

APPLICATION PROCESS
COULD TAKE UP TO THIRTY (30) DAYS.

Please email your application to applications@doralmanagement.com

NO EXCEPTIONS!!!

WE WILL NOT PROVIDE AN UPDATE WITHIN THAT TIME. IF THERE IS SOMETHING MISSING YOU WILL BE CONTACTED BY THE PROCESSING DEPT. THE APPLICATION WILL BE PUT ON HOLD UNTIL ALL INFORMATION HAS BEEN RECEIVED. INCOMPLETE APPLICATIONS WILL NOT BE SENT TO THE BOARD OF DIRECTORS.

Name of Applicant: _____

Property Address: _____

Date Received: _____

Due date: _____

I acknowledge receipt of this notice. If I am the owner, realtor, and/or agent I will inform the applicant of this information. We also understand that an update **will not be provided** until the application is ready.

Signature

Print Name

WE WILL CONTACT YOU WHEN WE HAVE A REPLY.

THANK YOU FOR YOUR COOPERATION

St. Moritz at Doral

Condominium and Homeowner Association

Request for Approval of Lease

THE FOLLOWING INFORMATION MUST BE MET IN ORDER TO LEASE A UNIT.

Any application packages that are submitted incomplete will be returned and will not be processed. Please, read the following list carefully and make sure your package contains all required documents. If any of the items below is missing, the application will be returned and not processed.

Please understand that processing an application takes time and plan accordingly.

1. Original application form (4 pages) fully completed. If there are any questions not answered or left blank, the application will **NOT BE PROCESSED**.
2. A non-refundable processing fee in the amount of one hundred dollars **(\$100.00)** per adult resident **18yrs or older**. If applicants are a married couple the fee is **One hundred and thirty dollars (\$130.00)**. Copy of the marriage certificate is required. Payment should be made by a cashier's check or money order payable to **Doral Management**. No checks will be accepted.
3. A cashier's check or money order (no checks) of **Seven hundred fifty dollars (\$750.00)** Security Deposit (Refundable) made payable to **St. Moritz Homeowners Association**.
4. A clear legible copy of the Executed Rental Contract.
5. A clear legible copy of the Valid Driver's License or a Picture ID from applicants(s) **and everyone who is 18yrs of age or older must complete an application**
6. Include a copy of Registrations for all cars to be registered to the address.
7. A reference letter from your employer on a Company letterhead verifying position and salary.
8. Include two (2) character reference letters per applicant.
9. Proof / copy of **Certificate of Homeowner's Insurance**.
10. **NOTE:** If an individual(s) applying does not have a US social security number, the following will be required: Three-character reference letters, along with bank reference letters must be given as well as a copy of a valid passport.

If individual(s) applying are coming from any other state than Florida or any other foreign country, a criminal report from the last place of residence (Carta de Buena conducta y Certificacion de antecedentes no penales, emitido por el Ministerio de Relaciones Interiores, y/o la Alcaldia del Municipio o Provincia y/o la Jefatura de Policia.

A fully completed application package, signed by the prospective owner must be hand delivered or mailed to: (Not by Fax or E-mail)

Doral Management
3300 NW 112 Ave, Suite 13
Doral, Florida 33172

Please allow up to THIRTY (30) business days to process your application

St. Moritz at Doral

Condominium and Homeowner Association

Request for Approval of Lease

Today's Date: _____

You will be leasing at address: _____

Name of tenant's realtor: _____ Phone: _____

Name of Owner's realtor: _____ Phone: _____

Applicant: Last _____ First _____ MI _____
DOB _____ SSN/PASSPORT _____ DL# _____ State _____
Contact Number: _____ Email: _____
Co-Applicant: Last _____ First _____ MI _____
DOB _____ SSN/PASSPORT _____ DL# _____ State _____
Contact Number: _____ Email: _____

Name of all people who will occupy your unit. Anyone over the age of 18 years old will receive a background check.

Name: _____ Age _____ DOB _____ SS# _____

Name: _____ Age _____ DOB _____ SS# _____

Name: _____ Age _____ DOB _____ SS# _____

Name: _____ Age _____ DOB _____ SS# _____

Pets: How Many: Type: _____ (dog, cat, other)

Breed: _____ / _____ Weight: _____ / _____

Automobiles: Year: _____ Make: _____ Model: _____ Tag: _____

Year: _____ Make: _____ Model: _____ Tag: _____

APPLICANT'S EMPLOYMENT INFORMATION

Present Employer: Employed From: _____ to: _____

Address: _____ City: _____ State: _____ Zip: _____

Person to contact: _____ Phone: _____ Monthly Income: _____

Previous Employer: _____ Employed From: _____ to: _____

Address: _____ City: _____ State: _____ Zip: _____

Person to contact: _____ Phone: _____ Monthly Income: _____

CO-APPLICANT OR SPOUSE'S EMPLOYMENT INFORMATION

(Please indicate whether co-applicant is employed, retired, disabled, Unemployed, etc.)

Please do not leave Blank

Present Employer: _____ Employed From: _____ to: _____

Address: _____ City: _____ State: _____ Zip: _____

Person to contact: _____ Phone: _____ Monthly Income: _____

Previous Employer: _____ Employed From: _____ to: _____

Address: _____ State: _____ Zip: _____

Person to contact: _____ Phone: _____ Monthly Income: _____

APPLICANT'S PRESENT ADDRESS (including Name and Telephone number of actual Landlord or Mortgage Company)

Address:

Name:

Telephone:

I/We, _____, do hereby swear that all the information provided is accurate.

