

UNIVERSITY VILLAGE EAST CONDOMINIUM II ASSOCIATION, INC.

2800 S. University Drive #2F Davie FL 33328

Screening Application for Sale or Lease of Unit - Check List

Along with this **COMPLETED** screening form, all adult applicants must also provide:

- A copy of the full executed lease or sales contract (including all addendums)
- A color copy of each adult's driver's license
- A copy of each car registration and Insurance
- A completed pet registration form – ONE PER PET
- A signed copy of the Rules and Regulations by all occupants; buyers, renters, and landlords.
- BUYERS - A copy of the signed purchase comprehensive rider clarifying buyers have read the Declaration of Condominium and are aware of the rules and their monthly association dues

The screening process may take up to 20 days.

Only COMPLETE applications with ALL documents attached and payment submitted will be reviewed by the board.

Screening Orientation will be scheduled once the application is reviewed.

Note: Two parking spots will be assigned by the board upon Orientation and Approval.

UNIVERSITY VILLAGE EAST CONDOMINIUM II ASSOCIATION, INC.

Application for Purchase or Lease

If a lease landlord to initial ALL points and sign as well

PURCHASE/LEASE (circle) BLDG. # _____ UNIT # _____

NAME: _____
SSN: _____ D.O.B: _____ DRIVER LICENSE: _____ STATE: _____ HOME
PHONE: _____ CELL: _____ WORK/OTHER: _____
E-MAIL: _____

SPOUSE / ADDITIONAL APPLICANT: _____
SSN: _____ D.O.B: _____ DRIVER LICENSE: _____ STATE: _____
E-MAIL: _____
HOME PHONE: _____ CELL: _____ WORK/OTHER: _____

PRESENT ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

YEARS AT ADDRESS: _____ MONTHLY RENT / MORTGAGE: \$ _____

PRESENT LANDLORD / MORTGAGE HOLDER: _____
PHONE # _____ EMAIL: _____

PREVIOUS ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

YEARS AT ADDRESS: _____ MONTHLY RENT / MORTGAGE: \$ _____

PRESENT LANDLORD / MORTGAGE HOLDER: _____
PHONE # _____ EMAIL: _____

VEHICLE MAKE: _____ STYLE: SMALL/SEDAN/SUV/PICKUP MODEL: _____
COLOR: _____ TAG#: _____
VEHICLE MAKE: _____ STYLE: SMALL/SEDAN/SUV/PICKUP MODEL: _____
COLOR: _____ TAG#: _____
VEHICLE MAKE: _____ STYLE: SMALL/SEDAN/SUV/PICKUP MODEL: _____
COLOR: _____ TAG#: _____

PRESENT EMPLOYER: _____ YEARS EMPLOYED: _____
PHONE #: _____ EMAIL: _____
POSITION / TITLE: _____ SUPERVISOR NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
ANNUAL INCOME: \$ _____ ADDITIONAL INCOME: \$ _____
ADDITIONAL OCCUPANT PRESENT EMPLOYER: _____
YEARS EMPLOYED: _____ PHONE #: _____ EMAIL: _____
POSITION / TITLE: _____ SUPERVISOR NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
ANNUAL INCOME: \$ _____ ADDITIONAL INCOME: \$ _____

OTHER OCCUPANTS:

NAME: _____ RELATIONSHIP: _____ AGE: _____
DRIVER LICENSE: _____ STATE: _____ SSN: _____
NAME: _____ RELATIONSHIP: _____ AGE: _____
DRIVER LICENSE: _____ STATE: _____ SSN: _____

EMERGENCY CONTACTS/FAMILY MEMBER THAT WILL NOT RESIDE WITH YOU:

NAME/RELATION: _____	PHONE: _____	EMAIL: _____
NAME/RELATION: _____	PHONE: _____	EMAIL: _____

PETS: PLEASE SUPPLY VET RECORDS (vaccinations) & Pictures

PET NAME: _____ BREED: _____ SIZE/LBS: _____
AGE: _____ VET RECORDS/VACCINES: _____ PET LICENSE/TAG#: _____
PET NAME: _____ BREED: _____ SIZE/LBS: _____
AGE: _____ VET RECORDS/VACCINES: _____ PET LICENSE/TAG#: _____
PET NAME: _____ BREED: _____ SIZE/LBS: _____
AGE: _____ VET RECORDS/VACCINES: _____ PET LICENSE/TAG#: _____

HAVE YOU FILED FOR BANKRUPTCY IN THE LAST 7 YEARS?

