



Purchase / Lease Application BF1

Applications must only be submitted via email to applications@aspmg.com
Once the application has been sent, all questions should be communicated
via email to: applications@aspmg.com

*If there are more than 2 applicants over the age of 18, additional copies of pages 1
& 3 must be submitted with the additional adult applicant(s) information, as well as
required documentation.*

Moving Hours: Only Monday through Saturday from 9:00 am to 6:00 pm.

**PLEASE NOTE, APPLICATIONS PROCESSING TIME WILL NOT BEGIN UNTIL
ALL REQUIRED DOCUMENTATION HAS BEEN RECEIVED!!!**



BF1		APPLYING FOR ADDRESS/UNIT#:		DATE SUBMITTED:	
APPLICANT INFORMATION					
LEGAL NAME OF APPLICANT – FIRST		MIDDLE		LAST	
CURRENT ADDRESS			CITY		STATE and ZIP
DATE OF BIRTH	YEARLY INCOME	APPLICANT EMAIL ADDRESS		HOME PHONE	CELL PHONE
EMPLOYER		EMPLOYER CONTACT NUMBER		EMPLOYER ADDRESS	
HOW LONG ON JOB		OCCUPATION – Full or Part Time		IN CASE OF EMERGENCY NOTIFY <i>(Name & Phone Number)</i>	
PETS		COLOR/KIND		SIZE/WEIGHT	LICENSE NUMBER OF PET(S)
AUTO LIC PLATE		YEAR	MAKE	COLOR	
CO - APPLICANT INFORMATION					
LEGAL NAME OF APPLICANT – FIRST		MIDDLE		LAST	
CURRENT ADDRESS			CITY		STATE and ZIP
DATE OF BIRTH	YEARLY INCOME	APPLICANT EMAIL ADDRESS		HOME PHONE	CELL PHONE
EMPLOYER		EMPLOYER CONTACT NUMBER		EMPLOYER ADDRESS	
HOW LONG ON JOB		OCCUPATION – Full or Part Time		IN CASE OF EMERGENCY NOTIFY <i>(Name & Phone Number)</i>	
PETS		COLOR/KIND		SIZE/WEIGHT	LICENSE NUMBER OF PET(S)
AUTO LIC PLATE		YEAR	MAKE	COLOR	
ACTUAL LANDLORD INFORMATION					
LAST NAME, FIRST NAME & ADDRESS			TELEPHONE		HOW LONG
FROM: _____ TO: _____					

Have you ever been a party to a foreclosure action? _____

Have you ever been evicted from a rental residence? _____

Have you had two or more late rental payments in the past year? _____

Have you ever been arrested? _____

Have you ever been convicted? _____

Minors in the unit---NOTE: Any minor over the age of 10 years old must present a photo ID (school/passport)

NAME OF MINOR – FIRST	MIDDLE INITIAL	LAST	DATE OF BIRTH	AGE
NAME OF MINOR – FIRST	MIDDLE INITIAL	LAST	DATE OF BIRTH	AGE
NAME OF MINOR – FIRST	MIDDLE INITIAL	LAST	DATE OF BIRTH	AGE

Note: use this space for additional minor, if needed:

This application must be submitted along with:

If you are renting:

- Original Criminal background record from Metro-Dade Police Department **ONLY**, located at 9105 NW 25th St, for each applicant; no more than 30 days old. (If there are any criminal or legal cases, provide us with Police Department Incident Report.) NOTE: Police records for non-local applicants will be obtained from screening company for an additional fee.
- Copy of driver’s license or Florida Photo Identification.
- Copy of current vehicle registration.
NOTE: If the vehicle(s) being registered with the application is/are not under the name of the applicant(s), a notarized letter from the owner must be provided specifying that the vehicles’ owner is allowing the applicants to use said vehicle and that they do not intend to reside in the community.
- Copy of the lease or purchase agreement.
- Copy of cancelled payroll checks (copy of front & back). Payroll Checks from previous month Copy of recent W-2. If self-employed, retired or disabled, proof of Income is required (Copy of recent 1090 or 1040, letter from Social Security Administration and bank statements).
- A (refundable) cashier’s check or money order in the amount of \$500.00 payable to: **BF1**
NOTE: This is a Common Area security deposit and will be returned upon termination of lease.
- A (Non- refundable) fee in the amount of \$150.00 per applicants older than 18 years old, except married couples with valid certificate of marriage which only pay \$150.00. After you submit the application, you will receive a link to your e-mail to make the payment.
NOTE: This fee is only for processing of the application and does not cover any association costs, keys, etc.
Applicants may pay a Rush Fee (if Rush service is available) of \$100.00 to accelerate the screening process To seven (7) to Ten (10) business days. Rush fee may be paid thru the link if requested.

