

APPLICATION FOR OCCUPANCY

All new residents (owners and/or tenants) are required to apply with **INGLEWOOD TOWNHOMES CONDOMINIUM ASSOCIATION, INC.** prior to moving in. The application process could take roughly one to two weeks. A proposed buyer or tenant **MUST** be approved before moving in. You **MUST** obtain the required forms from the office of:

GRS MANAGEMENT, INC
15280 NW 79TH COURT, SUITE 101
MIAMI LAKES, FL 33016
PHONE 305-823-0072
FAX 305-823-4888

All applications **MUST** be submitted to **INGLEWOOD TOWNHOMES CONDOMINIUM ASSOCIATION, INC.** All forms must be 100% complete and correct and must be signed by the appropriate parties. Incomplete applications **WILL NOT** be accepted nor processed.

Please note all application requests are only valid for 30 days. If there are any pending items, the application will automatically be cancelled upon 30 days after submission. All applications fees are non-refundable.

The following must be included with the application:

_____ Application processing fee of \$150.00 for legally married couples. Any other applicant over 18 years of age must pay an additional \$150.00 per applicant. Made payable to: **GRS MANAGEMENT, INC. (Cashier's check or money order only) - Application fees are non-refundable.**

_____ Security deposit fee of \$200.00 (Lease Only) (refundable upon termination of lease) payable to: **INGLEWOOD TOWNHOMES CONDOMINIUM ASSOCIATION, INC. (Cashier's check or money order only)**

Please note: Security deposits are refundable at the end of the leasing period and the refund request must be presented with a copy of the front and back of the submitted cashier's check/money order. Please keep in mind that all refund requests take 10-15 business days to be processed.

_____ If the application is for sale, an estoppel **MUST** be requested before or at the time this application is submitted. **ESTOPPEL FEE OF \$250.00 (standard) OR \$350.00 (rush)** is required. Made payable to: **GRS MANAGEMENT, INC (Cashier's check or money order only)**

_____ Signed copy of the contract for sale or lease.

_____ Copy of Local Police Record
If unable to secure local appointment, the GRS Management, Inc. office may run a background check for an additional \$55.00 per applicant. Made payable to: **GRS MANAGEMENT, INC. (Cashier's check or money order only) - Fees are non-refundable.

_____ Completed application with a copy of all applicants' driver licenses or photo IDs.

All inquiries in reference to the application process must be done via e-mail to customer@grsmanagement.com.

Sincerely,
Applications Department
GRS Management, Inc.

INGLEWOOD TOWNHOMES CONDOMINIUM ASSOCIATION, INC.

Application for Occupancy

PLEASE FILL IN ALL BLANKS. APPLICATIONS NOT FULLY COMPLETED, WILL NOT BE PROCESSED.

Note: Please note all applicants over the age of 18 (not married to primary applicant) must complete a **separate** application.

Date: _____ Desired Date of Occupancy: _____

This Application is for a: Lease () Purchase () of Unit # _____

Property Address: _____

Realtor's Name: _____ Phone # _____

Applicant's Name _____

Phone# _____ Cell Phone# _____

E-Mail Address: _____

SSN# _____ DOB _____

DL # _____ State _____

MARITAL STATUS: Married () Separated () Divorce () Single ()

Spouse's Name: _____

Phone# _____ Cell Phone# _____

E-Mail Address: _____

SSN# _____ DOB _____

DL # _____ State _____

No. Of People who will occupy the unit: _____

LIST OF OCCUPANTS

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

PETS

Yes () No () How Many: _____ Weight: _____ Breed: _____

Weight: _____ Breed: _____

VEHICLES

Make: _____ Model: _____

Tag # _____ State: _____ Year: _____

Make: _____ Model: _____

Tag # _____ State: _____ Year: _____

RESIDENCE HISTORY

Present Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

Previous Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

Previous Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

EMPLOYMENT HISTORY

ARE YOU: Self-Employed? Yes () No () Retired? Yes () No ()

Present Employment:

Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

Previous Employer: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

Spouse's Employer

Self-Employed? Yes () No () Retired? Yes () No ()

Present Employment: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

Previous Employer: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

REFERENCES (No Relatives)

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

LEASE ADDENDUM

In the event the Lesser is delinquent in his or her obligation to pay to the Association, any general or special maintenance assessments, or any installment, the Association shall have the right, but not the obligation, to require the Lessee to pay said rental installment, or a portion thereof sufficient to pay said delinquent maintenance assessments, directly to the Association, upon the Association giving written notice of exercise of such right to the Lessee and Lesser. The right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against the Lessee or Lesser.