APPLICANT: YES / NO SPOUSE/ADDITIONAL OCCUPANT: YES / NO

HAVE YOU HAD AN EVICTION FILED OR LEFT OWING MONEY TO AN OWNER / LANDLORD, IN THE LAST 7 YEARS?

APPLICANT: YES / NO SPOUSE/ADDITIONAL OCCUPANT: YES / NO

HAVE YOU APPLIED FOR RESIDENCY IN THE LAST 2 YEARS, BUT DID NOT MOVE IN?

APPLICANT: YES / NO SPOUSE/ADDITIONAL OCCUPANT: YES / NO

HAVE YOU HAD AN ADJUDICATION WITHHELD OR BEEN CONVICTED OF A CRIME IN THE LAST 7 YEARS?

APPLICANT: YES / NO SPOUSE/ADDITIONAL OCCUPANT: YES / NO

If you have answered YES to any of the above questions, please explain the circumstances regarding the situation (can add a separate document to be attached to the application or below).

A full criminal eviction and credit background check will be done.

Applicant fully authorizes investigation of all answers given.

Applicant hereby agrees to abide by all of University Village East Condominium II Association Inc. Documents and Rules and Regulations.

Additional residents/occupants added at a later date must complete the same screening forms.

*** A lease cannot be for more than 12 months.

Lease Renewals must be submitted to the association for approval no less than 20 days PRIOR to end of current lease.

NOTICE: Any misrepresentation on this application will be considered grounds for rejection.

A violation of the Rules and Regulations after approval shall be grounds to legal action.

Be aware that Occupancy of the unit is Not allowed before Board approval and without a signed CERTIFICATE OF APPROVAL. Move-in before approval shall result an immediate rejection of application Initials _____ Initials _____

Buyers: MANAGEMENT OFFICE MUST BE NOTIFIED OF CLOSING DATE AND THE CLOSING STATEMENT MUST BE PROVIDED WITH COPY OF DEED BEFORE MOVE IN.

I _____ & _____ & _____ Authorizes
University Village East Condominium II Inc. to use electronic notices and communication with me
on my private email/phone,

through email/s: _____
through email/s: _____

WhatsApp Cell #/s: _____
WhatsApp Cell #/s: _____

Buyer/tenant name _____ signature _____ Date _____
Buyer/tenant name _____ signature _____ Date _____

Landlord/owner name _____ signature _____ Date _____
Landlord/owner name _____ signature _____ Date _____

Rules and Regulations

These rules and regulations listed below, may be modified, added to, or repealed at any time at the discretion of the Board of Directors.

Community living requires that each owner regulate the occupancy and use of his/her unit and the common areas to not unreasonably or unnecessarily disturb any other resident in the occupancy and use of his/her unit. Certain initial rules and regulations have been established by UNIVERSITY VILLAGE EAST CONDOMINIUM II ASSOCIATION, INC. (the "Association") to protect each owner's and resident's rights to the quiet enjoyment of his/her property.

REMEMBER, AS THE OWNER/RESIDENT OF A CONDOMINIUM, YOU DO NOT OWN THE AREA OUTSIDE OF YOUR INDIVIDUAL UNIT. THESE ARE A LIMITED COMMON AREAS, ARE SHARED WITH YOUR NEIGHBORS AND MUST BE TREATED WITH RESPECT AND KEPT IN GOOD CLEAN ORDER.

