

MIAMI LAKES LOCH LOMOND WEST HOA

Package Checklist SALE / LEASE / OR TRANSFER

THE APPLICATION PROCESS TAKES 15 WORKING DAYS

Please do not contact our office for an update prior to the 15 working days

ALL ASSESSMENTS MUST BE PAID UP TO DATE FOR APPROVAL

**Applications without original signatures or missing any of the documents below
WILL NOT BE ACCEPTED - NO EXCEPTIONS**

1. Complete application with ORIGINAL SIGNATURE(S) leaving no empty spaces
Electronic signatures MUST have e-signature certificate attached _____
2. "Character References" section in application (page 2 of 4) must be completed
(ALL 3 REFERENCES MUST INCLUDE NAME, TELEPHONE & ADDRESS) _____
3. Copy of Driver's license or picture ID for each applicant over the age of 18 _____
4. Current copy of Vehicle registration(s).
If not registered under the applicant's name, submit a SIGNED letter from the owner
authorizing the applicant to drive the vehicle and have it in their possession _____
5. Lease Agreement or Purchase Contract/ plus Addendum if Applicable
(If the property is being purchased/rented by a Corporation or LLC, submit
a copy of the corporation documents or LLC documents stating the person that
signed the application and/or agreement/contract is an authorized officer to sign) _____
6. Cash, money order, or cashier check (NO PERSONAL CHECKS) payable to
"The Capin Group" for the application fee: Effective February 1, 2022
\$150.00 per adult (18 years of age or older), \$150 for Internationals,
and \$300 for a Corporation or LLC. The application fee is NON-REFUNDABLE _____
7. Rental Deposit (if applicable) _____

Submit the original application with ORIGINAL SIGNATURES and all the above documents to:

The Capin Group
7787 NW 146th Street
Miami Lakes, FL 33016
786-433-3700

Once the application has been processed and the background completed, the application will be submitted to the Board of Directors for their final decision and interview if necessary.

Miami Lakes-Loch Lomond West HOA

OCCUPANCY APPLICATION

Unless all the requested information is provided, this application cannot be processed.
Please print legibly or type all information. **ALLOW 15 WORKING DAYS FOR PROCESSING!!**

APPLICATION FOR Rent () or Purchase () Occupancy Date: _____

New Property Address: _____

APPLICANT 1:

Name: _____ SS#: _____ DOB _____

Marital Status: _____ Phone #: _____

Email: _____

APPLICANT 2:

Name: _____ SS#: _____ DOB _____

Marital Status: _____ Phone: _____

Email: _____

List Names, Relationships, Social Security, Date of Birth & Age of **ALL** persons who will occupy the residence
(Do not include applicant 1 and 2)

NAME	RELATIONSHIP	SS #	DOB	Age
1.				
2.				
3.				
4.				

PETS: See Rules & Regulations for pet weight limit.

1. Species: _____ Weight _____

2. Species: _____ Weight _____

EMERGENCY CONTACT:

Name: _____ Address: _____

Relationship: _____ Phone Daytime: _____ Phone Night: _____

List ALL cars that will be parked on the premises: **No Commercial Vehicles allowed in the Community.**

MAKE	STATE	TAG NUMBER	OWNER
1.			
2.			
3.			
4.			

RESIDENCE HISTORY

Current Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Owned () Rented () How Long? _____
Name of Landlord or Mortgagee: _____
Address: _____ Phone: _____

Previous Address: _____ Zip Code: _____
Phone: _____ Owned () Rented () How Long? _____
Name of Landlord or Mortgagee: _____
Address: _____ Phone: _____

EMPLOYMENT HISTORY

Applicant 1:

Current Position _____ Employer: _____
Address: _____ Phone: _____
Supervisor: _____ Length of Employment: _____
Yearly Income: _____

Applicant 2:

Current Position _____ Employer: _____
Address: _____ Phone: _____
Supervisor: _____ Length of Employment: _____
Yearly Income: _____

CHARACTER REFERENCES

Please list three (3) unrelated persons who have known you for at least 1 year.

You must also submit the same 3 references in writing.