Initials: _____

Lesser (Owner) Signature

Lessee (Tenant) Signature

RULES & REGULATIONS

I, _____, acknowledge that a copy of the rules and regulations of the Association have been included in this package. If I wish to receive a full copy of the bylaws, the full package is purchasable at the GRS Management, Inc office. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

Signature _____

Date _____

Have any of the applicants ever been arrested for any other than a minor traffic violation?

Yes () No () Convicted Yes () No ()

Name of applicant: _____

If yes, please explain: _____

Applicant acknowledges that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside screening agency, may make an investigation from the information given and present their findings to GRS Management Inc. and the association for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or its agent or GRS Management, Inc or the unit owner liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application. I/We acknowledge that upon request, a copy of any adverse information may be provided to solely the applicant in which had an adverse report with valid ID. The Association reserves the right to deny this application based on its investigative findings.

Signature: _____

Date: _____



GRS Management, Inc.

15280 NW 79th Court, Suite 101

Miami Lakes, FL 33016

PH: (305) 823-0072 Fax: (305) 823-4888

Email: Customer@grsmanagement.com

AUTHORIZATION FOR FILE DISCLOSURE

(Only to be completed if background by GRS Management, Inc. will be completed)

I hereby consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results may only be provided, upon request, to the following applicant:

Signature: _____ Date: _____

Full Name- First, Middle and Last Name (Please Print):

Home Address (Unit # if applicable): _____

Applicant's Contact Phone Number (Required): _____

Social Security Number: _____ DOB: _____

Driver's License Number and State Issued: _____



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15280 NW 79TH Court, Suite 101
Miami Lakes, FL 33016
PH: (305) 823-0072 Fax: (305) 823-4888
Email: Customer@grsmanagement.com

ACKNOWLEDGEMENT OF RULES AND REGULATIONS

I, _____, the applicant of this property (property address listed below) acknowledge that I have been provided with a copy of the rules and regulations of the Association. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

I, _____, the owner of this property understand that if I lease this property, I will be responsible for any violations of any rules and regulations caused by my lessee/tenant and I may be subject to violations and/or fines to my property.

Association Name: _____

Property Address: _____

Applicant Signature: _____

Date: _____

INGLEWOOD TOWNHOMES CONDOMINIUM ASSOCIATION, INC.

Rules and Regulations (R&R)

Effective March 13, 2023, the revised rules and regulations will take effect.

TOWING COMPANY PERFORMS RANDOM CHECKS. VEHICLE(S) IN VIOLATION MAY BE TOWED OR BOOTED WITHOUT FURTHER WARNING AT THE VEHICLE OWNERS' EXPENSE. PLEASE ASSURE THAT YOU AND YOUR GUESTS ARE PARKED APPROPRIATELY.

NOTE

THE BOARD OF DIRECTORS, THE ASSOCIATION OR MANAGEMENT ARE NOT RESPONSIBLE FOR YOUR VEHICLE(S) IN ANY WAY, SHAPE OR FORM, INCLUDING IF IT IS TOWED OR BOOTED, DAMAGE TO VEHICLE(S), THEFT OF OR BREAKING INTO VEHICLE(S), VANDALISM, ACCIDENT OR INCIDENT.

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VIOLATIONS OF ANY OF THE BELOW RULES AND REGULATIONS OR ANY OTHER GOVERNING DOCUMENTS OF THE ASSOCIATION CAN RESULT IN FINES TO YOUR ACCOUNT.

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Leases:

- All leases (new & renewal) must be submitted to the Management office with application for review and leasing of Units shall also be subject to the prior written approval of the Association.
- The Association may deny permission to lease any Unit on any reasonable grounds the Association may find, including, but not limited to, because the lessor is delinquent in the payment of Assessments or has any outstanding fine.
- 60 days prior to lease expiration, the Management Office must be notified of the lease not being renewed and tenant move out or in the event the lease is being renewed, a new lease must be submitted for Board review and approval.
- Leases must include clause as stated in amended by-laws:

Every lease of a Unit shall provide (or, if it does not shall be deemed to provide) that the Association shall have the right: (i) to terminate the lease and/or to evict the tenant upon default by the tenant in observing any of the provisions of this Declaration, the Articles of Incorporation or Bylaws of the Association, or other applicable provisions of any agreement or document governing the Condominium or administered by the Association; and (i) to collect all rental payments due to the Owner and to apply same against unpaid Assessments if and to the extent that the Unit Owner is in default in the payment of Assessments.