Condominium rules include, but are not limited to, the following: (Review condominium documents for complete regulations)

- 1) Owners, renters and any and all permanent residents, as well as their guests must be familiar with all the current rules and regulations and abide them. INT _____ INT _____
- 2) The Board of Directors is empowered to force compliance to the rules and regulations. It can levy fines, terminate lease agreements and demand removal from the premises. INT _____ INT _____
- 3) **BUYERS: Must read the association's documents which includes: By-laws, Articles of Incorporation, and Declaration. Seller must provide these to the buyer with an accepted/executed purchase contract.** INT _____ INT _____
- 4) **(Buyer/s)** Monthly Maintenance Payments are due on the first (1st) day of each month. Late payments please add a late fee of \$25.00. INT _____ INT _____
- 5) All applicants for occupancy/permanent residents, buyers and renters must be screened and approved by the Board of Directors, before occupancy. INT _____ INT _____
- 6) Applications to purchase or lease may take up to 20 days for processing, only AFTER all the needed application and documents required have been submitted. Application fees are \$150 per adult or a married couple INT _____ INT _____
- 7) **(Buyer/s)** Unit owners can lease their units to **single-family occupants only, with a proper lease**, annually, for up to 1 year (with option to renew). INT _____ INT _____
One Lease for a unit to include all adult occupants INT _____ INT _____
- 8) **No short-term leasing, no Airbnb, no subleasing (see #7).** INT _____ INT _____
- 9) All **occupants** of a unit (buyers/tenants) must complete a screening application and be registered with the association, all occupants over 18 years old must be screened and approved by the association before moving

in. Move in before approval may result immediate rejection of the application and any legal action resulting will be fully charged to unit owner INT _____ INT _____

10) Renewal of leases must be sent to the association to be approved no less than 20 days before termination/renewal of the lease. INT _____ INT _____

11) **(Buyer-Landlord)** Unit owners with any open balance, past due, or open violations **will not be approved to lease or renew their lease.** INT _____ INT _____

12) If a landlord defaults on their maintenance dues - tenant will receive a notice from the association and hereby acknowledges that they understand they will submit their rent payments thereafter directly to the association until all due balances have been paid off. INT _____ INT _____

13) Any violations caused by the Owner, Tenants or their guests will be noted and fined to the unit owner. Violations must be corrected as soon as possible to minimize fines. **Owner/Landlord** - is responsible for payment of any fines accrued by Owner or Tenant. INT _____ INT _____

14) **For all applicants;** credit scores, annual income, debt to income ratio, will be checked and reviewed INT _____ INT _____

15) **Buyers/landlords** must provide the association closing statement and copy of their homeowner's insurance up to 10 days after closing and before move in or before their tenant moves in. INT _____ INT _____

16) Tenants need to provide the association a copy of their renters insurance before or at their screening interview and before move in. INT _____ INT _____

17) Residents of a unit need to maintain the exterior of their unit to be kept in a clean organized state INT _____ INT _____

18) Any changes to the exterior of the buildings are not allowed. Including but not limited to; paint (other than the current paint of the building touch ups), satellite dishes installations, changes of exterior doors and or windows (can be done by application). INT _____ INT _____

19) Any requests for improvements or changes, must be made by the Owner of the unit, and be submitted in writing to the Association Board with explanation, plans/proposal, **contact information of the contractor, his license and insurance,** and approval of the association board. INT _____ INT _____

20) Any damage to the building or grounds caused by an Owner, Guest or Tenant shall be restored at the cost of the owner. INT _____ INT _____

21) Mailboxes are association property! Drilling out the locks will be considered vandalism and the unit owner will be charged the cost of repair. INT _____ INT _____

22) **Balconies and patios** are considered "limited common areas" and should be kept clean and neat. They are NOT a storage or dumping area. Broken/rotted fences must be repaired and properly kept. Torn screens need to be repaired/replaced or be removed. INT _____ INT _____

23) No cooking, grilling or BBQ of any kind is allowed on the balconies or adjacent to the building. INT _____ INT _____

