**200-210 172nd StreetSunny**
**Isles Beach, FL 33160**
**Telephone: 305-945-9772**
**avilasouthcondo@outlook.com**
**avilasouthinsib@gmail.com**
**Webside: avilasouth.com**

# SCREENING PROCEDURE

1. Fill out all the forms completely.

2. By signing the Avila South application form and providing the social security number, you authorize the Association to conduct a **CRIMINAL BACKGROUND REPORT.** A money order or certified check in the amount of $150.00 is required for each individual background check. The husband and wife may pay $150.00 for both; a certificate of marriage must be provided.

3. Provide a copy of your photo ID: **Driver's license or passport**.

4. **Must meet in person with Board Members to obtain approval**, after background check has been completed. No Face Time meeting will be granted.

5. Tenants are required to provide the Association with a security deposit of **$1,000** (one thousand dollars) to protect the common areas. Said deposit must be submitted along with the application. The deposit will be returned when proof of vacancy is verified, no damage to common areas has occurred, pending violations have been paid in full (if applicable) and all keys and remotes have been returned to the owner. The unit owner must advise the office that the refund may be processed. The refund will be returned to the issuer. Please ensure that the said name is printed on the money order or cashiers' check.

6. A refundable $250 security deposit is required to move in. This deposit will be returned upon verification that no damage has been done to the elevator or any other common areas (stairs, lobby tiles, etc.)

7. Application processing is 10 days from the time that application is **fully** submitted; expediting processing fee of $200 fee will be required for applications submitted less than five days.

**Note: The Rules and Regulations are available on the website in your preferred language (avilasouth.com)**

This Check List is provided for your guidance
Missing required information or if the application is not fully completed it will delay the approval process of your application.

Date: _____ Unit: _____

Submittal of completed application: Date _____

Application/screening Fee: Money Order: ____ Certified Check: ___

Expediting Fees $250 (if applicable): _____

Copy(s) of Photo ID ____

Copy of Social Security Card ____

Copy of Lease or Purchase Agreement ____

Rules & Regulations Acknowledge form signed and dated: ___

Three reference letters

Refundable Security Deposit issued to:

**Avila South Condominium:** _____

Moving refundable security deposit: $200 (if applicable, unfurnished apartment). Issued to: Avila South Condominium ____

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RENTERS/BUYERS MUST BE PERSONALLY INTERVIEWED BEFORE APPLICATION CAN BE APPROVED

OWNERS AND TENANTS MUST ABIDE BY AVILA SOUTH CONDO BY-LAWS, RULES & REGULATIONS
THIS APPLICATION IS NOT A CERTIFICATE OF APPROVAL

**DATE**_____

**AVILA SOUTH CONDOMINIUM ASSOCIATION, INC., A NON-PROFIT FLORIDA CORPORATION**.
Pursuant to DECLARATION OF CONDOMINIUM OF AVILA SOUTH CONDOMINIUM, Filed December 27, 1973 - Under clerk's File No. 73R-308734 of the Public Records of Dade County, Florida, and in compliance with section 10, Article A, Paragraph 2.

1. **Property Owner's Name**: _____
2. Unit parcel # _____
3. Address _____
4. Buyer/ Renter's Name(s)_____
5. Phone No._____ Email: _____
6. **Current Address** _____
   Street/unit City/State Zip code
7. Additional Family member/roommate: _____
8. **Current Address** _____
   Street/unit City/State Zip code
9. Phone No. _____ Email: _____
10. Number of family members: _____ Children: _____Ages: _____

**As per By-Laws dogs are Not permitted in this property. A dog service may be approved. A prospective tenant must advise the owner prior to signing a lease agreement.**

**Type of Transaction:** Sale ( ◯ ) Rental ( ◯ )

## SALE: Transaction Terms

A. Sale Price $_____
B. Mortgage Assumption Amount_____
C. Have you received transfer forms from a Mortgages _____
D. **New owner is responsible to provide a copy of a recorded Deed.**