1. Name: _____ Phone Day: _____ Phone Home: _____
Address: _____
2. Name: _____ Phone Day: _____ Phone Home: _____
Address: _____
3. Name: _____ Phone Day: _____ Phone Home: _____
Address: _____

I/We authorize the Association or its agent, The Capin Group, to obtain such information as may be required to substantiate the information on this application. An investigation may be made of the applicant 1's and/or applicant 2's, and any adults over 18 years of age including character, credit, residence, employment, and criminal records. *All fees assessed are part of this application and are NON-REFUNDABLE.*

Applicant 1 Signature

Date

Applicant 2 Signature

Date

Signature of Additional Adult (over 18 years of age)

Date

Signature of Additional Adult (over 18 years of age)

Date

DISCLOSURE AND AUTHORIZATION AGREEMENT
REGARDING CONSUMER REPORTS

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness, etc. may be obtained in connection with your application for and/or continued residence. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your residence.** Upon timely written request of the management, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before and adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish Global Background Analysis, Inc. with any and all background information in their possession regarding you, in order that your qualifications may be evaluated. You authorize The Capin Group to release a copy of all the background findings to the owner of the unit and the Board of Directors. You also agree that a fax or photocopy of this authorization with your signature will be accepted with the same authority as the original.

READ, ACKNOWLEDGE, AND AUTHORIZED

Applicant 1 Signature

Date

Applicant 2 Signature

Date

Signature of Additional Adult (over 18 years of age)

Date

Signature of Additional Adult (over 18 years of age)

Date

☐ For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report if one is obtained, please check the box.

Applicant's Acknowledgement - Application for Lease, Sale/Transfer Approval

1. I understand that any violation of the terms, provisions, conditions, and covenants of the Miami Lakes-Loch Lomond West HOA documents may provide cause for immediate action as provided or termination of the leasehold (when/if applicable) under appropriate circumstances.
2. I understand that the acceptance for Lease of a Home at Miami Lakes-Loch Lomond West HOA is conditioned upon the truth and accuracy of this Application and upon the approval by the Board of Directors. **OCCUPANCY PRIOR TO APPROVAL IS PROHIBITED.** Any misrepresentation(s) or false information on these forms may result in the automatic rejection of this application.
3. I understand that under the Rules and Regulations of Miami Lakes-Loch Lomond West HOA an investigation of the background may occur regarding the tenant/purchaser. Therefore, I authorize the Association through their agents to make such investigations and I also agree that the information contained will be kept confidential in this and the attached Application, and that the information herein may be used in said investigations. I also authorize that a copy of the report and all the findings regarding the application be given to the Owner of the unit if requested. The Association, its agents, or representatives shall not be held responsible to keep all records regarding the background information confidential and no action or claim by me in connection with the use of the information for the purposes of this Lease or Purchase or any investigations conducted will be made.

I hereby certify that I have read and understand this Application and have been informed by the Owner of the Unit of the governing documents and Regulations related to Miami Lakes-Loch Lomond West HOA I further covenant to abide by the terms and conditions of said documents, rules and regulations.

Applicant 1 Signature

Date

Applicant 2 Signature

Date

Signature of Additional Adult (over 18 years of age)

Date

Signature of Additional Adult (over 18 years of age)

Date

Declaration of Restrictions (Condensed) for Loch Lomond West

2014

This condensation of the Declaration of Restrictions is for convenience and quick reference only. The following rules are more fully explained in the complete set of Rules and Regulations that was given to each owner when the property was purchased. This document is not intended to replace the original Declaration of Restrictions. The original Declaration of Restrictions and Rules and Regulations should be consulted when detailed clarification is needed.

- 1) **Parking of automobiles** is only permitted in the specified area directly in front of each unit. **Parking is prohibited parallel with the wall,** in common access areas, right-of-ways, and non-paved areas. **Unlicensed automobiles and Commercial vehicles** are not permitted overnight parking privileges. This includes trailers of any kind, boats, campers, or autos being repaired.
- 2) **Structural Modifications** to the **exterior** of any unit **MUST** have prior approval from the homeowners association and in most cases a permit from the Town of Miami Lakes. This includes but is not limited to paint, lights and the front stoop.
- 3) **Watercraft** on the lake must not be powered by anything other than paddles or small electric trolling motors.
- 4) **Occupancy** of any unit is restricted to a single family, two or more related people, or two unrelated people. If in doubt, see complete rules.
- 5) **Residential use only.** No commercial business of any kind permitted from any unit. In-house offices permitted if no outside traffic required. Garage sales, moving sales and estate sales are not deemed commercial activities when limited to two days annually.
- 6) **Intersections sight distance** may not be obstructed by any structure, hedge or other planting over two feet high.
- 7) **Fences** including hedges used as fences are prohibited unless prior approval is obtained.
- 8) **Clothes lines and outdoor clothes drying** are not permitted if visible from any other unit.
- 9) **Antennae, solar hot water systems and satellite dishes** must conform to regulations and prior approval from association is required.
- 10) **Signs.** No signs, poster, announcements or banners may be displayed. Exceptions are made for sign naming resident and for real estate signs. A size limitation applies.
- 11) **Animals.** No animals, livestock or poultry of any kind may be kept in any unit except that household pets are permitted in limited numbers, but not for breeding or commercial use. All pets must be on a leash or other restraint when outside of the unit. All pets must be walked outside the perimeter wall of our community.
- 12) **Garbage and trash.** Trash pickup occurs on Tuesday and Friday of each week except for certain holidays. Recyclables pickup is on Friday only. Trash may not be placed in front of the unit prior to 6:00 p.m. the evening before pickup day. Trash or recycle containers may not be in view from the lakeside or the front of any unit.