- 24) **Noise: No noise after 10pm.** Please be courteous to your neighbors and keep noise and music levels down at all times. INT _____ INT _____
- 25) Yard sales are not permitted! INT _____ INT _____
- 26) Bicycles, scooters, toys, etc. are not to be left out overnight in the common areas of the grass or parking lots. INT _____ INT _____
- 27) Absolutely NO riding on gasoline operated vehicles, electric vehicles of any kind, skate boards, hoverboards, scooters, skates, bicycles or any other moving vehicle allowed on walkways/sidewalks. INT _____ INT _____
- 28) **No parking of any gasoline vehicles outside the unit/under patio/in patio** INT _____ INT _____
- 29) Pets must be registered with the association with a copy of Veterinary records that includes updated vaccinations/rabies and a picture of the pet. INT _____ INT _____
- 30) Dogs are to be walked on a leash only. Dogs are NOT to be left outside alone, including on the upstairs balconies. Please be considerate of others and pick up after your dog, fines will be imposed on violators. INT _____ INT _____
- 31) **Trash** pickup is on Wednesdays and Saturdays mornings. Trash should be put out not earlier than the night before (Tuesday & Friday) in the large garbage bins provided to each unit. INT _____ INT _____
Loose trash or any items not in the bins will not be picked up. The bins are to be taken back home at the same evening after pick-up. INT _____ INT _____
Trash bins are to be stored on your patios or under an overhang from your Unit. Bins are not to be on the grass, walkways or entrance to the unit. INT _____ INT _____
- 32) **Bulk trash** pickup is once a month per a schedule that is sent out by the Town of Davie. There is a special area designated for bulk trash, NOT with regular garbage. DO NOT use the dumpster at the canal for anything, this does not belong to us! Bulk pick up is on the last Wednesday of the month early morning. **BULK items should be dropped in the designated area not earlier than 3 days before pickup date!**
Violators will be fined \$100 per day and up to \$1000 maximum per occurrence!
Note: Mirrors, glass, glass tabletops, window panes, and plate glass items should be safely placed in a rigid container to facilitate safe collection. Larger glass items such as tabletops, shower doors, and windows should be placed separately from the rest of the bulk pickup.
Bulk items do NOT include contractor-generated material, or landscaping material, from a contractor/company you have hired. INT _____ INT _____
- 33) **Parking:** Each unit is assigned 2 parking spaces by the association; all vehicles must be registered and have decals to park in your assigned space only. There is an assigned Guest parking area around the complex for guests to park - a guest tag must be hung and must register through the app. INT _____ INT _____
- 34) **Do not drive or park on the grass, walkways or block any passage way,** INT _____ INT _____
- 35) No commercial vehicles, panel trucks, boats, trailers, campers, motor homes are permitted. All vehicles must be operable, with current registration. INT _____ INT _____

36) **No car repairs or carwash permitted on association grounds/parking.** Oil spills: treatment/repairs of asphalt will be invoiced and billed to the Unit Owner. INT_____ INT_____

37) All vehicles on the property are required to be registered with our parking monitoring company or may be towed at the vehicle owner's expense. INT_____ INT_____

Parking registration: Shall be done through the association board which will notify the Lot Monitoring Service after Approval of new Buyer/Tenant. Parking decals Expire at lease expiration, a decal renewal will be given with approval of lease renewals (which must be submitted at least 20 days ahead of expiration).
INT_____ INT_____

Fines will be assessed for failure to adhere to the above. Unit owners are responsible for their tenant's actions. INT_____ INT_____

☐ **All violations are to be addressed AND corrected within 14 days of notification. Fines will be assessed as allowed in Florida Statutes 718.303 \$100 per violation per day and up to maximum of \$1000 per violation.** INT_____ INT_____

X_____	_____	_____
Applicant Full Name	Signature	Date

X_____	_____	_____
Applicant Full Name	Signature	Date

X_____	_____	_____
Owner/landlord Full Name/s	Signature	Date

X_____	_____	_____
Owner/landlord Full Name/s	Signature	Date

Applicants: please return screening forms filled out, signed and initiated, with ALL required documents in ONE email.

UNIT # Number and Name of Applicant/s written in SUBJECT LINE!

UV2condoassociation@gmail.com

For any inquiries regarding this application please email with your info and your questions.