



# Purchase / Lease Application VTC

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 Saturday from 9:00 am to 6:00 pm.

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



VTC		APPLYING FOR UNIT#/ADDRESS:		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 &amp; Phone Number)</i>	
<b>NO PETS ALLOWED</b>					
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 &amp; Phone Number)</i>	
<b>NO PETS ALLOWED</b>					
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
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 (Non- refundable) fee in the amount of \$37.00 per applicants older than 18 years old for 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.

**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



## 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
_____	_____	_____
Applicant #2 Signature	Print Name	Date
_____	_____	_____
Unit Owner/Seller' Signature	Print Name	Date

### **Notary Stamp (required):**

*For your convenience, our office offers Notary services.*



**VALENCIA TERRACE CONDO ASSOCIATION, INC.**

**Acceptance Rules and Regulations**

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

Name: \_\_\_\_\_

I am an Owner(s) or Lessee(s) (circle one) of apartment # \_\_\_\_\_  
located at: **6825 West Flagler St. Miami, FL, 33144.**

By these means I confirm the following:

I have received from Valencia Terrace Condo Association; 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.

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_ **I understand that no pets are allowed.**

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_ **I understand that only one car is allowed per unit in the space assigned.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature