



Purchase / Lease Application 1560CT

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!!!**



1560CT

APPLYING FOR ADDRESS/UNIT#:

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 (Name & Phone Number)		
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	
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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 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:

- 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 \$200.00 payable to: **1560CT**
NOTE: This is a Common Area security deposit and will be returned upon termination of lease.
- A (Non-refundable) cashier’s check or money order payable to 1560 CT in the amount of \$75.00 per application to cover screening process.
- 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 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 in person to our office along 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 & Signature

Name of Co Applicant & Signature



PURCHASE RELEASE AGREEMENT

THIS FORM IS TO BE USED FOR PURCHASE APPLICATIONS ONLY

I _____, the prospect buyer of unit # _____ at 1560CT do hereby affirm the following:

- 1) I have inspected unit # _____ and agree that I am purchasing the Unit in the “AS –IS” condition, unless repairs agreed upon by the seller and myself are specified in the real estate Purchase contract.
- 2) Repairs that need to be completed inside the unit are responsibility of the seller and or buyer as specified in the Real Estate Sales and Purchase Contract, not the corporation.
- 3) I hereby release 1560CT from any responsibility for repairs that need to be completed inside the unit. These repairs are to be completed by the seller or as specified in the Real State Sale and Purchase Contract.
- 4) I understand that if the seller does not complete repairs as specified by the Real Estate Sales and Purchase Contract or the seller does not pay into escrow account the money for said repairs, I’m not going to take any legal action against 1560CT.
- 5) I understand that I’m responsible to pay monthly Maintenance Fees and Special Assessment (if any) that may be assigned to the apartment in the event that I am involved in any lawsuit with the seller following the sale due to breach of contract.
- 6) Units may be only be leased in accordance with this Declaration, the By-laws and Rules and Regulations of the Association, and further subject to the restriction that no unit may be leased until the owner of the Unit has resided therein for at last one year. The authority of the Board to regulate the leasing of units includes the authority to ban all leasing. A unit cannot be leased for less than one year and may not be leased more than once every twelve months. All tenants must be listed and approved, and leases may not be assigned by the tenants, or any of them.”

I fully understand the above statement and agree to them as signature below indicates.

_____	_____	_____
Buyer’s Signature	Print Name	Date

_____	_____	_____
Buyer’s Signature	Print Name	Date

Notary Stamp (required):
For your convenience, our office offers Notary services.



**1560 Coral Terrace Condominium Association, Inc.
Acceptance Rules and Regulations**

Name: _____

I am an owner or Lessee (circle one) of apartment # _____ located at
1560 NE 127th St, North Miami, FL 33161.

By these means I confirm the following:

I have received from 1560 Coral Terrace Condominium Association, Inc; a copy of the rules and regulations containing the conduct and discipline requirements for Owners and 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 individuals that 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.

If Other Person is going to live in the unit, need to apply in order to avoid fines between \$100.00 to \$1000.00 dollars.

Date: _____

Initials: _____

Signature: _____

OFFICIAL RULES & REGULATIONS

1560 Coral Terrace Condominium Association
1560 N.E. 127 Street, North Miami, Florida 33161

The Rules & Regulations contained herein are put in place to ensure the preservation of our properties, common areas, facilities and equipment, to enforce any code placed upon us by the County, City' and/or State and to ensure a safe, clean, enjoyable, functional living environment.

The Board of Administrators may promulgate and/or revise rules and regulations by majority vote at duly noted meetings.

The Rules & Regulations are designed to be in the best interest of 1560 Coral Terrace Condominium Association and are to be complied with at all times by owners, their guests and their lessees. Failure to comply can result in fines and/or legal action.

FINANCIAL RESPONSABILITIES

- A. Monthly assessments (maintenance) are due on the first of each month. A late fee of \$25.00 is charged after the fifth day of the month for which it is due and a 1.5% a month on unpaid balances.
- B. Special Assessments are given specific due dates. A late fee of \$25.00 is charged to you five days after due date and a 1.5% a month on unpaid balances.

