, or act in a disorderly manner in elevators, stairways, hallways, walkways or any common area.
- NOISE:**
27. No Unit Owner shall make disturbing noise in the Building or allow sound to emanate from his/her unit, or permit his/ her family, servants, employees, agents, visitors or license to do so. No Unit Owner shall play (or permit to be played in his/her unit or on the Common Elements appurtenant to it) any musical instrument,



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phonograph, television, radio or the like in a way unreasonably disturbs or annoys other Unit Owners or occupants. Avoid other unnecessary noises such as playing of pianos and or other musical instruments, and slamming doors between the hours of 10:30 P.M. to 8:00 A.M.

28. All units will be inspected for properly functioning incoming water & angular vales prior to renting or selling any unit inside Avila Condominium
29. No radio or television installation or other electric equipment shall be permitted in any Unit if it interferes with the television or radio reception of other Unit.
30. Carpentry, carpet laying, picture hanging, or any trade (or do-it-yourself work) involving hammer work, etc., must be sone between the hours of 9:00 A.M. to 4:00 P.M. Monday through Friday. No such work shall be done on weekend Saturday and Sundays.  
Nuisance: A Unit Owner shall not permit anything to be done or kept in his Unit, which will increase the insurance rates on his Unit, the Common Elements, or any portion of the Condominium or obstruct or interfere with the rights of other Unit Owner or the Association. A Unit Owner Shall not commit or permit any nuisance, immoral or illegal act in his/her Unit or the Common elements.  
29 Obstructions: The entranceways, sidewalks, parking spots and similar portions of the Common Elements must be kept open and shall not be obstructed, littered, defaced or misused in any manner and shall be used only for ingress and egress to and from the Condominium Property, No carts, bicycles, carriages, chairs, tables or other objects shall be stored in these area.

## **ODORS:**

31. No noxious or unusual odors shall be generated in such quantities that they permanent to other Units and become annoyances or become obnoxious to another Unit Owner. Normal cooking odors normally and reasonably generated, shall not be deemed a violation of these regulation.

## **DISPOSAL OF TRASH:**

32. Refuse/garbage must be tightly wrapped in plastic bags and deposited in the disposal chute provided. Under no circumstances any refuse/garbage bags to be left outside the garbage chute or outside your apartment.
33. **DUMPING:** It is illegal to dump items such as mattresses, furniture, appliances, etc. To dispose of these types of items, arrange with the office for a scheduled disposal by your own contractor on a Monday, Wednesday, or Friday. Violators will be fined \$100.
34. Please do not force mid to large size items down the chute as they are likely to get stuck and clog the chute for everyone else. Items such as large cartons and boxes must be flattened and disposed of in the recycle area behind Building Number 4 and not left in the laundry room. The recycle bin is not a dumpster for furniture and other discarded items.



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35. It is illegal to dump items such as mattresses, furniture, appliances, etc. To dispose of these types of items, arrange with the office for a scheduled disposal by your own contractor on a Monday, Wednesday, or Friday. Violators will be fined \$100. You can also call Miami Rescue or Salvation Army for donations: they may come to pick up your items. Cardboard boxes must be cut down and disposed of in the recycle area in the rear of Building #4- NOT leave in the laundry room. The Recycling bin is not a dumpster for furniture and other discarded items. You are responsible for disposing of your own mattress, furniture or other bulk items away from the property, at your own expense.

I HAVE READ THE AVILA CONDOMINIUM RULES AND REGULATIONS AND UNDERSTAND THAT A VIOLATION OF ANY OF THESE RULES AND REGULATIONS WILL RESULT IN A PENALTY FINE TO BE ISSUED BY THE BOARD OF DIRECTORS AND TO BE PAID BY ME. I FURTHER UNDERSTAND THAT ANY DAMAGE INCURRED BY EITHER MY CHILDREN OR MY GUESTS WILL RESULT IN A PENALTY FINE THAT TO BE PAID BY ME.

\_\_\_\_\_  
Building/Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature



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## ASSIGNMENT OF RENTAL UNITS

### TO BE SIGNED BY THE UNIT OWNER(S) AND RENTER(S)

I, \_\_\_\_\_ OWNER of Unit # \_\_\_\_\_ in  
Building # \_\_\_\_\_ agree that, if I should fall behind on any maintenance fees due  
to the Association by more than 60 days, the Association can and will require my tenant to pay  
the monthly maintenance fees directly to the Association and the balance of the said rent to the  
unit owner. Unit owners MUST SIGN.

\_\_\_\_\_  
Building/Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature



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## APPLICATION FOR OCCUPANCY

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Second Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Other occupant in Unit: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Other occupant in Unit: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's License # (Primary Applicant) \_\_\_\_\_ State: \_\_\_\_\_  
(copy of driver's license must be attached)

Driver's License # (Primary Applicant) \_\_\_\_\_ State: \_\_\_\_\_  
(copy of driver's license must be attached)

Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever:	Applicant 1	Applicant 2
Filed for Bankruptcy:	__ Yes __ No	__ Yes __ No
Been Evicted:	__ Yes __ No	__ Yes __ No
Been Convicted of a Crime:	__ Yes __ No	__ Yes __ No

Please explain any YES answers: \_\_\_\_\_

\_\_\_\_\_



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## RESIDENCE HISTORY

Present Address: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Landlord's Name: \_\_\_\_\_ Landlord's Phone #: \_\_\_\_\_

## EMPLOYMENT HISTORY

Tenant 1

Employed by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Tenant 2

Employed by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## PERSONAL REFERENCES (2) NO RELATIVES

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

## BANK REFERENCE

Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Account #: \_\_\_\_\_ Checking: \_\_\_\_\_ Savings: \_\_\_\_\_

### **Person to be notified in case of emergency:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_



# AVILA CONDOMINIUM ASSOCIATION, INC.

17620-A Atlantic Boulevard Sunny Isles Beach FL 33160

Tel: 305-937-2585 Fax: 305-937-2583

Emails: [manager@avilacondofl.net](mailto:manager@avilacondofl.net) & [admin@avilacondofl.net](mailto:admin@avilacondofl.net)



## **Before you begin application please have the Checklist items below ready.**

- Email address of applicants that are applying
- Credit Card for Payment to complete application  
((\$50.00 fee per applicant per applicant. International Applicants pay required additional fee\*)
- Once you have checklist items ready, follow instructions below.
- Go to your web browser and type: [avila.quickleasepro.com](http://avila.quickleasepro.com)  
Click United States Applicant if from USA.  
Click International Applicant if from any other country.
- Create a password so you may return on a later time if needed.
- Enter all information and answer all questions in the application.
- You will send additional applicant and invitation when asked for their email.



**VERIFY SCREENING SOLUTIONS**  
*Employment & Tenant Screening*

If you need help with application call Verify Screening Solutions Inc.  
Customer Support at 1-888-983-9511