**Monthly maintenance: _____ Special Assessment dues: _____**

**LEASE:** Term of Lease: Months (three minimum) ____ Yearly____

Monthly Rent Amount $_____

10. **THREE WRITTEN INDIVIDUAL REFERENCES:** (Required three, local if possible)

1. Name_____
   Address _____Phone #_____
2. Name_____
   Address _____Phone #_____
3. Name_____
   Address _____Phone #_____

**Signatures:**

BUYER_____

RENTER: _____

---

**FOR ASSOCIATION USE ONLY**

APPROVED BY_____ _____

TITLE_____ TITLE_____

DATE APPROVED_____

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# ADDENDUM TO RENTAL AGREEMENT

By signing this document, the undersigned unit owner and tenant,
agrees that, if the unit owner becomes delinquent on the monthly maintenance and/or special assessment fees due to Avila South Condominium Association, Inc., while the tenant is occupying the unit, the tenant will deduct the monthly maintenance and/or special assessment amount from the rent due to the owner, and will pay said amount directly to the Association on the first of each month until all fees due by the owner are paid in full.

Tenant will begin leased occupancy of Unit_____ on _____, 20_____ located in Avila South Condominium Association, Inc.

_____ _____
Unit **Owner** (Print Name) Tenant (Print Name)

_____ _____
Unit **Owner** Signature Tenant Signature

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# PARKING SPACE ASSIGNMENT
## ONE VEHICLE PER UNIT

**Name:** _____
**Phone #:** _____
**Make:** _____ Acura
**Model:** _____
**Color:** _____
**Tag (plate) No.** _____
**Building No.** _____ **Unit No.** _____
**Remote No.** _____
**Entry Code** _____

**Parking Space Assigned:** _____

_____ _____
**Signature of Owner/Renter** **Signature of Board Member**

**Note: The Rules and Regulations are available on the website in your preferred language (avilasouth.com)**

# Avila South Condominium Association

## AUTHORIZATION FOR FILE DISCLOSURE

APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent, or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results will be provided to: Avila South Condominium Association, Inc.

X_____

Signature Date

_____

Full Name - First, Middle, and Last Name (Please Print)

_____

Home Address (Unit # if applicable) APPLICANTS CONTACT (REQUIRED)

_____

CITY STATE ZIP

_____

Social Security Number

**One page per individual older than 18 years old, that will purchase/lease the unit must complete this form. All family members/roommates that will reside in the unit for more than 14 days must be registered. See By-Laws/Amendment.**

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# Rules and Regulations

I, _____, declare that I fully read the Rules and

Regulations of Avila South. I pledge to live by them, abide by them,

and refer to them from time to time.

By signing below, I acknowledge receipt of said copy.

_____ _____

**Signature** **Date**

_____

**Print Name**

_____

Witness

**Note: Fail to comply with these rules is subject to a fine. The first violation is $25, subsequent violation is $50, up to $100.**

_____

Initials

PRINT RESET

It is the responsibility of each Unit Owner and/or his Tenants to comply with these rules and regulations and to ensure that owners, tenants, guests, and employees or any other person over which they have control abide by the Association's rules and regulations

***OFFICE HOURS***

Tuesday-Wednesday-Thursday

10:00 AM -12:00 PM

Important telephone numbers:

Miami-Dade Fire/Police Non-Emergency
City of Sunny Isles Beach
305-947-4440

IN CASE OF EMERGENCY CALL 911

***UTILITIES***

Florida Power and Light
305-442-8770

**ACCOUNTING MANAGEMENT**

Preferred Accounting Services, Inc.
305-661-2919

**Note: The Rules and Regulations are available on the website in your preferred language (avilasouth.com)**

## RULES AND REGULATIONS

Condominium living requires that each owner regulates the occupancy and use of his/her unit alone with the common elements so as not to, unreasonably or unnecessarily, disturb any other adjacent residents. The following Rules and Regulations have been established by Avila South Condominium Association, Inc. to protect the owner/tenant's right to a quiet living.

## MAINTENANCE OF UNITS AND OCCUPANCY

Units shall be occupied solely as one family residence and not to be used for any other purpose. Occupancy is to be as follows:

a. One-bedroom units shall be occupied by no more than two (2) people.
b. One-bedroom 1 1/2 bath units shall be occupied by no more than three (3) people
c. Two-bedroom units shall be occupied by no more than four (4) people.