GUESTS AND GUEST VISITS

- A. Keys will be furnished by the owner to the guest or tenant. Main entrance key is custom made. If lost, a new copy would cost the unit owner or resident \$50.00.
- B. All owners and tenants are responsible for informing guests of all Official Rules & Regulations and for seeing that they are observed at all times.
- C. Per our Declaration: If an owner is not in residence, the Secretary of the Association MUST be provided advance notice of a guest visit including their names and arrival and departure dates.
- D. Any person that stays more than 1 month will be considered a resident and must apply thru the association in order to receive the formal approval.

PARKING/PARKING LOT USAGE

- A. Guest Parking SHALL NOT be used by Owners or Tenants or they will be towed at car owner's expenses.
- B. Owners, tenants and/or guests SHALL NOT double or triple PARK CARS in parking spaces as this creates a problem for cars which MUST park alongside the other cars.
- C. Vehicles parked in assigned spaces will be NON-COMMERCIAL Personal vehicles. CAN(PERS, TRAILERS, MOTORCYCLES, MOPEDS, BOATS, ETC. ARE NOT PERMITTED. Light non-commercial passenger vans and clean non-commercial pick-up trucks used for personal transportation only are acceptable. Vehicle MUST fit within the parameters of the Parking Space.
- D. Vehicles MUST be parked FRONT END facing the building in spaces A-X including the guest spaces.
- E. VEHICLE REPAIRS OR MAINTENANCE (including but not limited to the Drainage of any vehicle fluid onto the property) IS PROHIBITED, except for minor emergency repairs such as jump-start or changing a flat tire. Inoperable Vehicles MUST BE REMOVED from the premises IMMEDIATELY.
- F. Washing of vehicles IS PROHIBITED on the premises.

POOL AREA

- A. All members should be aware that there are Board of Health Rules for the use of the Pool. Use the shower at the end of the pool area before entering the pool. Special attention should be used to wash off any lotion or oil used before entering the pool.
- B. Members and guests SHOULD NOT use the pool if one has open cuts, skin abrasions, rash, sore, inflamed eyes, colds, nasal or ear discharge.
- C. Spitting, spouting of water or blowing ones nose in the pool is STRICTLY PROHIBITED.
- D. Animals ARE NOT PERMITTED in the Pool or Pool Area.
- E. No children under the age of sixteen are allowed in the Pool Area without FULL TIME ADULT SUPERVISION.

- F. Hair pins or bobby pins are to be removed before entering the pool as they can permanently rust the bottom of the pool.
- G. Pool furniture is to be used for its intended purpose. Members or guests are not to stand on the chairs or tables, or to prop their feet on the tables provided for poolside use only. If pool furniture/equipment is broken by members, guests or their minors, the member will be held liable for the cost of repair or replacement.
- H. PERSONS USING THE POOL DO SO AT THEIR OWN RISK.
- I. The Pool is to be used between the hours of SUNRISE and SUNSET.
- J. Rowdy behavior in the Pool Area WILL NOT be accepted. NO DIVING NOR RUNNING AROUND THE POOL. NO JUMPING OR CANNON-BALLING INTO THE WATER.
- K. Pertinent rules for pool usage are posted on the pool deck. Members SHOULD BE sure their guests understand THE RULES.
- L. If Suntan lotion is used, a towel should be utilized on the chairs.
- M. All Pool furniture should be returned to their proper places after use.
- N. For those who SMOKE, please, take an ashtray with you to the Pool Area. Do not throw cigarette butts in the pool or lawn.
- O. All persons using the pool area are required to wear proper attire. No nude or topless sunbathing or swimming is permitted. This is a County ordinance.
- P. The gates to the Pool Area are to be kept closed and locked at all times. This is for the safety of members, guests and especially children who could wander into the area unsupervised.
- Q. No Glass is to be used in the Pool Area. Drinks are allowed, but plastic or paper cups are required.
- R. Each group using the Pool Area is responsible for cleaning up the area after its use.

