



INSTRUCTIONS FOR APPLICATION FOR OCCUPANCY REQUEST

1. Type or print all information being requested in Application Request legibly, with accuracy and completeness.
2. If the property is bank owned or was purchased through foreclosure auction by the current Owner, please include a Certificate of Title with this Application Request.
3. Email this Request and ALL future communications to: Applications@ManagedByAffinity.com.
4. Payment for this Application Request is nonrefundable and must be in check, money order, or cashiers' checks made payable to: Affinity Management Services 1430 NW 15 Ave Miami, FL 33125
5. **Please provide the following with this Application Request:**
 - Application Request payment pursuant to services selected herein
 - A copy of the lease/rent contract
 - A copy of the driver's license/ passport/ government issued identification and social security card or alien registration card for each individual that is seeking to occupy and/or hold title to the property
 - Marriage certificate for married couple
 - A picture of any pets and applicable vaccination documentation (Limit (1) pet, under 25lbs.)
 - One Application for Occupancy Form per married couple or for each unmarried individual that is seeking to occupy and/or hold title to the property
 - One Authorization To Release & Use Information signed form per married couple or for each unmarried individual that is seeking to occupy and/or hold title to the property
 - One Amendment To Lease/Rent Contract signed form per married couple or for each unmarried individual that is seeking to occupy the property under a lease/rent contract
6. If this Application Request is being made in connection with a purchase transaction, immediately after closing submit completed HUD1 Closing Statement, Deed, and copy of disbursed check to: Applications@ManagedByAffinity.com.

DISCLOSURES FOR APPLICATION FOR OCCUPANCY REQUEST

1. If Application Request and/or Application Form is not properly completed, processing may be delayed. Pursuant to Florida Statutes any inconsistencies that may cause a delay in the Application Request will be communicated within 15 calendar days from submission.
2. All information provided by requesting party is being used as a basis for consideration of approval. Any misstatement of facts, and/or omission of any relevant information shall constitute a violation of the application procedure and may cause Application Request to be terminated or denied.
3. If this Application Request is being made in connection with a purchase transaction, please note that requesting party MUST also submit a separate Estoppel Request.
4. ALL other requests and or inquiries for information not already provided in the Application Form MUST be made by submitting a Questionnaire Request. No other request or inquiries will be satisfied without a Questionnaire Request.
5. The Application Request will be exclusively satisfied with the Application for Occupancy Form, Authorization to Release & Use Information, and Amendment to Lease/Rent Contract attached hereto.
6. Pursuant to Florida Statutes a disapproval or denial of this Application for Occupancy will be communicated in writing within 60 calendar days from submission.
7. A public records (background) search will be conducted using the information provided in the Application Form. Any resulting report from said search will not be released to requesting party or any individual that is seeking to occupy and/or hold title to the property, and/or their respective legal representatives.
8. Affinity Management Services will not accept, nor is it under any obligation to accept reports or information of public records (background) search procured or provided by requesting party.
9. Request and inclusion of pet information does NOT imply or communicate that possessing a pet or the occupation of a pet is authorized (or approved) in the Association. Tenant and/or Buyer should perform due diligence or seek professional counsel to make this determination.



10. Request and inclusion of multiple vehicle information does NOT imply or communicate that parking space will be provided for multiple vehicles. Tenant and/or Buyer should perform due diligence or seek professional counsel to make the determination of how many parking spaces are being provided and if designated spaces exists.
11. If this Application Request is being made in connection with a purchase transaction, any delays in submitting completed HUD1 Closing Statement and Deed may result in collection action appropriately enforced pursuant to the Association’s collection policy against the Buyer.
12. By submitting payment for this Application Request the requesting party acknowledges and agrees to perform the instructions as provided herein, and acknowledges and agrees with the disclosures provided for herein.
13. Applicant(s) and owner(s) have read and accepted the terms to Exhibit A “Amendment to Lease/Rent contract” by submitting payment for application; attached within.