Every lease of a Unit shall provide (or, if it does not shall be deemed to provide) that a material condition of the lease shall be the tenant's full compliance with the covenants, terms, conditions and restrictions of this Declaration (and all Exhibits hereto) and with any and all rules and regulations adopted by the Association from time to time (before or after the execution of the lease). The Unit Owner shall be jointly and severally liable with the tenant to the Association for any amount which is required by the Association to repair any damage to the Common Elements resulting from acts or omissions of tenants (as determined in the sole discretion of the Association) and to pay any claim for injury or damage to property caused by the negligence of the tenant and special Assessments may be levied against the Unit therefor. All leases are

INGLEWOOD TOWNHOMES CONDOMINIUM ASSOCIATION, INC.

hereby made subordinate to any lien filed by the Association. whether prior to or subsequent to such ease.

Residents:

- All residents moving into the community **MUST** go through the application process and obtain Board approval in writing **PRIOR** to moving in. **Residents include all occupants, tenants, owners, family and/or friends of tenants and/or owners, anyone 18 years of age and older that will be moving into the community.**
- All applicants **MUST** be interviewed by the Board of Directors to go over the Rules and Regulations of the property **PRIOR TO MOVING IN.**
- Moving into the property without Board Approval may result in immediate eviction of tenants and the unit owner may face a fine per rules and regulations.

Moving In or Out:

- Moving in or out of the community is only allowed between Monday through Saturday from 9:00 AM to 5:00 PM. **A refundable security deposit of \$200.00 payable to Inglewood Townhomes Condominium Association, Inc.** must be provided with the application.
- Occupants/Tenants/Owners will receive the refund within 10-15 business days once a refund request form is submitted to management upon moving out at the end of the lease and after an inspection of the common areas has been conducted by management.

Registration of Vehicle(s):

(For the safety of our residents and identification of vehicles belonging to the community, on January 17, 2023 vehicle registration update and replacement of old parking decals for new parking decals began. Decals will be placed on rear of glass on lower right corner or body of vehicle or when not possible, on the front windshield driver's side lower corner; Registration and new decals will be updated yearly)

- All residents' vehicle(s) must be registered and the parking decal installed by Management Office or Board of Directors (No more than three (3) vehicles allowed per unit.)
- As of January 30, 2023 registration is at management office
- Vehicle(s) **MUST NOT** have more than 3 temporary tags, and each must be registered with the management office.
- Vehicle(s) must be registered to the unit owner or tenant of unit; or immediate family.

Assigned Parking and Parking:

- Each unit has two (2) assigned parking spaces in front of or near the unit. No more than three (3) vehicles per unit in total. All residents must park their vehicles, including vehicles with handicapped permit/tag, in their assigned parking spaces. Vehicle(s) with expired license plates or no license plate are **NOT** allowed in community. All Vehicle(s) must be in working order.
- Residents' third (3rd) vehicle and guests'/visitors' vehicles are to park along black fence located at the south and southwest side of the community.
- **NO** vehicles are allowed to park on the grass or tree roots, in a right of way, blocking fire hydrants, in front of other units' door way, in a no parking zone, in front of or blocking access to garbage dumpster or any areas not designated for parking including parking on or blocking sidewalk access.
- No cargo box trucks, tow trucks, flat bed trucks, big rigs trucks, commercial utility trucks or trailers, cargo trailers or dumpster trailers are allowed. No commercial vehicle(s) or vehicle(s)

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with any markings, commercial advertising or signs are permitted unless covered. No objects, tools, equipment, materials, ladders, structure(s), are permitted anywhere on the exterior of vehicle or on community parking lot or property are not allowed in the community.

(Effective March 13, 2023, no new or additional commercial vehicles may be parked on condominium property. Residents with commercial vehicles that are properly registered prior to March 13, 2023, are allowed to park their registered commercial vehicle while remaining a resident or unit owner within the community and must comply with restrictions underlined above.

- NO recreational vehicles including RVs, all-terrain vehicles, golf carts, dirt bikes, open, flat, box or utility trailers, boats, jet-skis or buggy style vehicles are allowed on property common areas and/or limited common areas.
- No vehicle can block access to garbage dumpster.

Pool Side Parking:

- The guest/visitor and handicap parking by the pool area is for guests/visitors only- NO resident is allowed to park there.

Mechanical Work:

- NO mechanical / vehicle body work of any kind is allowed on the property, with the exception of replacing a flat tire or dead battery.

Parking Lot (For safety purposes):

- NO motorized or non-motorized bike riding, skateboarding, scooters or ball playing is allowed in the parking lot area.
- Residents and children are NOT ALLOWED to play in the parking lot area.
- NO bounce houses or any type of inflatable or temporarily erected structures are allowed in the parking lot area.

