



EXCLUSIVE PROPERTY
MANAGEMENT GROUP

THE FOUNTAINS AT FONTAINEBLEAU CONDOMINIUM NO.01 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 items are attached:

1. Fully completed application (Incomplete Applications will NOT be accepted)
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 \$150 per marriage Couple (with marriage certificate)
3. \$30.00- Money Order or Cashier’s Check (No Personal Checks) payable to Exclusive Property Management Inc. per applicant over 18 years old
4. Three Personal Reference Letters per applicant over the age of 18.
5. Copy of Executed Lease or purchase contract - Must be fully executed
6. Copy of License (if you are registering a vehicle with the association)
7. Copy of vehicle registration (if you are registering a vehicle with the association)
8. Copy of vehicle insurance (if you are registering a vehicle with the association)
9. \$250.00 Move In/Out fee per application (Nonrefundable) payable to: The Fountains at Fontainebleau No One.

NOTE: If you would like to rush the application, please note that there is an additional \$150 fee. Rush fee is paid at the time of pick-up. Process time is approximately 7-10 business days. Fees are not refundable. **ONCE THE SALE IS FINAL, IT IS IMPERATIVE THAT YOU FORWARD US 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. If you are Buying : ALL of the above must be submitted AND a Copy of the Credit score . Foreigners-If Applicant is foreign , they must also submit a Copy of passport from the original county , Including copy of page where Date of Entry into the county is**

PLEASE BE AWARE THAT THIS PROCESS OFTEN TAKES 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 Fontianebleau Blvd Suite 2G1 Miami, FL 33172
PH: 786-577-2974 | 786-577-2976
WWW.EXCLUSIVEPMG.COM



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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 per applicant over 18 years old
- 3) ___ \$30.00- Money Order or Cashier's Check per applicant over 18 years old
- 4) ___ Three Personal Reference Letters per applicant over the age of 18.
- 5) ___ Copy of Executed Lease or purchase contract - Must be fully executed
- 6) ___ Copy of License (if you are registering a vehicle with the association)
- 7) ___ Copy of vehicle registration (if you are registering a vehicle with the association)
- 8) ___ Copy of vehicle insurance (if you are registering a vehicle with the association)
- 9) ___ \$250.00 Move In/Out fee per application (Nonrefundable) payable to: The Fountains at Fontainebleau No One.

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

Application and documentation received (Date): _____ By (Representative): _____

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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 #: _____

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Address: _____

Position: _____ How long at present job: _____ Monthly Income: _____

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

Dates: _____ County/State: _____

Convicted in: _____ Charges: _____

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: _____



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Have you ever been arrested or convicted of a 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: _____

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 a crime? Yes / No

Dates: _____ County/State: _____

Convicted in: _____ Charges: _____

Applicant #3 Residence History:



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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: _____

Vehicle Information:

1. Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

2.

3. Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Pet(s) Information: (NO PETS ALLOWED FOR TENANTS)

Type: _____ Name: _____

Weight: _____ Miami Dade Tag #: _____

Vaccine number: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