If you are buying:

- ALL of the above, except security deposit must be submitted AND a Copy of credit report and credit score. Foreigners- If applicant is foreign, they must also submit:
- Copy of passport from original country, including copy of page where Date of Entry into the country is stamped.
NOTE: Your police records will be obtained from screening company for an additional fee.

If application is not approved or accepted by the Board; all fees for this application are non-refundable. The applicant hereby waives any claim for damages by reason of non-acceptance which the Board may refuse. The applicant recognizes that as a part of the application processing procedures, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom applicant may be acquainted. This inquiry includes information as to applicant’s character, general reputation, personal characteristics and mode of living as permitted by state law. FULLY completed applications, without any blank spaces, must be submitted only by e-mail with all required documentation. If you have any questions, please call our office prior to submission of the application as incomplete applications WILL NOT be accepted. APPLICATIONS MAY NOT BE MAILED OR FAXED.

The application approval process takes a minimum of 15 to 20 business days after it’s submitted to our office. Therefore, do not make any arrangements to move into the unit or close on the property before this time or prior to receiving a Certificate of Approval from the Board of Directors.

Name of Applicant

Name of Co Applicant



OWNERS OCCUPANTS ACKNOWLEDGMENT

_____ (Property Address)

The Unit Owner agrees that only occupant(s) listed on this application will be residents of the unit. If any additional occupant(s) not listed in the original application wishes to occupy or reside in the unit he/she must apply to A Solid Property Management Group, Inc. and go through the screening process.

LEASE RIDER

In the event the LESSOR (Owner) becomes delinquent in the payment of any monthly maintenance or any assessment due to the Condominium Association and if such delinquency continues for a period over ten (10) days, the LESSEE (Tenant) upon receiving written notice of such delinquency from the Condominium Association or it's Agent, shall pay the full amount of such delinquency payable to the Condominium Association.

LESSEE is authorized to deduct from rental payment to the LESSOR the amount paid to cure the delinquency. It is understood and agreed by the LESSOR that the LESSEE shall continue to pay the monthly maintenance payments thereafter until the expiration of the lease. It is further understood and agreed such deduction from the rental payment will not constitute in default of rent to the LESSOR.

RELEASE OF INFORMATION

I, the APPLICANT, authorize release of my character references as well as rental, criminal, and credit history for the purposes of renting/purchasing a house, apartment, or condominium from this owner, manager, brokerage, finder, agent, or management company.

I acknowledge that the signature enclosed is applicable to the full terms and conditions denoted in the document.

_____ Applicant #1 Signature	_____ Print Name	_____ Date
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_____ Applicant #2 Signature	_____ Print Name	_____ Date
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_____ Unit Owner/Seller' Signature	_____ Print Name	_____ Date
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Notary Stamp (required):

For your convenience, our office offers Notary services.

BF1

Building #: _____

Apartment #: _____

Name: _____

Monday through Saturday from 8:00 A.M. to 6:00 P.M.

(Sundays are not allowed)

Lunes a Sabado de 8:00 A.M. a 6:00 P.M.

(Domingos no se permiten mudadas)

Prior notification to the association is required to move in or out of the property moves not authorized by the Board of Directors will be considered a violation of the Condominium rules, resulting in legal action against the violator at his/her expenses.