I/We, _____, absolve **St Moritz at Doral Condominium and Homeowner Association and Doral Management** from doing any wrongdoing and give them my full permission to do a background check, reference check, and credit check. They may use any means that they see fit to obtain all necessary information. Shall this information be false I/We, _____, will not attempt to deface or embellish **St Moritz at Doral Condominium and Homeowner Association and Doral Management** for their acquisition of said information.

St Moritz at Doral Condominium and Homeowner Association and Doral Management is under the obligation to its client to do a full criminal investigation when asked. Please provide the following information.

Have you ever been charged and/or convicted of a felony? _____
Have you ever been charged and/or convicted of a misdemeanor? _____ If yes, please explain:

Applicant has represented all information accurately and has not used an alias on this application. Applicant has read and understood the Rules and Regulations and restrictions contained in the Association's documents

Applicants understand that the occupancy of the unit is subject to the prior approval of the Association and applicants will be present when guests, visitors, relatives or children who are not permanent residents occupy the unit.

Applicant has read and understands that **St. Moritz at Doral Condominium and Homeowners Association, Inc. and Doral Management** will be performing all tasks associated with background investigations including but not limited to: Reference check, Employment check, Residence history, Criminal history, Credit history which will be completed by Doral Management and/or Community Association Screenings. Authorization is hereby given to release banking, credit, residence, and other information pertaining to this application.

Applicant's Signature

Co-Applicant's Signature

Current Owner's Information

Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____ Country: _____

St. Moritz at Doral

Rules and Regulations

We strongly urge you to become familiar with and adhere to the Condominium rules and regulations to avoid unnecessary disagreements and possible expenses. This is a summary of selected regulations and is not all inclusive. Please refer to the Declaration Document for a complete list.

Regulations (not all inclusive)

1. Lawful Use –

- a. No immoral, improper, offensive or unlawful use shall be made of the Condominium Property.

2. Rental and Leases –

- a. No portion of a unit (other than an entire unit) may be rented.
- b. No homeowner may rent / lease any property in ST MORITZ Condominium without the approval of the Association. The association requires that all homeowners that wish to rent / lease any property must submit to their respective tenants through the screening process.
- c. The Association is taking this step for your own protection in addition to complying with the community standards
- d. Subletting units is strictly prohibited. Tenants are not allowed to rent rooms, sublet the unit or allow the unit to be occupied temporarily.
- e. NO SHORT-TERM RENTALS ARE ALLOWED IN ST. MORITZ AT DORAL

3. Commercial Activity –

- a. No commercial or business activity shall be conducted in any unit within ST MORITZ.

4. Garbage –

- a. To maintain a clean and safe community we urge you to put the garbage inside the garbage dumpster. The Waste pick up service cannot move the container to remove garbage when trash is left on the ground around the dumpster. This attracts rodents and other pests.

5. Cigarette Butts -

- a. Disposing cigarette butts in common areas is strictly prohibited. Besides being a fire hazard, it causes the area to be in an unsightly and unattractive condition. It also puts the entire community in jeopardy. Please know that fines will be imposed to those found disposing cigarette butts. A recent fire occurred in the community as a result of a cigarette butt.

6. Pets –

- a. Owners may keep domestic pets as permitted by Miami-Dade County Ordinances up to a limit of two (2) pets.
- b. Pets of tenants must be specifically approved on the lease.
- c. All pets shall be walked on a leash.
- d. All waste must be picked up.
- e. No pet shall be left unattended in a unit or on the balcony, patio or other similar area even if the area has been enclosed
- f. No pets or other animals shall cause or be the source of annoyance, nuisance or disturbance to any other neighbor.

7. Balconies, Patios Terraces –

- a. Balconies **are not to be used for storage, no items such as** boxes, exercise equipment, toys, coolers, etc. are allowed. Only Patio furniture is allowed.
- b. The unit owner or tenant shall be responsible for maintenance and care of the balconies, or patios
- c. Miami Dade County ordinances do not allow gas BBQ grills on condominium balconies. Only electrical grills are permitted. It is important to remove gas grills immediately as the county can fine each unit individually for having them. The condo can also be fined for the presence of those grills. As such, those who do not have BBQ grills will have to pay the fine through the condo and those who do have grills will pay double fines.

St. Moritz at Doral

Regulations (not all inclusive)

8. Ducks -

- a. **DO NOT FEED THE DUCKS.** When fed, ducks eat food that may be harmful to them. They then get close to the units looking for food and their waste is brought into your home on shoes, strollers, skateboards, etc., creating a health hazard. **When feeding the ducks you are helping neither the ducks nor the residents.** Please know fines will be applied to those found feeding the ducks.

9. Storage Under the Stairs -

- a. Only bikes which are in good state of repair and are used regularly will be allowed under the stairs in the hallways. No other items shall be placed in this location. The Association reserves the right to remove any unauthorized items in this area including bikes in disrepair

10. Signs and Decorations -

- a. No signs of any kind are allowed within St. Moritz at Doral Condominium.
- b. All holiday decorations must be removed no later than 30 days after the holiday.
- c. Party decorations must be removed within 24 hours after the event.

Please note that any homeowner or tenant violating these procedures will be fined **\$100 a day up to **\$1,000;** until the matter is resolved.

***I have read and understand the rules and regulations of the association included in this package
(2 pages)***

X _____ Date _____

X _____ Date _____