(Select As Applicable)

SERVICES:

Application Service

FEE:
\$100 Fee per Unmarried Individual
Or Per Married Couple

TIME FRAME:
30 Calendar Days Processing Time
(Florida Statutes: 45 Calendar Days)

Rush Service
(Limited Availability)

\$100 Additional

15 Calendar Days Processing Time

Please provide the association name, property address, owner (seller), and renter:

Association Name: Waterway at Hollywood Beach

Property Address: _____

Owner (Seller) Name: _____

Tenant Name: _____

Buyer Name: _____

Closing Date: _____

Send Approval Certificate to:

Applicant Email: _____

Realtor Email: _____

OFFICE USE ONLY

REQUEST RECEIVED: _____

REQUEST COMPLETED: _____

COMPLETED BY: _____

SIGNATURE: _____



APPLICATION FOR OCCUPANCY FORM

Application Date: _____ Purchase [] or Lease [] Start: _____ End: _____

Association Name: _____

Property Address: _____ Unit #: _____

OCCUPANT INFORMATION

Number of Occupants: Individuals (Over 18): _____ Married [] Unmarried [] Children: _____

Name: _____ Social Security Number: _____

Date of Birth: _____ Telephone Number: _____ Mobile: _____

Email Address: _____

Spouse Name: _____ Social Security Number: _____

Date of Birth: _____ Telephone Number: _____ Mobile: _____

Email Address: _____

Child Name: _____ Social Security Number: _____

Date of Birth: _____ Telephone Number: _____ N/A _____ Mobile: _____ N/A _____

Child Name: _____ Social Security Number: _____

Date of Birth: _____ Telephone Number: _____ N/A _____ Mobile: _____ N/A _____

Pet Name: _____ Species (Dog, Cat, etc.): _____

Breed: _____ Color: _____ Weight: _____



DISCLOSURE: Request and inclusion of pet information does NOT imply or communicate that possessing a pet or the occupation of a pet is authorized (or approved) in this Association. Tenant and/or Buyer should perform due diligence or seek professional counsel to make this determination.

VEHICLE INFORMATION

Make: _____ Model: _____ Year: _____

Color: _____ Plate: _____ State: _____

Make: _____ Model: _____ Year: _____

Color: _____ Plate: _____ State: _____

Make: _____ Model: _____ Year: _____

Color: _____ Plate: _____ State: _____

DISCLOSURE: Request and inclusion of multiple vehicle information does NOT imply or communicate that parking space will be provided for multiple vehicles. Tenant and/or Buyer should perform due diligence or seek professional counsel to make the determination of how many parking spaces are being provided and if designated spaces exists.

RESIDENCE HISTORY

(Provide 2+ Years of History)

Present Address: _____
House, Street, & Unit City State Zip Code

Landlord/Mortgage Name: _____

Telephone Number: _____ Rent [] Own [] Years at address: _____

Previous Address: _____
House, Street, & Unit City State Zip Code

Landlord/Mortgage Name: _____

Telephone Number: _____ Rent [] Own [] Years at address: _____

Previous Address: _____
House, Street, & Unit City State Zip Code



Landlord/Mortgage Name: _____

Telephone Number: _____ Rent [] Own [] Years at address: _____

EMPLOYMENT REFERENCE

Employer Name: _____ Telephone Number: _____

Position: _____ Duration: _____ Annual Income: _____

Employer Name: _____ Telephone Number: _____

Position: _____ Duration: _____ Annual Income: _____

Employer Name: _____ Telephone Number: _____

Position: _____ Duration: _____ Annual Income: _____

CHARACTER REFERENCE

Name: _____ Telephone Number: _____

Present Address: _____
House, Street, & Unit City State Zip Code

Name: _____ Telephone Number: _____

Present Address: _____
House, Street, & Unit City State Zip Code

Name: _____ Telephone Number: _____

Present Address: _____
House, Street, & Unit City State Zip Code



AUTHORIZATION TO RELEASE & USE INFORMATION

I acknowledge and agree with the Instructions and Disclosures as provided in the Application For Occupancy Request and Application For Occupancy Form provided by Affinity Management Services, LLC; and to comply with the Application For Occupancy process and its results.

I acknowledge and agree to release any or all information provided in the Application for Occupancy Form to Affinity Management Services, LLC, the named Association and its legal representatives, and any service provider used by Affinity Management Services, LLC to aid or carry out a public records (background) search, and/or credit rating report.

I acknowledge and agree to authorize Affinity Management Services, LLC to conduct a public records (background) search, and request a credit rating report from a credit rating agency using any and all information provided in the Application for Occupancy Form and/or any other information or documentation provided to Affinity Management Services, LLC.