Owner(s) / Lessee(s) Signature

Board Member Signature

Name of Moving Company: _____

Truck Tag Number: _____

Authorized by: _____

New Resident Information Sheet

Owner _____

Tenant _____

Unit Address : _____

Full Name Resident #1 _____

Phone Number Resident#1: _____

Full Name Resident # 2 _____

Phone Number Resident #2: _____

Vehicle 1: _____ / _____ / _____ / _____ / _____
Year Make Model Color Plate

Vehicle 2: _____ / _____ / _____ / _____ / _____
Year Make Model Color Plate

FOR OFFICE USE

Decal Vehicle 1: _____ Transponder: _____

Decal Vehicle 2: _____ Transponder: _____

Occupant Information (Not listed above)

Full Name& Last Name

Relation to Resident#1

Emergency Contact Person: _____ Emergency Contact #: _____

Authorized Visitor and Vendor Information

Authorized visitors will be screened at the entrance, but once their identity is verified, access to the community will be granted without the resident being contacted for authorization.

____ (INITIALS) We understand that any vehicles not identified in this form may be towed at my expense at any time. We understand we are responsible for keeping the information in this document current with the management company. We are reporting all our vehicles being parked at BLEAU FONTAINE COMMUNITY and there are no unreported vehicles.

____ (INITIALS) In case of change of vehicle we will provide the bill of sale and old sticker even if breaks upon removal.

Please fill out form completely. Don't leave anything blank. If do not apply please write N/A.

**Acceptance of Rules and Regulations
Bleau Fontaine Condominium Association Number I, Inc.**

Resident(s) and or unit owner name: _____

I am an *Owner and or resident* of apartment # _____ at: building# _____

By these means I confirm the following:

I have received from **Bleau Fontaine Condominium Association Number I, Inc.** a copy of the rules and regulations containing the conduct and discipline requirements for Owners and/or Lessees. I have read the outline and agree that I have no objections to any part of it. Therefore, I pledge as well as any other individual(s) who may reside with me to follow all its rules and regulations faithfully. I understand that following the regulations will assist in maintaining order and respect among all the residents.

____ (Initials) I understand that by the Condominium Rules and Regulations only unit owners can have one pet and it must be under 15 pounds.

____ (Initials) I understand that Pets may under no circumstances be left outside the Units or in the common areas without being under the owner supervision and cannot be fed in the common areas to preserve the cleanliness of our community.

____ (Initials) I understand that only two vehicles per unit will be authorized for parking, there are NO exceptions to this rule. NO commercial vehicles can be parked inside the community at any time. Non-authorized vehicles will be towed away at owner's risks.

Date: _____

Name

Signature

Name

Signature

BLEAU FONTAINE CONDOMINIUM ASSOCIATION NUMBER ONE, INC.
RULES AND REGULATIONS

Under the Condominium Documents, the Board of Directors are responsible to establish and enforce Rules and Regulations, and Unit Owners are responsible to see that the Rules and Regulations are observed by their families, guests, invitees, lessees and other persons over whom they exercise control and supervision. These Rules are binding upon all Unit Owners, and may be modified, added to or repealed at any time by the Board of Directors or by the Developer at any time prior to the turnover of the Association to the Unit Owners. (Association Office Telephone number -559-4100)

USED AND BASIC RESPONSABILITIES

1. The Condominium Unit shall be used as a single-family residence only.
2. No separate part of a Unit may be rented, and no trade, business, profession or other type of commercial activity may be conducted in or from any Unit.
3. A Unit may not be divided or subdivided for purposes of sale or lease.
4. A resident may not make any use of a Unit that violates any laws, ordinances or regulations of any governmental body having jurisdiction thereof.
5. A resident may not permit anything to be done or kept in his Unit which will increase the insurance rates on the Unit, the Common Elements, or any portion of the Condominium, or which will obstruct or interfere with the rights of residents.
6. A resident may not sing, speak, play a musical instrument, operate a phonograph, television, radio or sound amplifier, or create or cause to be created, any noise of sound, in such a manner as to disturb or annoy other residents.
7. A resident may make no repairs to plumbing or electrical wiring within a Unit except by properly licensed plumbers or electricians. Plumbing or electrical repairs within a Unit shall be paid for and be the financial obligation of the Owner of the Unit.
8. The interior of a Unit may not be altered in any manner which would affect the structural elements of the building or its electrical, mechanical, plumbing or air conditioning systems, or any Common or Limited Common Elements, without prior written consent from the Association.
9. A resident shall allow the Board of Directors or agents and employees of the Association to enter the Unit for the purpose of maintenance, inspection, repair, replacement or improvements within the Unit or Common Elements, or to determine compliance with the provisions of the Condominium Documents or Rules and Regulations. Except in the case of emergency, entry will be made after prearrangement with the resident or Unit Owner.
10. A resident shall maintain in a clean and sanitary manner and repair the Unit and all interior surfaces within or surrounding the Unit, including such surfaces such as walls, ceilings and floors, whether or not they are part of the Unit or Common Elements, and maintain and repair the fixtures therein, and pay for any utilities which are separately metered to the unit.
11. A resident shall abide by any regulations regarding children as may be established from time to time by the Association.
12. No resident or Unit Owner shall direct, supervise, or in any manner attempt to assert control over the employees of the management firm of the Association.

