



Purchase / Lease Application

ASSOCIATION NAME: **SHAMROCK CONDO**

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!!!**



ASSOCIATION NAME:	APPLYING FOR UNIT#/ADDRESS:	DATE SUBMITTED:
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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		

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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
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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 (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 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



Decal, Clicker, & Phone Intercom
The Shamrock Condominium Association, Inc.
This Form must be completely filled out along with the application package.

Building: _____

Unit: _____

Email _____

Phone number to be programmed in gate system: _____

***** The system only allows one telephone number per unit *****

You will receive further instructions on how to operate the gate intercom upon approval of the application.

The clickers for your condominium are remote controls that give you access through the entrance gate. These clickers have a cost of \$50 each. The payment must be made only with a money order or a cashier's check and made payable to SHAMROCK.

Once application is approved, payment must be taken to the management's office in order to obtain your clicker(s).

Section II VEHICLES INFORMATION FOR NEW RESIDENTS

Vehicle One (1)

Make _____

Model _____ Year _____

Color _____

Tag Number _____

Vehicle Two (2)

Make _____

Model _____ Year _____

Color _____

Tag Number _____

If you change your vehicle you must bring old sticker even if breaks upon removal in order to receive a new one.

FOR OFFICE USE:

Gate Clicker No.: _____

Gate Entry Code: _____



Acceptance Rules and Regulations The Shamrock Condominium Association, Inc.

Applicant(s): _____

I am an **Owner** or **Lessee** (circle one) of apartment _____ located at:

_____ **SW 91 Street Miami, FL 33186.**

By these means I confirm the following: (please initial)

_____/_____ I have received from **The Shamrock 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) 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. A copy of Homeowner's Insurance Certificate must be submitted within 30 days of closing date.

_____/_____ I understand that in order to park my vehicle in the community and prevent it from being towed, I need to obtain a decal. During the time it takes for the decal to be issued, a Visitor Pass may be requested via text message at (786) 333-0003. The information & guidelines will be found in the sign located at the Entrance of the community.

_____/_____ I understand that no commercial vehicles will be allowed to park on the premises.

_____/_____ You are advised that you cannot move to the unit without Certificate of Approval in order to avoid fines up to \$1,000.00.

**Moving Hours: Monday – Saturday
9:00AM – 6:00PM**

Date: _____

Name

Signature

Name

Signature

Animals and Pets

Below you will find the Rules and Regulations of the Association regarding your pets. It is important that all residents comply with the Association's Rules and Regulations.

1. The maintenance, keeping, boarding and/or raising of animals, livestock or poultry of any kind, regardless of number, shall be and is hereby prohibited within any condominium unit or Common Elements, except that this shall not prohibit the keeping of small dogs, cats, and/or caged birds as domestic pets, provided they are not maintained, kept or bred for commercial purposes and provided further that the keeping of small dogs, cats and/or caged birds will not constitute such type of noxious or offensive activity.
2. Each unit shall be allowed to house only one small dog, cat or caged bird, so long as said dog or cat's weight would be twenty pounds or less when fully grown.
3. All pets shall be kept leashed and under the control of their owner whenever they are outside the unit, and shall not be allowed to run free or unleashed at any time, or to otherwise interfere with the rights, comfort or convenience of other residents.
4. Dogs may not be kept in/on the Balcony or Terrace when the owner or occupant is not in the unit.
5. Dogs may not be walked on grassy areas near your neighbors' units, and must be cleaned up after.
6. Each unit owner or occupant owning a pet shall assume full responsibility for personal injuries or property damage caused by their pet. Each unit owner or occupant agrees to indemnify the Association and all other Unit Owners and further agrees to hold harmless against any loss, claim or liability of any kind, whatsoever arising from or growing out of any harm, injury or damage caused by such Unit Owner's pet.
7. Tags and Vaccinations – Miami-Dade County Animal Services regulates and monitors the licensing of dogs. Pet owners must adhere to the following regulations to protect the health and safety of their dog, other animals and their neighbors. Every person owning, keeping or bringing a dog over four months old into Miami-Dade County must register the dog with Miami-Dade County Animal Services within thirty days. A Miami-Dade County License Tag which must be worn by the dog at all times, may be obtained from a licensed veterinarian, the Pet Adoption and Protection Center, any one of the 311 Service Centers, or through the mail with check payable to Miami-Dade Animal Services.
(https://www.miamidade.gov/global/service.page?Mduid_service=ser1456260117570552)

**Any violation of these rules may require the pet to be permanently removed from the Condominium Property upon notice.*

THE SHAMROCK CONDOMINIUM ASSOCIATION, INC.

As a new resident, you must complete this form and send it along with the application form.

Unit Address

Resident Name

Dog Breed

Size

Weight

License Number of Pet

- Please include proof of vaccination documentation and Miami-Dade Pet License Tag
- Please note, the Association will grant reasonable accommodations to disabled residents and will permit service and emotional support animals, as required by law, upon receipt of the required documentation.



THE SHAMROCK CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

85 GRAND CANAL DRIVE SUTIE 201 MIAMI, FL 33144

The Shamrock Condo Assoc. Inc. Rules, Regulations and Architectural Control Standards

I. Introduction

Shamrock Condo Association Inc. is providing this pamphlet to the residents of Shamrock Condominiums as an introduction and quick reference to the Architectural Standards, Parking Policy, Collection Policy, and Rules and Regulations.

The following Rules and Regulations, and Architectural Control Standards have been adopted by the Board of Directors of Shamrock Condominiums in accordance with the Covenants and By-laws to not only protect the architectural integrity and harmony of the community, but also to promote the safety and welfare of residents and to maintain an acceptable quality of life.

The Rules and Regulations shall apply to all property owners, their residents, family members, tenants, occupants, agents, visitors, employees and guests; and shall be enforced by the Board of Directors in accordance with applicable Florida Statutes, Covenants and By-laws. It is imperative that property owners also abide by the governing documents of the Association, including but not limited to the Declaration, ByLaws and Articles of Incorporation.

The Rules and Regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of same shall control over these rules and regulations in the event of conflict or a doubt as to whether a specific practice or activity is or is not permitted.

II. General Information

Property in the development is classified as "Common Elements and Limited Common Elements."

The pool area, streets, curbs, sidewalks, lawns and yard areas, trees and shrubs, exterior lighting and parking areas comprise the COMMON ELEMENTS. Your Association, along with your Management Agent, is responsible for the operational management and oversight of maintenance and improvement of these areas, which are for the EXCLUSIVE use of the individual residents/unit owners and/or their guests.

The LIMITED COMMON ELEMENTS include balconies, terraces and patios. YOU AS A UNIT OWNER OR YOUR TENANT HAVE THE RESPONSIBILITY FOR THE UPKEEP OF THESE AREAS.

IV. General Rules and Regulations

These are the general rules and regulations of the Association. Exceptions to these rules may be granted only by a written notice from the Board.

1. Any damage to buildings, grounds, or other common areas or to equipment by any owner, tenant guest, family member, Vendors or pet shall be repaired at the expense of the unit owner. This charge shall be assessed in addition to a fine. Unit owners are responsible for the actions of their tenants, family members, guests, Vendors and pets, and shall be held accountable for any damage done to the property.
2. The lawns, sidewalks, entrances, passages, lobbies and hallways and the like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property; nor shall any carts, bicycles, carriages, furniture and any other objects therein, except in areas (if any) designated for such purpose.
3. The personal property of unit owners and occupants must be stored in the respective units. No articles other than patio-type furniture, personal fixtures designed for patios shall be placed or stored on the balconies, patios or other Common E. All must be aesthetically maintained.