I acknowledge and agree that Affinity Management Services, LLC is not responsible for the final decision of occupancy whether or not it is approved or denied. I acknowledge and agree to now and forever release Affinity Management Services, LLC of any and all any liabilities, expenses, damages, costs, penalties, fines, fees, losses, demands, actions and causes of action, suits, debts, dues, sums of money, accounts, reckonings, benefits, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, obligations, executions, claims, and attorneys' fees and associated costs (whether pre-trial, at trial, mediation or at arbitration and/or in connection with any appeals), known or unknown, absolute or contingent, in law or equity, incurred, sustained, arising out of or connection with the public records (background) search, the credit rating report, Application For Occupancy Request, Application For Occupancy Form, this Authorization To Release & Use Information, and the Amendment To Lease/Rent Contract and their related use.

Association Name: _____

Property Address: _____

Name: _____ Social Security Number: _____

Signature: _____ Date: _____

Spouse Name: _____ Social Security Number: _____

Signature: _____ Date: _____



AMENDMENT TO LEASE/RENT CONTRACT

Exhibit A

IN CONSIDERATION, for the approval occupancy of the ("Property") herein identified by Property Address and stated above, and other good and valuable consideration, the receipt and adequacy of which the parties hereby acknowledge the parties agree hereby agree to the following:

If Lessor/Owner ("Owner") becomes delinquent in the payment of any regular or special assessment, reserves, cable tv service, late fees, interest, attorney's fees and/or costs, fines, and/or any other amounts and/or collection fees and/or costs due to the herein named Association, said amounts shall be collectively or individually referred to ("Delinquent Balance"). In the event the Owner shall accrue a Delinquent Balance and it continues unpaid for a period of thirty (30) days, the Lessee/Renter ("Tenant") upon receiving written notice of such Delinquent Balance from the Association or its agent shall pay the full amount of the Delinquent Balance by monthly installment to the Association. Said monthly installment will not exceed the monthly lease/rent amount Tenant agreed to pay under the Lease/Rent Contract ("Contract"). All amounts will be made payable to the Association and remitted to the payment address provided upon duly delivered notice until the full amount is paid to cure the Delinquent Balance. Tenant shall resume normal lease/rent payment remittance instructions pursuant to the Contract upon receipt from the Association a notice of satisfaction of said Delinquent Balance.

Owner and Tenant both acknowledge and agree that Tenant's compliance with the Association's demand to cure any of Owner's Delinquent Balance will not constitute a default or breach of any kind in the Contract. Additionally, the Owner understands and agrees not to seek any legal, administrative, or eviction action of any kind against Tenant if Tenant is complying with the Association's demand for payment of Owner's Delinquent Balance.

The collection of Delinquent Balance from the Tenant shall not be deemed an election of remedies, and the Association may still proceed with any remedy in accordance with the governing documents and Florida Statutes, including but not limited to: the filing of a claim of lien, the filing of a foreclosure action, and/or any action to pursue a money judgment against the Owner.

Tenant acknowledges and agrees to comply with all applicable Florida Statutes, local ordinances, Association's governing documents which may include rules, regulations, declaration of condominium, covenant of restrictions, bylaws, and/or any other document that establishes restrictions, standards, guidelines, or codes that govern the conduct of the individual (s) whom own or occupy the Property.

FAILURE TO FULLY COMPLY WITH THE PROVISIONS OF THIS ADDENDUM WILL RESULT IN LEGAL ACTION AGAINST OWNER and/or TENANT. Owner and Tenant both acknowledge and agree that they shall be held jointly and severally liable for any acts or omissions by the Tenant. Furthermore, Owner and Tenant hereby acknowledge and agree that failure to abide the provisions of this Addendum may result in the loss of any funds which may have been provided to the Association at the execution of the Contract and/or Addendum, and eviction of the Tenant from the Property. Owner shall be liable for all costs and attorney's fees incurred as a result of such eviction action and/or any other action the Association deems necessary to enforce all provisions of this Addendum. Nothing contained herein shall be deemed to obligate the Association to commence eviction proceedings against Tenant or to preclude the Association from pursuing any other available legal remedies under law.

In the event that this Addendum conflicts with, varies, or modifies the terms and provisions of the Contract, this Addendum will be enforceable and override any conflicting provisions in the Contract. This Addendum hereby binds the Owner and Tenant and is deemed fully enforceable upon execution.