SAFETY

1. The parking areas, streets, sidewalks, entrances, passages and all Common and Limited Common Elements must not be obstructed or encumbered or at any time used for any purpose other than parking or ingress and egress to and from the premises, nor shall any carriages, plants, bicycles, tricycles, scooters, roller skates, skateboards, shopping carts, wagons, toys, benches, chairs, tables or other objects of a similar nature be stored in such areas.
2. Children may not play or loiter in halls, stairways, streets, parking areas, or other public areas.
3. All personal property of residents shall be stored within the Condominium Unit or in the other specific storage areas as may be provided by the Association.
4. No garbage cans, supplies, milk bottles or other articles may be placed in halls, on balconies or on staircase landings, nor may any lines, cloths, clothing, curtains, rugs, mops or laundry of any kind, or other articles be shaken or hung from any window, door or balcony, or exposed on any part of the Common or Limited Common Elements.
5. Fire exits shall not be obstructed in any manner, and the Common and Limited Common Elements shall be kept free and clear of rubbish, debris and other unsightly material.
6. A resident shall not allow anything to fall from a window, door or balcony, nor throw from the premises any dirt or other substances into patios, doorways, yards or elsewhere around the building or on the ground.
7. No inflammable, combustible or explosive fluid, chemical or substance shall be kept in a Unit or on Common or Limited Common Elements, except as are required for normal housekeeping.
8. No cooking shall be permitted on any patio, terrace, balcony, Common or Limited Common areas, except in such areas as may be designated by the Board of Directors.

SECURITY

1. Security problems, including trespassers and suspicious persons or vehicles, and acts of vandalism, should be reported immediately to Metro Police at 595-6263, as well as to the property management office at 559-4100. Police/Fire Emergency: 911.
2. Solicitors are not permitted on the Condominium Property at any time, except by individual appointment with residents. Handbills should be forwarded to the Association office.

TRASH

1. Trash and garbage shall be well secured in plastic bags and deposited only in the trash containers provided.
2. No resident shall allow any rubbish, refuse, garbage or trash to accumulate in places other than the appropriate containers, and each Unit, the Common and Limited Common Elements shall at all times remain in a clean and sanitary condition.

ARCHITECTURAL CONTROL

1. The following shall not be altered, modified, changed, repairs, replaced, decorated, removed, added to, extended, enclosed or painted without prior written consent of the Association: Common Elements, Limited Common Elements, any outside or exterior portion of the building or Condominium Unit, or other exterior areas appurtenant to a Condominium Unit, including, but not limited to, balconies, patios, terraces, parking areas, balcony walls, ceilings, railings and doors.

2. The following shall not be installed, erected, attached to, constructed, exhibited or displayed on the Common Elements, Limited Common Elements, or on any outside of exterior portion of the building, Condominium Unit, or other exterior areas appurtenant to a Condominium Unit: Awnings, patio covers, screens shades, fences, gutters, canopies, window guards, jalousies, enclosures, shutters, storm or hurricane shutters, light reflective material, radio or television or citizen band radio broadcasting or receiving devices, aerials or antennas, landscaping features, ventilators, fans, air conditioning or dehumidifying devices, wiring, lighting, curbs sidewalks, brick, tile Chattahoochee, concrete slabs, decorative or security bars or gates.
3. The following shall not be hung, exhibited, displayed, painted, inscribed or affixed in, on or upon the interior or exterior of a unit, including windows and/or sliding glass doors, in such a manner as to be visible from outside of the Unit, without prior written consent of the Association: Signs, notices, advertisements, decorations, laundry, garments, towels, solar film or other objects, except for draperies, blinds, shades or other suitable window coverings.
4. Rugs and mats may not be placed outside the Condominium unit entrance doors without prior written consent of the Association.
5. Personal belongings may not be stored on patios, terraces or balconies without prior written consent of the Association, unless said patio, terrace or balcony has been properly screened in accordance with the guidelines established by the association.