4. No unit owner or occupant shall permit anything to fall from a window or door of the Condominium Property, nor sweep or throw from the Condominium or Association Property any dirt or other substances onto any of the balconies or elsewhere in the Building or upon the Common Elements.
5. No unit owner or occupant shall make or permit any disturbing noise by himself or his family, servants, employees, pets, agents, visitors or licensees, nor permit any conduct by such persons or pets that will interfere with the rights, comforts or conveniences of other Unit Owners or occupants. No Unit Owner or occupant shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his Unit in such a manner as to disturb or annoy other residents.
6. All garbage, refuse, trash or rubbish shall be deposited in the trash dumpster. Trash bags may not be left outside the unit; not even briefly. The requirements from time to time of the company or agency providing trash removal services for disposal or collection shall be complied with. All equipment for storage or disposal of such material shall be kept in a clean and sanitary condition. Large items, including but not limited to, household furniture, kitchen cabinets, televisions, bed mattresses are not permitted in the dumpster and the Unit Owner must make arrangements to remove them from the community.
7. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any unit or on the Common Elements. No storage or portable gas tanks, gas containers or gas cylinders shall be permitted.
8. Employees of the association are not allowed to receive instructions from any resident or unit owner. The Boards of Directors shall be solely responsible for direction and supervising employees of the Association.
9. No sign, advertisement, notice or other graphics or lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Condominium or Association Property.
10. Signs, notices, advertisements, or any alteration of exterior surfaces shall not be placed, inscribed, or exposed on any window, door, or other exterior parts of unit, or on the common areas. Specifically excluded from this regulation are seasonal decorations or as approved in writing by the Board.
11. All unit owners who rent to a tenant shall: (1) provide the tenant with a copy of the By-laws and Rules and Regulations, (2) include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide by these documents, (3) Any prospective tenant and or buyer must submit an application in order to be approved to live in the community provide to the Management Agent and/or the Board the name of any agent retained by the unit owner to manage the unit for him/her. The unit owner is responsible at all times for the enforcement of the established guidelines. Contact Information must be provided to the management agent and or the board of any agent retained by the unit owner to manage the unit. No one is allowed to move in without prior approval from the Board of Directors.

V. Conduct

Food, alcoholic beverages, smoking and tobacco products cannot be shall not be consumed outside of a Unit. No placement of potted plants, nor the planting or growing of any type of shrubbery, flower, vine or other plant life is permitted outside of the Unit or Balcony.

Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while the Condominium Property and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association. Loud noises will not be tolerated. All children under fourteen (14) years of age must be accompanied by a responsible adult when entering and or utilizing the recreational facilities. Children are not allowed to play in common elements.

VI. Insurance

Nothing shall be done or maintained in any condominium unit, on any Common Elements or on Limited Common Elements, which will increase the rate of insurance on the Common Elements or result in the cancellation thereof, without prior written approval of the Board of Directors.

Nothing shall be done or maintained in any condominium unit or on the Common Elements, which is in violation of any law.

It is the obligation of each Unit Owner and or resident to purchase insurance to cover its content and personal liability. The Association's insurance policy does not provide coverage for the Unit Owner's personal belongings, house improvements and personal liability.

VII. Motor Vehicle Operation

Except as herein provided, no junk vehicle or other vehicle on which current registration plates are not displayed, no commercial vehicle, no trailer, truck, camper, house trailer, or boat may be kept on any Common Elements.

Likewise, no repair or extraordinary maintenance of automobiles or other vehicles may be undertaken on any of the Common Elements. Minor vehicle repair work shall be permitted in emergency cases only, provided that the area is cleaned after repairs have been completed.

No double parking is allowed.

No vehicle shall be parked on the lawn, landscaped portion of the Common Areas which is not specifically designated and intended for parking of vehicles.

Any vehicle that violates the rules and regulations may be towed at owner's expenses.

VIII. Architectural Maintenance/Control

No structural alteration (construction, addition or removal) of any condominium unit or Common Element shall be commenced or conducted except in strict accordance with the provisions of the By-laws.

–Air conditioning repairs and or installation are only allowed by a properly licensed and insured company. If air conditioner is being replaced it requires a permit from the association and Miami Dade County Building Department. Only blinds and/or verticals are allowed on glass doors and windows in color white. They must be kept in good condition and clean.

IX. Pool Facility

1. Any resident or visitor using the pool must follow the rules and regulations in the pool.
2. Non toilet trained persons must wear water proof pants or water proof garments when utilizing the pool.
3. Running on the pool deck, rough playing, rowdiness and other undue disturbances are strictly prohibited.
4. No food or beverages of any kind, glass, pets, noise, games, skates and bicycles are allowed in or on pool wet deck.
5. Alcoholic beverages, smoking and tobacco products are not allowed.
6. Profanity or vulgar language is not allowed.
7. Playing music – Boom boxes and large radios are not allowed. Personal radios with headphones are acceptable.
8. No animals are allowed, with the exception of service animals. Service animals are not allowed inside the pool.
9. No signs of any sort may be erected or posted upon the facilities nor may any advertising leaflets, papers or other written matter may be distributed within the pool area or attached to the fencing.
10. In order to insure residents enjoyment of the facilities, all persons using the facilities shall conduct themselves in a courteous manner with due regard for the rights of others to use and enjoy the facilities.

