



EXCLUSIVE PROPERTY  
MANAGEMENT GROUP

**SAN MATEO FIRST ADDITION HOMEOWNERS ASSOCIATION, INC.**

The following applies to any Real Estate transaction involving the Sale, Rental or Transfer of any Condominium or Homeowners Association unit.

\*\*\*Application will not be processed nor accepted unless all the following ***bold italicized*** items are attached:\*\*\*\*

1. ***Fully completed application (Will NOT be Accepted if not completed)***
2. ***\$150.00 Money Order or Cashier's Check (No Personal Checks) payable to Exclusive Property Management Inc. per applicant over 18 years old or \$175 per married couple (with marriage certificate)***
3. ***\$100.00 Money Order or Cashier's Check per application (No Personal Checks) payable to San Mateo First Addition Homeowner's Association, Inc.***
4. ***Police Report for each adult over the age of 18. MUST BE ORIGINAL (if you reside in another State or County, provide a Police Report from your area) If you have a police record, provide a copy of the case along with your police report.***
5. ***Three Personal Reference Letters*** per applicant over the age of 18. Letters must be typed, include contact number, and a brief summary from the referee explaining how they know the applicant.
6. ***Copy of Executed Lease or purchase contract***
7. ***Copy of License*** (for each applicant over the age of 18)
8. ***Copy of vehicle registration*** (must be valid and unexpired)

NOTE: If you would like to rush the application, please note that there is an additional \$300 fee, non-refundable. The Rush fee should be submitted with application. The rush fee is between 5-10 business day.

**ONCE THE SALE IS FINAL, IT IS IMPERATIVE THAT YOU OR YOUR CLOSING AGENT FORWARD A COPY OF THE WARRANTY DEED AND SETTLEMENT STATEMENT INDICATING THE DATE OF CLOSING AND NAME(S) OF THE NEW OWNERS). Without this information we cannot update our system.**

Prospective Owner: In order to receive your Certificate of Approval, make sure that you have received and reviewed the By-Laws of the Association. **It is the seller's responsibility to provide you with a copy of the By-Laws and Declaration of Condominium.** If the seller does not have a copy of the By-Laws, we can provide you with a copy at a cost. The Declaration of Condominium encompasses all the Association Rules and Regulations. We highly recommend you to acquire a copy and review it.

***PLEASE BE AWARE THAT THIS PROCESS MAY TAKE UP TO 25 WORKING DAYS AND NONE OF THE FEES INCURRED ARE REFUNDABLE.***

Please be advised that some of the Board of Directors/Property Managers may require an interview with the new owner or tenant prior to issuing a Certificate of approval.

---

Print Name

Applicant Signature

Date

Exclusive Property Management Group, Inc. 175  
Fontainebleau Blvd Suite 2G1 Miami, FL 33172  
PH: 786-577-2974 | 786-577-2976  
WWW.EXCLUSIVPMG.COM



**EXCLUSIVE PROPERTY**  
MANAGEMENT GROUP

## Purchase/Lease Application Checklist

**\*\*\*\*\*This portion is to be filled out by the EPMG representative only\*\*\*\*\***

Rush: Yes \_\_\_ No \_\_\_ (additional fee required)

- 1) \_\_\_ Fully completed application.
- 2) \_\_\_ \$150.00 Money Order or Cashier's check (No Personal Checks) payable to Exclusive Property Management Inc.
- 3) \_\_\_ \$100.00 Money Order or Cashier's check (No Personal Checks) payable to San Mateo First Addition Homeowners.
- 4) \_\_\_ Police Report for each adult over the age of 18. **MUST BE ORIGINAL.**
- 5) \_\_\_ Three Personal Reference Letters per applicant over the age of 18.
- 6) \_\_\_ Copy of Executed Lease or purchase contract
- 7) \_\_\_ Copy of License (for each applicant over the age of 18)
- 8) \_\_\_ Copy of vehicle registration (must be valid and unexpired)

**!!! If the above requirements are not met, the application will not be accepted. No Exceptions!!!!**

Application and documentation received (Date): \_\_\_\_\_ By (Representative): \_\_\_\_\_

Exclusive Property Management Group, Inc.  
175 Fontainebleau Blvd Suite 2G1 Miami, FL 33172  
PH: 786-577-2974 | 786-577-2976  
WWW.EXCLUSIVEPMG.COM



EXCLUSIVE PROPERTY  
MANAGEMENT GROUP  
**Buyer/Tenant Application**

Important Information:

All questions on this application must be completely filled in. Incomplete applications or blank spaces will result in delay and/or denial of approval. The release of Information authorization form must be signed and dated by each applicant appearing on the Title/Mortgage/Lease and will exclusively be utilized to obtain a release of information including your Credit Report and National Background Check.

