



Cypress Village Condominium Association

7240 Miami Lakes Drive

Miami Lakes, Florida 33014

Ph.: (305) 822-4340 • Fax: (305) 362-2898

Email: cypressvillage@bellsouth.net

Cypress Village Condominium
Requirements Application for the Association of Condominiums

ALL PROSPECTIVE RESIDENTS must complete an application and be approved by the Association before moving into the property. Any APPLICANT who violates this agreement will be grounds for DENIAL immediately.

The cost of the application, background check and interview is \$150.00 (not reimbursable) per applicant 18 years of age and older (applicant is husband/wife or parent/dependent child). If married couple with proof of marriage (Marriage Certificate or Same last name on ID, fee is \$150.00 per couple. We accept MONEY ORDER or CASHIERS CHECK payable to: Cypress Village Condominium Association. Please, request a payment receipt at this time.

For this procedure, the new residents must present the following documents:

- Copy of driver license and social security card for all new resident older than 18 years (if the resident cannot be present please bring a photocopy).
- Copy of the Purchase Contract or Lease Agreement.
- Copy of all car registrations. (No commercial vehicles permitted in community)
- Police Records from all new resident older than 18 years. Police Record must be ORIGINAL copy only. (You can obtain this document from: Miami-Dade Police: from 8:00 am – 6:00 pm, you do not need appointment).
- Last two (2) stubs check paid from the employment of the Contract's titular.
- Application must be submitted with ALL above required documents

The Contract's titular must return application and all previous information to the Cypress Village Condominium 7240 Miami Lakes Dr, Miami Lakes FL 33014 here is an interview to discuss all characteristics and regulations of the Community will be scheduled. Results will be presented, approved and signed by the Association's Board. The Approval Certificate will be available in 15 business days from the date the application is submitted. RUSH service available for an additional \$100.00. Approval will be available within 7 business days. Money Order/Cashier's Check only payable to Cypress Village Condominium Association

The Approval Certificate will be delivered to the unit's owner and the owner will retain it for the living time of the new residents inside the property. In case of Rental, the property's owner can access the information of the screening process sending a requesting letter to the Management Company.

Every time the property changes resident(s), a new application process must be done. Any existing resident that was approved by the association and allows new tenants (family, friends, spouses or partners) to move without passing through the Association, will be subject to eviction and heavy fines placed on the unit.

All new prospective tenants understand the following:
Effective July 1, 2010, Florida Statutes Section 7.18- SB1195 authorizes the condominium association to collect the monthly assessments directly from the renters/tenants in cases where the homeowner defaults in paying the corresponding association fees.

I _____ (Applicant), on ____ of _____, 20____ understand and agree with all the above conditions.

Name of the Applicant

Signature of the Applicant

Cypress Village Condominium Association

Application Form for RENT/ PURCHASE a Condominium's Unit

1- General Information.

- 1.1 Community Name _____
- 1.2 Property Address _____
- 1.3 Telephone No. _____ Email: _____
- 1.4 Applicant _____ DL # _____ DOB _____ SS# _____
- 1.5 Applicant _____ DL # _____ DOB _____ SS# _____
- 1.6 Other Applicant _____ DL # _____ DOB _____ SS# _____
- a.) No. adults (over age 18) _____
- b) No. and names of children: _____
- c) No pets (Breed, color and size) _____

(Tenants not permitted to have pets)

2- Residence History.

- 2.1 Present Addresses: _____
- 2.2 Lease Own 2.3 Time of occupancy: _____
- 2.4 If lease, name of landlord: _____
- 2.5 Landlord phone: _____
- 2.1 Previous Addresses: _____
- 2.2 Lease Own 2.3 Time of occupancy: _____
- 2.4 If lease, name of landlord: _____
- 2.5 Landlord phone: _____

3- Employment information.

- 3.1 Name of Company: _____
- 3.2 Addresses: _____
- 3.3 Position: _____ Name of contact: _____
- 3.4 Telephone of contact: _____ 3.5 Income monthly: _____
- 3.1 Name of Company: _____
- 3.2 Addresses: _____
- 3.3 Position: _____ Name of contact: _____
- 3.4 Telephone of contact: _____ 3.5 Income monthly: _____

4- References.

- 4.1 Name: _____ 4.2 Relationship: _____
- 4.3 Telephone of contact: _____
- 4.1 Name: _____ 4.2 Relationship: _____
- 4.3 Telephone of contact: _____

Applicant's name and signature _____ Date _____

Applicant's name and signature _____ Date _____

Cypress Village Condominium Association

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5- Vehicle information. Limited two vehicle decals per house hold.