The above-listed occupancy shall not apply to short, temporary visits, provided that the Board of Directors may limit the number of such visitors when necessary to prevent overtaxing facilities, which are the common element.

1. All Owners must advise the Board of Directors in writing the arrival date, length of stay, and names of guests. Guests must report to the office with their identifications on the next business day after arrival.
2. Units shall be used only for residential purposes, as a single-family private dwelling for the Unit Owner, the members of his immediate family and social guests and for no other purposes.
3. No trade, business, profession, or any type of commercial activity may be conducted in the unit.
4. Each Unit Owner, at his/her own expense, shall maintain his unit in good condition and repair.
5. All unit floors must be carpeted with over padding; if new floors are installed, it must be properly done over approved sound proofing material. A city permit is required.
6. Unit Owners and occupants shall exercise extreme care to minimize noise so as not to disturb the surrounding Unit Owners. Miami-Dade has a Noise Ordinance for excessive noise from 11:00 PM to 7:00 AM.

7. The pest control company **must be permitted** access to fumigate each unit monthly to keep the building pest free.
8. **The Association must have keys to all units for emergency purposes.** The owner's key is left with another Unit Owner, then, that person's name must be registered with the office. If no one is available to provide access to the unit in case of an emergency, if a forcible entry is necessary, it will take place at of the Unit Owner expense.

9. Promptly report any water leaks, mold, possible termite problems to the Association's office, or via email: avilasouthcondo@outlook.com

10. No structural change or alterations shall be made in any unit, except upon approval, in writing by the administration Board of the Association. City permits may be required.
11. Remodeling — Make sure all workers clean hallways and work areas at the end of their workday- Unit Owner will be responsible if any additional cleaning or materials disposal is required.
12. Noise from work in units is prohibited between the hours of 6:00 p.m. and 8:00 a.m. on weekdays, and at any time on Sundays or holidays. (Miami Dade Noise Ordinance)
13. Draperies, vertical blinds, mini-blinds or shades are the only window treatment allowed.
14. Iron bars on doors or windows are prohibited.
15. Hot tubs and washer machines are prohibited.

## UNIT ABSENCE AND HURRICANE GUIDELINES

1. Those who desired Hurricane Shutters or storm windows shall submit a written request to the Board for approval per the City of Sunny Isles Beach Code Enforcement. A copy of the proposal must be submitted.

2. Tape is not allowed to remain on windows; please remove, after the storm immediately.

3. Please shut off the water to your unit when leaving for an extended period.

### ***GUESTS, RENTALS***

1. There is a **two-year waiting** period after purchasing a unit before the unit may be rented.
2. Owners **shall not permit** occupancy of the unit for more than two weeks in the owner/tenant's absence, owner/tenant must reside in the unit while his/her guest is visiting; visitors must be registered.
3. No Unit shall be rented more than once during a 12-month period.
4. The term of a lease can only be for a period of three (3) months to one (1) year. Short-Term Rental are prohibited. Please contact the City of Sunny Isles for the Ordinance.
5. Current copies of the unit's lease must be submitted to the office, including all lease renewals.

## ***MOVING IN AND OUT***

1. People moving in or out must use the rear entrances of the building. Moving hours are Monday through Saturday, from 8:00 AM to 6:00 PM.

2. Use protective mats when moving furniture and appliances in the elevators.

3. Any damage caused to the elevators will be deducted from the owner's / tenant's security, whoever applies.

## TRASH DISPOSAL

1. PLEASE FOLLOW POSTED TRASH ROOM REGULATION NOTICES AS MAY BE AMENDED FROM TIME TO TIME.

2. All garbage and recycling items shall be deposited in the disposal installation provided for such purposes. All recycling laws shall be followed, and they will be strictly enforced.

3. Recycling baskets **are not** for regular trash nor discarding bulky items. Please do not commingle trash with the recycling.