PARKING

1. Parking facilities shall be used in accordance with the regulations adopted by the Board of Directors. Parking is only permitted in properly designated parking spaces, and no vehicle may park on any other Common or Limited Common area, including but not limited to grass and walkways. Any automobile improperly parked in a space reserved for any Condominium Unit Owner will be towed away at the automobile owner's expense. Illegally parked vehicles will be towed at owner's expense.
2. A resident shall use only the parking space(s) specifically assigned to his/her Unit.
3. A number of guest spaces have been provided throughout the community for use by guests and visitors.
4. Parking in assigned, unassigned or guest spaces shall be limited to passenger automobiles, passenger station wagons, vans and motorcycles.
5. Boats, boat trailers, trucks, commercial vehicles and all other vehicles not specifically authorized herein shall not be permitted in any parking space.
6. No vehicle which cannot operate on its own power or which has an expired license plate or which has no license plate shall remain on the Condominium Property for more than twenty-four hours and no repair of vehicles shall be made on the Condominium Property.

HURRICANE PREPARATION

1. Each Unit Owner or resident who plans to be absent from the Unit during hurricane season must prepare his or her Unit prior to departure by: (a) Removing all furniture, plants and other objects from the terrace and/or patio area; (b) Designating a responsible firm or individual to care for the Unit should the Unit suffer hurricane damage; and (c) notify the Property Management Office of the name and phone number of such firm or individual.
2. Hurricane or storm shutters may not be installed without prior written consent of the Association.

PETS

1. In the event a resident maintains a pet in a Unit, such resident, in addition to such other Rules and Regulations as may be adopted by the Association, will be subject to the following restrictions:
 - a. The pet will not be allowed out of the Unit or building unless it is in the custody of the owner and on a leash not to exceed four (4) feet in length, or carried.
 - b. The pet will be walked off the premises of the building and the pet will be curbed in the street gutter or in such areas as may be designated by the Association.
 - c. The Unit Owner shall be liable for any damage to the building, grounds, flooring, walls, trim, finish, tiles, carpeting, stairs, etc., caused by the pet, and the Unit Owner must pay all costs involved in restoring any damage to any part of the Condominium Property.
 - d. The Unit Owner shall be financially responsible for any personal injury or property damage caused to any other Unit Owner, occupant, guest or employee of the building or to any member of the public, by the pet.
 - e. The resident shall put the pet out to board at his or her own expense should it be necessary because of any noise, barking or damage to the building and/or grounds or any reasonable complaints from other residents.
 - f. No pet or other animal may be kept by any resident on any part of the Condominium Property which constitutes a nuisance and which unreasonably interferes with the quiet enjoyment of the premises by other residents.

SALE OR LEASE

1. A Condominium Unit shall not be sold, transferred, leased, or rented except as permitted in the Declaration of Condominium. Any attempt to sell, rent or lease a Unit without obtaining a Compliance Certificate from the Association shall be deemed a breach of the Declaration, shall be wholly null and void, and shall confer no title or interest whatsoever upon any purchaser, tenant or lessee.
2. The Association shall not be obligated to provide a Compliance Certificate for the sale, transfer, rental or leasing of a Unit where assessments pertaining to such Unit are delinquent or where the Unit Owner is in violation of the Rules and Regulations of the Association or the Declaration of Condominium.
3. Should a Unit Owner wish to sell, transfer, lease or rent his/her unit, he/she shall, **BEFORE** accepting any offer to sell, transfer, lease or rent the Unit, deliver to the Board of Directors of the Association, a written notice containing the terms of the offer he/she has received and wishes to accept, the name and address of the person(s) with whom the proposed sale, transfer, lease or rental is to be made, and such other information as may be required by the Board of Directors.