5.1 How many vehicles: _____

5.2 Mark: _____ Model: _____ Year: _____ Tag: _____ Decal: _____

5.3 Mark: _____ Model: _____ Year: _____ Tag: _____ Decal: _____

6- Background Information:

6.1 Have you ever filed an application here before, if yes when? _____

6.2 Have you ever had any legal conflict as eviction? _____ or filed bankruptcy? _____

6.3 Have you ever been convicted of a crime or felony? _____ Any other Legal conflicts? _____

6.4 If yes, please include description of legal charges and a detailed explanation of occurrence on a separate page.

6.5 Will any other individual or institute be paying any portion of your rent? _____ If so who? _____

****Please be aware that any false information provided on this application will result in an automatic denial. ****

Authorization to release information about my: Employment, Residence, Banking and Credit.

The requested information will be used in reference to my rental/lease application. The applicant hereby authorizes you to release any and all information concerning my employment, residence, credit, and banking and to give the information to:

The applicant hereby authorizes Cypress Village Condominium to investigate all statements contained in my application as may be necessary. The applicant understands that the applicant hereby waives privileges that he/she may have regarding the requested information to release it to the above named party. A copy of this form may be used in lieu of the original. If for any reason the board of directors do not approve the application, the fee payable to the management will be non-reimbursable. In case of Rental, the property owner can access the information of the screening process via written request to the Management Company. Please note a new application must be completed by all potential rental applicants each and every time a unit changes residents. The Approval Certificate will be delivered to the unit's owner and the owner will retain it for the living time of the new residents inside the property.

Rules and Regulations of the Association

Applicant certifies that he/she understood and accepted all rules and regulations of the Association. Applicant also acknowledges that should he/she violate any of the Condo's bylaws, the unit owner will cancel Lease Agreement on contract immediately.

Applicant's name and signature Date

Applicant's name and signature Date

Cypress Village Condominium

EMERGENCY CONTACT INFORMATION

In the event an emergency arises that effects your unit and you are away from your home and unreachable, who should be contacted? This would include instances such as break ins, water leaks into or from your home, fire, etc. Please provide three (3) contact persons with all telephone numbers where they may be reached.

It is suggested that at least two of your contacts have a key to your unit. Please indicate who will have your keys.

Resident Name: _____

Home Phone: _____ Work Phone: _____

Contact Name: _____

Home Phone: _____ Work Phone: _____

Relationship to you : _____ Key: Yes () No ()

Contact Name: _____

Home Phone: _____ Work Phone: _____

Relationship to you : _____ Key: Yes () No ()

Contact Name: _____

Home Phone: _____ Work Phone: _____

Relationship to you : _____ Key: Yes () No ()

****** BE ADVISED: TENANTS/ OWNERS ARE NOT PERMITTED TO HAVE ANY PETS IN THEIR UNIT. No Exceptions!!!!**

I certify that I do not have any pets and I won't have any pets during my rental at Cypress Village Condominium.

- I certify that should I fail to comply with the Pets policy at Cypress Village Condominium will be subject to Eviction by the Association.
- I Certify and understand that all of the above and that any breach to this understanding will result in immediate Eviction of ALL residents of the above mentioned unit.

NOTE: The Approval for residents is granted only to the applicant(s) which information was received on the original application. Everyone must complete the screening process **prior** to taking residence at said location. If you fail to comply with this request, the APPROVAL LETTER will be automatic voided, and will be grounds for eviction.

Applicant
(Sign Name)

Applicant, _____ of _____, 20____
(Print Name) (Day) (Month)

Witness
(Name)

(Signature)

Cypress Village Condominium

SCREENING PACKAGE SUMMARY PAGE

SALE: ___ LEASE: ___ ADDITIONAL OCCUPANT: ___ ACTIVE MILITARY: ___

ASSOCIATION NAME: _____

ACCOUNT NUMBER: _____

UNIT ADDRESS: _____

CURRENT OWNER(S) NAME: _____

Dear Board:

Attached please find the completed screening package for the above referenced unit. Listed below are some of the most fundamental key points for you to evaluate, make sure to review and cross-reference with the provided documentation.

Please keep in mind that this is a time sensitive material.

Acct Bal: \$ _____ Account Status: _____ Lease Term: _____

Security Deposit: Yes ___ No ___ Amount \$ _____ Owner ___ Tenant _____

Criminal Background History: Yes ___ or No ___

Occupied by: Number of Adults ___ Children ___ # of Pets: ___ # of Vehicles ___

Open Violations: _____

ACCOUNT UNDER LEGAL COLLECTION STATUS - DO NOT RELEASE CERTIFICATE.