Application for: Purchase \_\_\_\_\_ Lease \_\_\_\_\_

Date of application: \_\_\_\_\_ Move in date: \_\_\_\_\_ No of Applicants (18 or older): \_\_\_\_\_

Property Address: \_\_\_\_\_

Term of Lease from: \_\_\_\_\_ To: \_\_\_\_\_

Real Estate Agent or Owner Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant #1:**

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ last name: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country of Passport \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ D.L State: \_\_\_\_\_

Phone number: \_\_\_\_\_ Atl.Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Employment of Applicant #1:**

Employed By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ How long at present job: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Have you ever been arrested or convicted of crime? Yes / No

Dates: \_\_\_\_\_ County/State: \_\_\_\_\_ Convicted in: \_\_\_\_\_ Charges: \_\_\_\_\_



**EXCLUSIVE PROPERTY**  
MANAGEMENT GROUP

**Applicant #1 Residence History:**

Current Address \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_ How long: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_ How long: \_\_\_\_\_

**Applicant #2:**

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country of Passport \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ D.L State: \_\_\_\_\_

Phone number: \_\_\_\_\_ Atl.Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Employment of Applicant #2:**

Employed By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ How long at present job: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Have you ever been arrested or convicted of crime? Yes / No

Dates: \_\_\_\_\_ County/State: \_\_\_\_\_

Convicted in: \_\_\_\_\_ Charges: \_\_\_\_\_

**Applicant #2 Residence History:**

Current Address \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_ How long: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_ How long: \_\_\_\_\_



**EXCLUSIVE PROPERTY**  
MANAGEMENT GROUP

**Applicant #3:**

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_

Passport #: \_\_\_\_\_ Country of Passport \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ D.L State: \_\_\_\_\_

Phone number: \_\_\_\_\_ Atl.Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Employment of Applicant #3:**

Employed By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ How long at present job: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Have you ever been arrested or convicted of crime? Yes / No

Dates: \_\_\_\_\_ County/State: \_\_\_\_\_

Convicted in: \_\_\_\_\_ Charges: \_\_\_\_\_

**Applicant #3 Residence History:**

Current Address \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_ How long: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_ How long: \_\_\_\_\_

**Children under the age of 18:**

First name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Age: \_\_\_\_\_

First name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Age: \_\_\_\_\_

First name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Age: \_\_\_\_\_



**EXCLUSIVE PROPERTY**  
MANAGEMENT GROUP

**Vehicle Information:**

- 1. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag: \_\_\_\_\_
- 2. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag: \_\_\_\_\_

**Pet(s) Information:**

Type: \_\_\_\_\_ Name: \_\_\_\_\_  
Weight: \_\_\_\_\_ Miami Dade Tag #: \_\_\_\_\_  
Vaccine number: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_





**EXCLUSIVE PROPERTY**  
MANAGEMENT GROUP

## **RENT INTERCEPTION**

The Condominium Act was amended effective July 1, 2010 to allow an Association to demand that a tenant in possession must pay any future monetary obligation related to unit, i.e. rent, directly to the Association.

Fla. Stat. & 718.166(11)

(11)(a) If the unit is occupied by a tenant and the unit owner is delinquent in paying any monetary obligation due to the association, the association may make written demand that the tenant pay to the association the subsequent rental payments and continue to make such payments until all monetary obligations of the unit owner related to the unit have been paid in full to the association. The tenant must pay the monetary obligations to the association until the association releases the tenant or the tenant discontinues tenancy in the unit. Pursuant to section 718.116(11), Florida Statutes, the association demands that you pay your rent directly to the condominium association and continue doing so until the association notifies you otherwise.

This is commonly known as “rent interception”, and if the tenant fails to comply, the tenant may be subject to eviction. The statute allows the association to demand the “tenant pay to the association the subsequent rental payments and continue to make such payment until all monetary obligations of the unit owner related to the unit have been paid in full to the association.” The rent interception statute provides the association a tool to preclude an owner, who is often in foreclosure, from pocketing the rent obligation while shorting the owner’s obligation to the association.

As an owner you understand 10% of the rental interception amount is collected as a processing fee for efforts made. Also, you understand that a \$25.00 fee for each notice posted/mailed is also charged to you.

**You understand the law that has been stated above and will adhere to such recourse if needed.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Exclusive Property Management Group, Inc.  
175 Fontainebleau Blvd Suite 2G1 Miami, FL 33172  
PH: 786-577-2974 | 786-577-2976  
WWW.EXCLUSIVEPMG.COM



**EXCLUSIVE PROPERTY  
MANAGEMENT GROUP**

**VEHICLES NOT ALLOWED PARKED IN THE  
ASSOCIATION**

**ALL TYPES OF COMMERCIAL VEHICLES/  
VEHICLES WITH SIGNS / LETTERING**



**MOVING VEHICLES**



**LIMOUSINES**



**ANY TYPES OF TRAILERS**



Exclusive Property Management Group, Inc. 175  
Fontainebleau Blvd Suite 2G1 Miami, FL 33172  
PH: 786-577-2974 | 786-577-2976  
WWW.EXCLUSIVEPMG.COM