



# Purchase / Lease Application

ASSOCIATION NAME: **GFV**

Applications must only be submitted via email to [applications@aspmg.com](mailto:applications@aspmg.com)  
Once the application has been sent, all questions should be communicated via  
email to: [applications@aspmg.com](mailto: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 Friday from 9:00 am to 6:00 pm or  
Saturday 10:00 am to 6:00 pm.

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



ASSOCIATION NAME:		APPLYING FOR UNIT#/ADDRESS:		DATE SUBMITTED:	
APPLICANT INFORMATION					
LEGAL NAME OF APPLICANT – FIRST		MIDDLE		LAST	
				SS#	
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 &amp; 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	
				SS#	
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 &amp; 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: _____					
PREVIOUS 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 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

**This application must be submitted along with:**

**If you are renting:**

- Copy of driver’s license or Florida Photo Identification.
- Proof of automobile insurance
- 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 (Non- refundable) application fee in the amount of \$150.00 per applicants older than 18 years old. 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.  
The rush service takes seven (7) to Ten (10) business days.  
Rush fee may be paid thru the same payment link if requested via email.
- A (Non- refundable) screening fee in the amount of \$35.00 per applicant older than 18 years old.

**If you are buying:**


- ALL of the above 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 reject. 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





A SOLID PROPERTY  
MANAGEMENT GROUP INC.

Acceptance Rules and Regulations  
**GARDEN FRONT VILLAS CONDOMINIUM ASSOCIATION, INC.**

Resident(s): \_\_\_\_\_

I am an *Owner* OR a *Lessee* (circle one) of apartment # \_\_\_\_\_  
located at: **3901 SW 109 Ave, Miami FL 33165**

By these means I confirm the following:

I have received from **GARDEN FRONT VILLAS CONDOMINIUM ASSOCIATION, 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) **NO commercial vehicles can be parked inside the community at any time. Non-authorized vehicles without parking decal will be towed away at owner’s risk.**

\_\_\_\_\_/\_\_\_\_\_(INITIALS) **Moving Hours only:**  
Monday – Friday 9:00am - 6:00pm  
Saturdays 10:00 am – 6:00pm

**Date:** \_\_\_\_\_

\_\_\_\_\_  
*Signature-*

\_\_\_\_\_  
*Signature-*

# Garden Front Villas Condominium Association, Inc

3901 SW 109 Avenue- Miami, FL 33165

## TOWING COMPANY/COMPANIA DE REMOLQUE:

PREMIER TOWING (305) 228 6444

**ADDRESS/ DIRECCION DE LA OFICINA PRINCIPAL:** 4575 SW 74<sup>th</sup> Avenue Miami, FL 33155

## PARKING REGULATION/ REGULACION DE ESTACIONAMIENTO:

Please be advised that ALL vehicles on property after 12 Midnight MUST have a valid PARKING DECAL or TEMPORARY PERMIT; regardless of being parked on a RESERVED or GUEST parking space. You may obtain a temporary permit for your GUEST by contacting the security guard on duty. Note that visitor parking is only permitted up to a maximum of fifteen (15) days before a person is required to register.

Violators will be towed at the owner's expense.

Please have all vehicle information ready including:

**RESIDENT'S ADDRESS & UNIT/ MAKE/ MODEL/ YEAR/ COLOR/ TAG**

**Decal Price:** Money order \$25 payable to GFV (After approval)

Por medio de la presente le estamos notificando que TODOS los vehículos estacionados en la propiedad después de las 12 de la media noche deben tener una Calcomanía DE PARQUEO o un PASE DE VISITANTES. Esto aplica a todos los vehículos independientemente de estar estacionado en un espacio de estacionamiento RESERVADO o de VISITANTE. Pueden obtener permiso temporal para su VISITANTE comunicándose con la guardia en servicio. Los pases de visitantes son limitados a quince (15) días, si pasa este periodo tiene que registrarse con la administración. Todos los infractores de esta regla serán remolcados al costo del dueño.

Por favor tenga todos los datos del vehículo a mano, incluido:

**DIRECCION Y UNIDAD DEL RESIDENTE/ MARCA / MODELO / AÑO / COLOR/ NUMERO DE PLACA**

**Precio del Decal:** Money order por \$25 pagadero a GFV (Al recibir aprobación)

## LAUNDRY CARD/TARJETA DE LAVANDERIA

The laundry card has a cost of \$25 payable to GFV via money order, only sold to unit owners. Unit owners are responsible for retrieving the laundry card once the tenant has finished the contract to provide it to the next tenant. If you are a tenant, please ask your landlord for your laundry card.

La tarjeta de lavandería tiene un costo de \$25 pagaderos a GFV vía money order, se vende solo a los dueños de unidad. Los dueños de unidad son responsables de recuperar la tarjeta cuando su inquilino termine el contrato para proveérsela al próximo inquilino. Si usted esta rentado por favor solicite su tarjeta de lavandería a su casero.

## BUILDING WATERSHUTDOWN REQUEST / SOLICITUD DE CIERRE DE AGUA DEL EDIFICIO

If you require the building's water to be shut down to perform any repairs in your unit, you must submit copy of the license and insurance for the plumbing contractor who will be performing the work. For non-emergencies, water will only be shut down on the 15th day of the month, Monday to Friday between 9:30 am and 2:00 pm, upon receipt of a request at least 72 hours prior. If the 15th is a Saturday, Sunday, or legal holiday, it Will be moved to the following business day. If you are experiencing a time sensitive emergency, please contact the management company immediately.

Si necesita que se Cierre el agua del edificio para realizar cualquier reparación en su unidad, debe enviar una copia de la licencia y el seguro del contratista de plomería que realizará el trabajo. Para situaciones que no sean de emergencia, el agua solo se cerrará el día 15 del mes, de lunes a viernes entre las 9:30 am y 2:00 pm, al recibir una solicitud al menos 72 horas antes. Si el día 15 es sábado, domingo o feriado legal, se trasladará al siguiente día laboral. Si tienes una emergencia urgente, por favor comuníquese con la empresa de administración de inmediato.

## ROOF ACCESS/ACCESO AL TECHO:

If you need to access the roof to service you air conditioning unit, please contact the Management company for an appointment. Access will be granted Monday to Friday, between 9:30 am and 2:00 pm. You must submit the contractor's license and insurance via email PRIOR to scheduling your appointment. Please keep in mind that if you need to replace the air conditioning unit, you must also submit a copy of the permit card from Miami-Dade Building Dept

Si necesita acceder al techo para reparar su unidad de aire acondicionado, comuníquese con la empresa de administración para concertar una cita. El acceso será otorgado de lunes a viernes entre las 9:30 AM y 2:00 PM. Debe enviar la licencia y el seguro del contratista por correo electrónico ANTES de programar su cita. Tenga en cuenta que, si necesita reemplazar la unidad de aire acondicionado, también debe presentar una copia de la tarjeta de permiso del Departamento de Construcción de Miami-Dade.