PLEASE FORWARD TO ASSOCIATION'S ATTORNEY: YES _____ NO _____

Interview scheduled for: _____ Done by: _____

Date: _____ Time: _____ Place: _____

Manager's Name: _____ Date: _____

OFFICE USE ONLY:

Date Received: _____

Print Ledger

Print Violation Log

Log Application

Process Certificate of Approval

Send to Executive - Research for: ___ Criminal ___ Other _____

Extended

GTM _____



Cypress Village Condominium Association

7240 Miami Lakes Drive

Miami Lakes, Florida 33014

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Email: cypressvillage@bellsouth.net

Cypress Village Condominium Association, Inc.

Acknowledgements related to Specific Provisions of the Governing Documents and the Rules and Regulations:

I/We attest that I/we understand that Cypress Village Condominium Association, Inc., ("Association") requires approval of all occupants within the Association, in writing, prior to the transfer of a property. I/We understand that residents within the Condominium Units of Cypress Village Condominium Association, Inc., are not to create a nuisance according to The Declaration of Condominium, Article XVI. I/We also understand that the Association may require that any individuals who create a nuisance within the community to vacate the premises, and I/we acknowledge that should the Association require that my/our occupant(s) permanently vacate the property, I/We, as Owner(s) of _____ will inform any individual that they must vacate the Unit. As an owner of the above referenced Unit, I am responsible for all actions of the occupants, tenants, guests, or invitees in my Unit. I/We understand that any violation of the above provisions, or any amendments thereto, could result in my occupant(s) being evicted and that I/We could be personally liable for any attorney's fees and costs in the enforcement of these restrictions. Finally, I/We understand that we must abide by all the Association's Governing Documents (Declaration of Condominium, Articles of Incorporation, Bylaws, Rules & Regulations, and any Amendments thereto).

I/we attest that I/we have read and will abide by these Specific Restrictions and the Association's Governing Documents as a whole.

Name _____ Unit # _____ Date _____

Name _____ Unit # _____ Date _____

Sign _____

**CYPRESS VILLAGE CONDOMINIUM
ASSOCIATION, INC.**

POOL AND TENNIS COURTS HOURS ARE

FROM 8:00 AM TO 6:00 PM

AND

MOVING IN AND OUT AND DELIVERIES

MONDAY TO FRIDAY 9:00 AM TO 5:00 PM

AND

SATURDAYS FROM 12:00 PM TO 5:00 PM

SUNDAY MOVING WILL NOT BE ALLOWED _____Initials.

HORARIOS DE PISCINA Y CANCHAS DE TENNIS SON

DE 8:00 AM A 6:00 PM

Y

MUDANZAS Y ENTREGAS

DE LUNES A VIERNES DE 9:00 AM A 5:00 PM

Y

SABADOS DE 12:00 PM A 5:00 PM

LOS DOMINGOS NO SERA PERMITIDO MUDARCE

_____Iniciales

CYPRESS VILLAGE CONDOMINIUM ASSOCIATION, INC.

RULES

Approved at Board of Directors Meeting

These rules are based on past and present decisions of the Condominium Board of Directors. They are designed to set & maintain high standards of appearance and behavior that enable all residents to enjoy living here and to enhance the value of your home.

APPEARANCE OF BUILDINGS & GROUNDS _____Initials

1. The appearance of units, doors, windows, fences, or the uniform color scheme may NOT be changed by the owners.
2. Owners or tenants maintain their own exterior doors, windows & door surrounds.
3. Broken windows, door locks or trim must be replaced as soon as possible with new items of identical appearance.
4. Blinds, draperies, or curtains of a standard and color generally acceptable, must be installed at all windows.
5. No signs, advertising or notices may be visible from the windows of a unit or be placed anywhere exterior to a unit. CV office staff will place postcard-sized advertisements from residents only, in the bulletin board outside the Clubhouse.
6. Only CV & public notices approved by the Office are allowed on building notice boards or elsewhere on the premises.
7. Obtain Association approval and specifications before installation hurricane windows or shutters according to Mia-Dade code.
8. Hurricane shutters must be opened or removed within a week after the hurricane has past by.
9. No satellite TV dishes may be installed on common areas.
10. Balconies should be kept tidy and may not be used for storage and/or hanging clothing, plants, or any other unsightly items, only patio furniture is permitted.
11. Propane or charcoal barbecue are not permitted Miami-Dade fire regulations PROHIBIT them.
12. No items may be left on the hallways, stairways, or common areas.
13. Bicycles (push or powered) may NOT be left outside units or balconies.