PRIOR TO TENANTS OCCUPYING A UNIT, THE BOARD OF DIRECTORS MUST RECEIVE AND APPROVE A "TENANT APPLICATION FORM" AND "REQUEST FOR COMPLAINEE CERTIFICATE" FORM. TENANTS ARE RESTRICTED TO TWO (2) PERSONS PER BEDROOM PER UNIT. TENANTS MUST ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THESE RULES.

4. No Unit Owner may enter into a lease agreement for a Unit unless the term of said lease is six (6) months or more.
5. Upon the sale or transfer of a Unit in accordance with these Rules of the Association, the Purchaser shall, within thirty (30) days of such transfer, provide the Association with a copy of the recorded Warranty Deed and Closing Statement.

6. In the event of any violation by the tenant, his family, guests or invitees, of the Rules and Regulations of the Association, or any provision of the Declaration of the Condominium, such violation shall be deemed a breach of the lease, whether oral or written, under which the tenant holds possession of the Condominium Unit and the Association shall be deemed a third party beneficiary of said lease for the purpose of enforcing Rules and Regulations and terms and conditions of the Declaration of condominium.

RECREATION FACILITIES

1. Each resident shall observe all Rules and Regulations concerning the use of the recreation facilities.
2. Refuse containers shall be used for the disposal of trash; and the pool and decks shall be left in a clean condition at all times.
3. Guests must be accompanied by a Unit Owner when using the recreation facilities.
4. Unit Owners are responsible for any damages caused to the recreation facilities by themselves, their family, guests, invitees, servants, lessees and persons who are on the premises because of the Unit Owner.
5. Swimming Pool Rules:
 - a. The swimming pool area is closed during the hours of 11:00 PM and 7:00 AM and no one is permitted in the area during those hours.
 - b. Chairs, tables and lounges may not be removed from the pool area for any purpose.
 - c. All persons using the pool and other recreation facilities do so at their own risk.
 - d. Children under 10 are not permitted in the pool area without adult supervision.
 - e. All Persons must shower before entering the pool.
 - f. No pets, glass, food, drinks, bicycles, skateboards, tricycles, roller skates, rafts, floats, Frisbees, beach balls or underwater gear are permitted in the pool area.
 - g. Running, jumping, diving and game playing are not permitted in the pool area.
 - h. Infants under the age of four are not permitted in the pool.

BURGLAR ALARMS

1. Installation of a burglar alarm system may be permitted with prior written consent of the Board of Directors, providing the exterior portion of the system blends with the architectural design and décor of the community, and the installation of alarm boxes and/or horns is as inconspicuous as possible.
2. The Property Management Office must be advised of the name and phone number(s) of a local person who will be available to turn the alarm off should it begin ringing.
3. In the event no local person or number is available, the Property Management Office will make whatever arrangements are necessary in order to silence the alarm.

MAINTENANCE FEE ASSESSMENTS

1. Maintenance fees are due on the 1st day of the month. Payments not received in the Association Management Office by 5:00P.M. on the 10th day of the month will incur a \$10.00 late charge. If the 10th falls on a weekend or holiday, payments must be received by 5:00P.M. on the Friday prior to the 10th. The date for payment of maintenance fees may be changed by the Board of Directors at any time.

2. Payments should be by personal check, cashier's check, or money order and should be payable to the Condominium Association. The account number and unit address must appear on the face of the check or money order.
3. Payments should be mailed with corresponding payment coupons to the Condominium Association at P.O. Box 526006, Miami, Florida, 33152.
4. Receipts will not be issued for maintenance fee payments, as the cancelled check or money order stub will be considered the receipt.
5. A statement will be sent at the end of each month if there is a debit balance, or a credit balance of \$10.00 or more.
6. Inquiries regarding the status of an account must be made via email at payments@aspmg.com

ANY UNIT OWNER WHO FAILS TO COMPLY WITH THE ABOVE WILL BE RESPONSIBLE FOR ALL COSTS, INCURRED IN THE ENFORCEMENT OF THE RULES AND REGULATIONS, INCLUDING LEGALS FEES AND COURT COSTS.
