



Purchase / Lease Application

ASSOCIATION NAME:

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 <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		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 & 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
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



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.