14. Skateboarding, bike riding or any other game are NOT allowed in the condominium's common areas at any time.
15. Smokers, who habitually smoke cigarettes outside their unit, must use ashtrays & not litter the area with cigarette butts.

PARKING & PARKING DECALS _____ Initials

16. Except for police cars, all cars must park front-in, so their CV decals and license tags are plainly visible from the road. Please advise your guest so their cars will not get towed.
NO
17. Commercial vehicles or trucks with mounted ladders etc. may NOT park overnight on CV property.
NO
18. Oversize vehicles such as RV's, boats, tractor trailers or other trailers may NOT park overnight on CV property.
19. CV maximum parking decals is **2 per unit** and will not be issued to any unit more than the number of persons legally allowed to reside there. The legal limit number of persons is 2 per bedroom unit. (Approved registered persons only)
20. Cars and motorcycles must display a CV decal to park overnight. No resident driver may get more than one decal. Motorcycles must be parked on a regular parking space, Not on the grass.

21. Decals are applied to cars by CV personnel after photocopying owner's driver's license and registration for CV records.
22. Visitors & guests must display a CV temporary guest parking to park overnight. Car and motorcycle violators may be towed away at owners' expense.
23. Temporary decals will only be given to or renewed for residents (does not apply to guests) in any situations.
24. Any vehicle parked after 12 midnight on CV property without a decal or guest pass may be towed after 2 warning citations. Records are kept.
25. Cars impeding traffic flow may be towed without warning. Improperly parked cars may be towed after a single warning.
26. Except for emergencies such as flat tires, motor vehicles may NOT be repaired in the parking lots.

GENERAL RULES

_____ Initials

27. To maintain the harmony of exterior appearance, no one will be allowed to make any alteration or change to, place anything on, affix anything to, or exhibit anything from any part of the condominium that is visible from the exterior or from the common elements of the association without the prior consent of the board of directors.
28. No property can be sold, leased, sublet, or rented without the approval of the association. Each unit owner who needs to obtain an application should contact our office. All applications must be filled and signed by the buyers or renters.
29. Inform CV management 72 hrs. before plumbing repairs that require turning off the water to other units.
30. Loud music or loud noise is NOT allowed after 11:00 p m. (Midnight Saturday). It is against the law. Call security or the Miami Lakes police if you need relief from a loud party. Their telephone number is 305-698-1500 or 911.
31. NO ONE may drink alcoholic beverages in any common area of Cypress Village.
32. Food of any kind may NOT be left outside units for feral or stray cats. This practice encourages rodents and other vermin.
33. Garbage, trash containers or discarded furniture may NOT be left in hallways. Violators will be charged a removal fees.

34. To dump large, discarded items @ 17600 NW 78 Pl., Palm Springs North M - F 7:00 am - 5:00 pm and Sat. 7:00 am - 12:00 Noon and is not permitted in our dumpsters or common areas.
35. Upstairs owners and tenants are responsible for damage into a downstairs apartment.
36. Furniture removal or delivery and all other business deliveries must be done after 9 am and before 7 pm.
37. Animals NOT permitted at Cypress Village except a service animal. (A) Service animal must be registered and approved by the board of directors before moving into Cypress Village. (B) must be kept leashed on CV property and walked out of the property to do their things and pick-up after their animal. (C). Legal action will be taken when residents do not comply.

RENTING THE CLUBHOUSE

_____ Initials

38. The clubhouse can be rented to residents only at weekends. The fee is \$300.00 plus.
350. ~~300~~ refundable deposit if it is returned 100% clean and with no damages. (Details at the CV office)
If not clean \$150.00 will be deducted from the deposit.
39. When the clubhouse is rented for a party, alcohol may NOT be consumed OUTSIDE, the outside of the clubhouse building, and the pool is NOT included.

SWIMMING POOLS

_____ Initials

40. The pools are open from 8:00 am to 6:00 pm.
41. Residents are limited to two pool guests at a time. They must stay with them and are responsible for their behavior.
42. Music or loud noise is NOT allowed.
43. Take an ID and the pool pass to the pool, as you may be asked to show that you are a resident, or you are a guest of a resident. You will not be allowed to enter without it.
44. No child under age 16 is allowed in a pool unless accompanied by a responsible adult.
45. No lifeguard is on duty. The CV Condominium Association is not responsible for losses, injuries, or accidents.
46. Running, pushing or other horseplay, use of rafts, tubes, balls etc. is not permitted in the pool area.
47. Legal action will be taken against any person who misuses pool lifesaving equipment.
48. Drinking bottle water is the only permitted drink in the pool area.
49. When the pool area is crowded, chairs etc. left unattended for 15 minutes cannot be reserved.
50. Infants or toddlers must wear proper swimming attire, swimming diapers only for sanitary reasons.