GENERAL SAFETY AND SECURITY

- A. No roller blades, roller skating, skate boarding, or ball playing are to take place on any part of the property.

- B. The front and center Common Areas are Parking Lots and are not equipped or safe to serve as Playgrounds for Children of Any Ages.

- C. A spare key shall be left with another owner in the building for Security Purposes and in case of Emergencies. The board of Directors will also keep a Set of keys so that entry into a unit can be obtained for emergencies.

- D. The breezeway gate keys should be used by responsible adults. FOR SECURITY AND SAFETY, THIS GATE IS TO BE KEPT CLOSED AND LOCKED AT ALL TIMES.

- E. The Board should be notified of any security problems or medical emergencies.

GENERAL BUILDING AND COMMON AREAS MAINTENANCE

A. Hosing of windows and walkways is PROHIBITED.

B. All garbage shall be securely wrapped in plastic bags before placing in the Dumpster. No loose garbage or open bags are to be thrown in the dumpster. DO NOT LEAVE BAGS OF TRASH next to or in front of the dumpster.

C. All BOXES are to be CUT and FLATTENED before placing in the dumpster.

D. We DO NOT have RECYCLING, dispose of items as normal garbage.

E. Any maintenance or repair work to be done inside or outside the building will be done between the hours of 8:00 a.m. and 8:00 p.m.

F. All owners, tenants and guests are to clean the LAUNDRY ROOM, sinks, and machine filters after each use. Be sure to LOCK the door after each use for YOUR OWN AND OTHERS SAFETY.

G. The washers and dryers DO NOT have digital timers. In consideration of your Neighbors, return and remove your clothing in a timely manner so others may use the facilities. The Association IS NOT responsible for missing clothes or Laundry products.

H. Before using the washer/dryer check all pockets for foreign objects which may damage the clothing and/or machines.

I. The Secretary of the Board of Directors MUST BE notified if a member wished to use the Recreational Room. Dates for use will be scheduled on the calendar to prevent conflicts. A deposit (refundable) of \$100.00 is necessary to secure its use. Alcoholic beverages are prohibited and the use of the recreation room is limited to the hours of 9:00 AM to 10:00 PM.

J. Members MUST clean the Recreational Room thoroughly after using it. This includes emptying the trash. Failure to do so, the \$100.00 deposit will not be refunded and will be used to clean up the room.

K. NOTHING IS TO BE STORED IN THE ELECTRICAL ROOM.

L. Items stored in the individual storage bins on each floor MUST FIT within the assigned bin and NOT IN THE WALKWAY or other areas of the room.

M. Owners of units which have storm awning are responsible for lowering such awnings in the event of a hurricane or severe storm warning.

N. Owners, guests and tenants who have pets are responsible for cleaning up after their pets.

O. Pianos and/or musical instruments in general, record players, radios, etc. shall not be played after 10:00PM or before 9:00AM unless the volume is lowered as to make the sound inaudible outside of demised apartment.

PLUMBING

A. NOTHING BUT BIODEGRADABLE TOILET TISSUE IS TO BE FLUSHED DOWN THE TOILETS.

B. ALL OTHER ITEMS SHOULD BE WRAPPED IN PAPER, PLACED IN PLASTIC BAGS AND THROWN IN THE DUMSPER. I.E.: SANITARY NAPKINS, TAMPONS, BABY DIAPERS AND WIPES, CONDOMS, TISSUE PAPER FOR COLDS AND MAKE-UP REMOVAL, CIGARETTE BUTTS, COTTON BALLS AND Q-TIPS, PAPER TOWELS, WAXED PAPER, MEAT OR MEAT WRAPPINGS, PAPER NAPKINS, GARBAGE OF ANY KIND, GREASE AND ANYTHING ELSE NOT LISTED HERE.

NOTE: If damage to the plumbing lines and/or improper addition of items to the plumbing lines can be traced to a specific apartment, the owner of the Unit will be held responsible for the expense to