4. Mattresses, furniture, appliances, or any other large items must be removed from the property by supplier, delivery company that brings the new appliance, or taken to the Miami-Dade bulk disposal directly. These discarded items may not be placed or stored anywhere on the property.

5. All trash must be placed in tied plastic bags and placed inside the trash chute.

6. Do not drop oversize items or large bags behind the trash chute door.

### LAUNDRY ROOM

1. PLEASE FOLLOW POSTED LAUNDRY ROOM REGULATION NOTICES AS MAY BE AMENDED FROM TIME TO TIME.

2. The washers and dryers operate by money cards. The cards may be purchased, and re-filled funds at the ATM machine located by the office.

3. Please clean washers and dryers after each use. Laundry hours are 9:00 AM to 9:00 PM

## POOL AND RECREATIONAL FACILITIES

1. PLEASE OBEY POSTED POOL RULES, AS MAY BE AMENDED FROM TIME TO TIME. THE ASSOCIATION WILL NOT ASSUME LIABILITY FOR AN INDIVIDUAL'S FAILURE TO FOLLOW THESE SAFETY RULES.

2. Anyone under the age of 14 using the recreational facilities must be accompanied by an adult.

3. Visitors and/or guests using recreational facilities or pool must be accompanied by Tenant or Owner.

4. Children under three (3) years and/or other people who have a problem of incontinent may not use the pool unless they are wearing leakproof protective diapers under the swimsuit.

5. Toys, bicycles, roller-skates, skateboards, strollers, playpens, carriages, and similar items are not permitted in or near the swimming pool.

6. Inflatable items and noodles are permitted in the pool if they do not cause a nuisance to other pool users. Inflatable devices or life vests attached to the person for safety purposes are always allowed.

7. The recreation, exercise room and sauna are open from 8:00 AM to 10:00 PM. Be minded that the use of the gym equipment is at your own risk. Turn off the light and A/C when vacating the areas.

8. The recreation room (Club Room) is available for private parties or gatherings with reservations. Please reserve 48 hours in advance and it is solely for our community residents. It is not intended for a family/friend that does not live on the property.

**Note: The Rules and Regulations are available on the website in your preferred language (avilasouth.com)**

## COMMON AREAS

1. As per the Florida Clean Air Act there is ABSOLUTELY NO SMOKING ALLOWED IN ALL ENCLOSED AREAS in order to protect public health, comfort and the environment. If a person fails to comply, he/she will be subject to fines provided by Florida Law.

2. Common areas shall not be obstructed, littered, or misused in any manner.

3. Children are not allowed to play in hallways, stairwells, or elevators. Children under 14 years of age must always be supervised and accompanied by an adult.

4. This is a gated "No Trespassing" community. Unannounced and non-approved visitors, as well as solicitors, are trespassers, and will be reported to the Police Department.

5. Guests are limited to four (4) people per unit in the pool area.

6. No one is permitted to interfere with or give directions to the maintenance personnel or employees of the companies providing service to the Association. If you have any questions or concerns, please contact Management in writing.

7. **Do not use the key as a handle to pull or hold door; this will prevent key breakage.**

8. There will be no skateboards, roller blades, roller skates, or bicycles ridden inside the buildings or in the parking lot. They must be carried outside the common areas before using them.

9. Bicycles or any other items may not be stored in the hallways, stairways, or storage room, according to Fire Code.

10. Removal and defacing of posted notices are strictly prohibited as they are intended for informational purposes to all residents.

11. Adults and teenagers over 15 years old must cover their **torso** when walking withing common areas: inside the building and parking lot.