TENNIS COURTS

_____ Initials

51. They are for use by residents, from 8:00 am to 6:00 pm (with not more than 2 guests) only with Permission from the office or security.
52. Tennis shoes or equivalent soft-soled shoes must be worn. No other games are not allowed on the Tennis courts.
53. Children under 16 may NOT use courts unless a resident adult or guardian is present.
54. If others are waiting to play, a time limit of 45 minutes will apply for each group of players.

LAUNDRY ROOMS _____ Initials

55. The six laundries are open for Cypress Village residents only from 6:00 am to 10:00 pm.
56. If a machine is out of order, please leave a note on it so others will not use it & inform CV Office to get it repaired.
57. Soiled diapers must be pre-rinsed by hand before putting them into washing machines.
58. Please do not launder bedding of animals that shed hairs, as this clogs our drainage.
59. Please do not overload the machines. It is the main cause of washer or dryer failure.

MAINTENANCE FEES _____ Initials

60. Maintenance payments are due on the first day of the month.
61. After a 10-day grace period, interest of 10% per annum computed monthly will be charged on all unpaid assessments.
62. An initial warning letter and a request for payment will be sent to those paying late.
63. If an owner continues in arrears after a warning letter, the Board of Directors reserves the right to take legal action. The second letter will be sent from our attorneys. It will include a bill for all fees due to CV, as well as all legal fees incurred.
64. Lien and foreclosure action may be taken against your property if payment is not received after the above warnings.

Cypress Village Condo Office Phone: 305-822-4340

Fax 305-362-2898.

Night & Weekend Security: 786-521-6119.

Emergency 911

Police (non-emergency) 305-4-POLICE

Condominium association satellite and cable rules

- 1) All installations will be conducted during days where the property management office is open.
- 2) Any contractor or technician has to check in with the management office before starting any work so here she is aware of any rules or regulations with regards to installation of satellite or cable.
- 3) Any installation that is not verified through the property management office may result in multiple fines for the resident/owner until the installation is corrected.

The rules and regulations listed above are not to create a hassle or headache for the residents.

Actually quite the opposite, these rules and regulations are designed to keep the property looking in the best shape possible so that way we can continue to have the condominium growing beautifully.

Applicant
(Sign Name)

Applicant, _____ of _____, 20____
(Print Name) (Day) (Month)



Cypress Village Condominium Association, Inc

Acknowledgement

I acknowledge that I have received and accepted the Rules and Regulations established by Cypress Village Condominium Association, Inc.

By signing I certify that I will adhere to all the Rules and Regulations.

Name: Printed

Address

Signature

Date

Comprobante

Por la presente confirmo haber recibido y aceptado copia de las Reglas y Regulaciones que establece Cypress Village Condominium Associatio, Inc. Mediante firma en el presente documento certifico que me comprometo a cumplir todas las Reglas y Regulaciones establecidas.

Nombre completo

Dirección

Firma

Fecha



7240 Miami Lakes Drive West / Miami Lakes, Florida 33014 / (305) 822-4340/ FAX :(305)362-2898

V. DISCLAMER FORM

PLEASE READ AND INITIAL EACH ITEM AND SIGN THE STATEMENT AT THE BOTTOM OF THIS PAGE.

I / We have read and understand the Rules & Regulation of Cypress Village Condominium Association and understand if I / we do not abide by these Rules & regulations, other arrangements will be necessary or legal action could be taken at my / our expense. _____

I / We understand that Cypress Village Condominium Association does not permit pets and understand if a pet is found inside my/ our unit, other arrangements must be found or legal action could be taken at my expense. _____

I / We understand that Cypress Village Condominium Association does not permit commercial vehicles in the community? _____

I / We understand that Cypress Village Condominium Association may cause to be instituted such investigation of my/ our background and / or criminal background as Cypress Village Condominium Association may deem necessary. I / We authorize Cypress Village Condominium Association to make such investigation and that the Board of Directors of Cypress Village Condo Association shall be held harmless from any action or claim by me/us in connection with the use of the information contained herein or any investigation conducted by the Association. _____

I / We understand that a formal interview with the Boards of Directors will be conducted before approval for a sale / lease is granted. _____

I / We agree to provide any additional information and / or documentation as requested by Cypress Village Condo Association. _____

I / We have received, read and understand Cypress Village Condo Association Rules & Regulations and agree to abide by it and that a complete set of Rules & Regulations have been provided to me / us by the Seller, Landlord, or Association. _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____