11. Complaints regarding management of the facilities or regarding actions of other owners shall be made in writing to the Association.
12. Chairs, lounges and tables may not be removed from the pool area.
13. Do not swallow pool water, it is re-circulated.

X. Move-in/Out

Prior approval from the association is required to move in 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.

1. Moves in or out must be scheduled from Monday through Saturday between the hours of 8:30 AM and 6:00 PM. Moving must be completed by 6:00 PM. Moving is not permitted on Sunday or on the following holidays: Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.
2. All items moved in or out must be placed on a "dolly" or carried. No dragging of furniture in hallways or lobby areas is permitted.
3. Luggage not on rollers must be carried or transported in a cart.
4. Furniture or other items must not be moved over the balconies.

Any damage to the common areas caused by the move will be the responsibility of the owner and or tenant.

XI. Surveillance Camera

The term "surveillance camera" shall refer to any and all surveillance equipment used to film an area within The Shamrock Condominium Association. It shall also refer to the data obtained through the use of such filming equipment. This policy does not apply to individual owners or their legal tenant(s) who have installed surveillance cameras and other personal surveillance systems for the exclusive protection of their individual unit(s). Owners may only install cameras inside their units.

1. The purpose and function of the surveillance camera system is to film the occurrence of criminal and civil liability acts exclusively within the community.
2. There shall be a Surveillance Camera at the entrance of the gate.
3. Request to Review
 - a. Submit a written request along with an administrative fee not to exceed \$25 to the property manager to obtain a copy of the relevant segments of the recorded camera images and data.
 - b. The surveillance camera operator shall schedule to review the request within 72 hours.
 - c. The surveillance camera operator shall also provide to the requester with a copy of the relevant video feed within 72 hours after viewing the request.
 - d. The relevant video feed shall be delivered if it is available. If the video is not available due to technical problems, the Association shall be exempt of any responsibility. Video recordings are kept for 30 days approximately.

XII. Enforcement/Penalties

Every Unit Owner and Occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of a Unit Owner or Occupant to comply shall be grounds for action which may include without limitation, an action to recover sums due for damages, injunctive relief or any combination thereof. In addition to all other remedies, the Board of Directors of the Association **if a Unit Owner failure of itself, its family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws, provides the following procedures :**

1. Notice: The party against whom the fine is sought to be levied shall be afforded an opportunity for hearing after reasonable notice of not less than fourteen (14) days and said notice shall include: (i) a statement of the date, time and place of the hearing; (ii) a statement of the provisions of the declaration, association by-laws or association rules which have allegedly been violated; and (iii) a short and plain statement of the matters asserted by the Association.

2. Fine Committee: A panel of at least three members designated by the Board Members, excluded directors, officers, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director or employee who determines if the fine is confirmed or denied.
3. Hearing compliance shall be presented by the Board Members to the Fine Committee, who shall hear reasons from the party against whom the fine may be levied why penalties should not be imposed. The party against whom the fine may be levied shall have: The non- an opportunity to respond, to present evidence and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge and respond to any material considered by Board. A written decision of the Fine Committee shall be submitted to the Unit Owner and/or occupant, licensee, or invitee communicating decision adopted.
4. Fines: The Fine Committee may impose fines against the applicable unit up to the maximum amount permitted by law from time to time. Fines shall be paid according to the Florida Statutes Chapter 718.303
5. Non-exclusive Remedy: These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending Unit Owner or Occupant shall be deducted from or offset against any damages which Association my otherwise be entitled to recover by law from such Unit Owner or Occupant.

XIII. Doorbell Installation

1. Only one doorbell camera is permitted to be installed in the middle of the door (on the same place of the door-viewer (you need to remove this in order to isntall the ring camera.) No holes on the walls or on the door are permitted.
2. Once the doorbell is installed, the unit owner must send an email to the Association to to conduct a further inspection and obtain corresponding approval.
3. If at some point the doorbell is removed, the unit owner must fix and/or repair any damage to the door or install the door viewer again. The use of the camera is for personal use only. The unit owner and/or resident will only use the doorbell camera to check visits to his/her unit. Other use will be only permitted if requested in writing by authorities.



**DOORBELLBOA Anti-Theft
Video Doorbell Door Mount**