Condominium Appearance, Alteration and Negligence, Carelessness of unit owner:

- All residents are responsible for maintaining their balconies and entrances in good condition and appearance.
- There is NO storage allowed anywhere outside the units, on the balconies or parking lot areas.
- Any BBQ grills MUST be placed in the back yards and not on the balconies or entrances of the units.
- Any landscaping not in the common areas MUST be maintained by the unit owner or resident. All plants and trees MUST be trimmed to maintain a good appearance.
- Any work done inside or outside the units must be approved in writing by the Board of Directors. Contact the management office for the necessary documents.
- No unit owner shall make any alterations in the portions of the improvements of the condominium which are to be maintained by the Association; or remove any portion thereof, or make any additions thereto, or do any work which would jeopardize the safety or soundness of the building containing his unit or impair any easement.
- Each Unit owner shall be liable for the expense of any maintenance repair or replacement rendered necessary by his act, neglect or carelessness, or by that of any member of his family, or his or their guests, employees, agents or lessees. The expense for any maintenance, repair or replacement, as provided in this section, shall be charged to said

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unit owner, as a specific item which shall be liened against said unit with the same force and affect as if the charge were a part of the common expenses.

Pool Rules:

- No jumping over the gate or fence to enter the pool area is permitted. All residents must have a key to the gate. Contact property management office to request a copy of the key if you need one.
- Pool hours are from dawn to dusk. Children under the age of 18 must always be accompanied by an adult. No parties, private functions or special events are allowed at the pool area.
- All bathers **MUST** shower before entering the pool to remove any sunscreens, oils, creams, and lotions. Please ensure all hair pins are removed as well.
- No alcoholic beverages are permitted in the pool area including any area inside the pool area gates.
- Any children in diapers must use swim diapers or be potty trained.
- **NO PETS OF ANY KIND ARE ALLOWED IN THE POOL AREA.**

Pets:

- Only one (1) cat or one (1) dog may be kept by the unit owner or resident on the premises but only if such animal does not cause a disturbance on the condominium property. **Dogs allowed must be 40lbs or under.**
- Dogs **MUST** always be on a leash while outside of the unit. Dog handlers must pick up solid waste after the dog.
- Pets must not be a nuisance. No dogs that bark excessively are allowed.
- **DO NOT FEED ANY STRAY CATS OR DOGS.** All pets must be indoor pets and maintained within the unit or the unit's backyard.

Miscellaneous:

- No resident is permitted to run a business out of their unit.
- Residents and their guests are not to jump over fences or walls to access the street or the community.

Garbage:

- Community garbage containers are for normal regular day to day household garbage use only.
- No dumping of work, commercial or business-related garbage, materials, construction or debris are permitted in community garbage containers.
- **NO Bulk Trash** - such as furniture, large accessories, construction debris, landscaping debris, doors, cabinets, appliances, carpets and other items such as electronics, batteries, oils, petroleum, toxic or flammable are permitted to be dumped in the garbage container or garbage areas or anywhere on the property. There is **no bulk trash service** for the community. Residents needing to dispose of bulk trash and other non-permitted item(s) will have to do so at their own cost at the following location: **Palm Springs North Trash & Recycling 7870 NW 178th St, Hialeah, FL 33015, from 7:00AM – 5:30PM Monday – Sunday, Call (305) 468-5900**
- All normal trash **MUST** be placed inside an appropriate garbage bag and placed inside the trash container not on floor or in front of door.
- If container is full, please use the other containers, to avoid extra cost.

INGLEWOOD TOWNHOMES CONDOMINIUM ASSOCIATION, INC.

- All boxes must be flattened.
- Trash area doors are to be kept closed at all times.

IF OBSERVED, UNIT OWNER AND/OR TENANT/OCCUPANT WILL FACE A \$100.00 FINE, PLUS THE COST OF SUCH TRASH REMOVAL AND DUMP SITE COST, IF APPLICABLE.

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Any concerned resident, including tenants who observe violations, can report it to the management office below including any proof of the violation.

The Association thanks you for caring for the community.

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Residents of Inglewood,

Your community and Board of Directors of the Association thank you for abiding by these rules and regulations and other governing documents of the Association. Together, we will ensure a safe community and that your property looks great and maintains its value.

Should you have any questions, concerns or need additional assistance, you may contact the Management Company below:

GRS Management, Inc.
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Miami Lakes, FL 33016
Phone: 305-823-0072
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