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## PARKING LOT

**[1]The parking spaces, as defined in the Association documents, are for the exclusive use of a Unit Owner and each Unit is limited to one assigned space per unit.**

1. Parking vehicles in unauthorized spaces or not designated parking areas is prohibited.
2. Parking by Owners or Tenants in spaces which are designated as "guests" is prohibited.
3. All visitors shall only park in areas designated as guest parking during visiting hours except overnight. All areas designated as guest parking should be for temporary use only.
4. There is a **$10 fee per overnight parking,** and the permit must be requested during office hours. Any visitor parked in a guest parking space overnight must display an authorization permit on the vehicle's dashboard. Failure to comply will result in the vehicle being towed away at the vehicle owner's expense.
5. Car repairs are prohibited on property. Only emergency vehicle repairs, such as changing a flat tire or charging a battery, may be done in the condominium property.
6. Children are prohibited from playing in the parking areas.
7. All vehicles must be in good condition and tags must be current. A motor vehicle that cannot operate under its own power shall remain on the property for no more than twenty-four (24) hours.
8. Vehicles must be parked head-in **only.**
9. Commercial vehicles are not permitted in reserved parking spaces. Commercial vehicles may only park in "guest" spaces or at a service parking space while conducting a service to a unit in our building from 8:00 AM and 6:00 PM. Commercial vehicles are defined as:

All vehicles (including regular passenger automobiles), that displayed a sign, six passengers transportation and oversize vehicles.

10. Cars parked illegally in reserved parking areas will be towed at the vehicle owner's expense following a complaint by the Unit Owner. Unit Owners who wish to use other Unit Owner's reserved spaces must have written permission by the Owner and have a copy on file with the Association office.
11. Oil leaks from vehicles damage the asphalt, please clean immediately. Unit Owners who clean their oil leaks will be charged for the resulting pressure cleaning or repairs.
12. The use of go-carts, scooters, bicycles and all-terrain vehicles in the common areas is prohibited.
13. The penalty for violation of any of the above rules will be that the vehicle will be towed at owner's expense.

[1]

## Rental of Club Room and Bar-B-Que Area

MUST BE RESERVED 48 HOURS IN ADVANCE

A rental fee of $30.00 must be made by check or money order and a $100 refundable deposit is required; both rental fee and deposit must be submitted at the time of reservation. The deposit will be returned if all rules have been honored and the area has been inspected and deemed satisfactory, otherwise the deposit will be forfeited.

1. The recreation room may be reserved between the hours of: 9:00 am. to 9:30 pm for a period of four (4) hours. At closing time, the room must be left cleaned.
2. Music should be played at a reasonable volume level so as not to disturb the adjacent neighbors.
3. If an incident happens during the gathering, Avila South will not be liable for any inappropriate behavior and any costs incurred, due to the incident. Any applicable violations fees or damage expenses will be the Unit owner/renter's responsibility.
4. Please be sure to clean the room and leave everything in the same condition as it was otherwise the deposit will be kept.
5. NO GLASS ALCOHOLIC BEVERAGES ARE PERMITTED IN THE CLUB ROOM OR BAR-B-QUE AREAS. Bar-B-Que and surrounding areas must be thoroughly cleaned, and vacated no later than 9:00 p.m.

**Note: The Rules and Regulations are available on the website in your preferred language (avilasouth.com)**

# EVACUATION PROCEDURE IN THE EVENT OF FIRE

In case of a fire everyone must exit the building down the stairs.
**Do Not Take the Elevator**. The elevators will automatically be locked and recalled to the first floor for your safety.

Please follow the **Exit** signs posted throughout the floor and evacuate through the nearest exit. There are two stairs, go to the nearest one.

There are two areas where you can meet: across the street or in our parking lot as far as possible from the building.

The smoke doors will close automatically as the fire alarm goes off.

There is an Exit sign posted above the smoke doors which means you can go through that door, if it's close to your unit.

The purpose of these doors is to make sure the fire, and the smoke wouldn't extend to the other side of the hallway. For example: if a fire originates in the laundry room, do not open that door, exit through the center stairs.

There are stairs at the east end and west end of the buildings and on the second floor of each center stairs, those doors have an alarm, and they can **Only** be use in the event of fire.

**NOTE:** Per Miami-Dade Fire recommendation- if your unit alarm is activated due to smoke when cooking, please do not open the unit door for ventilation; smoke coming from your unit may activate the alarm for the entire building. Open your windows instead. This will prevent the Association getting a False Alarm violation, and consequently, prevent that the unit owner be fined as well.

If you have any questions, please do not hesitate to ask our office for further clarification.

Thank you for your cooperation on this important safety matter.

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