- 13) **Auto repairing** or servicing is not permitted whether for owner's vehicle or others except for washing cars or changing a flat tire.
- 14) **Awnings.** Terrace awnings of the townhouses must be made of fabric such as canvas or vinyl and must be yellow and white striped. New metal awnings are no longer permitted unless covered with fabric. All awnings must be kept clean and metal awnings painted white.
- 15) **Entryway roofs** are required to be flat with no overhang.
- 16) **Air Conditioners** must be enclosed with original type enclosures. These enclosures must be kept painted the appropriate color.
- 17) **Landscaping** is the responsibility of each owner, including the area next to the perimeter wall and space between the lake and the terrace. All plants and trees must be maintained and properly trimmed. Certain plants are prohibited. See association board member for advice.
- 18) **Building materials** may not be stored in view of any unit except those used in an approved construction project and then only until completion of project.
- 19) **Holiday lights and decorations** may be displayed no more than 30 days before the holiday and up to 30 days following.

I certify that I have read, understand, and will abide by the rules and regulations of the Association.

Applicant

Date

Co-Applicant

Date

Sumario de las Regulaciones de Loch Lomond West

2014

Este sumario de las Reglas y Regulaciones de Loch Lomond West es solamente para conveniencia y no substituye el documento original que contiene todas las Reglas y Regulaciones de Loch Lomond West. Cada dueño de casa en Loch Lomond West recibio una copia de las Reglas y Regulaciones de Loch Lomond West cuando compraron la propiedad.

- 20) **El parqueo de. automobiles solo se permite directamente enfrente a cada unidad. Se prohíbe parquea paralelo con la pared, o en areas comunes y en areas que no esten pavimentadas. Automobiles sin licencia vigente y vehiculos comerciales no estan permitidos parquear en la comunidad. Vehiculos comerciales estan permitidos durante el dia mientras estan dando algun servicio a una unidad en Loch Lomond West. Trailers, botes, vehiculos de acampar no estan permitidos parquear en Loch Lomond West**
- 21) **Cualquier cambio al exterior de una unidad tiene que ser previamente aprobado por la Asociacion de Dueños de Loch Lomond West y tambien por el Town of Miami Lakes. Esto incluye pintura, luces, y cambios a la entrada de la unidad.**
- 22) **En el lago, solamente se permiten botes que sean de remos o pequeños motores electricos.**
- 23) **Las casas en Loch Lomond se consideran para una sola familia. No se permite sub-rentar a personas que no sean de la misma familia.**
- 24) **Las casas en Loch Lomond son para uso residencial solamente. Se permite tener una oficina en la casa si no trae trafico de automoviles o otros vehiculos motrices. Ventas de garaje tienen que tener el permiso del Town of Miami Lakes.**
- 25) **Interseccionnes: No se permite plantar arbustos o cercas que obstruyan la visibilidad.**
- 26) **Cualquier tipo de cerca, incluyendo cerca de arbustos, necesita la previa aprobacion de la Asociacion de Dueños de Loch Lomond West y tambien la aprobacion de el Town of Miami Lakes.**
- 27) **No se permite secar ropas en las terrazas.**
- 28) **Las "satellite dishes" nada mas que se permiten en el fondo de la unidad y tienen que seguir las regulaciones de el Town of Miami Lakes.**
- 29) **Letreros. No se permiten letreros o anuncios en frente de las casas. Solamente se permite un letrero para la venta o renta de una casa y los letreros tienen que ser del tamaños específico que esta en la reglas y regulaciones de Loch Lomond West.**

30) **Animales.** Los perros tienen que tener

31) **Recogida de Basura** - La recogida de basura es los Martes y Viernes. La recogida de reciclables es los Viernes. No se permite matener los latones de basura y los latones de reciclables en frente a las casas. No se permite poner la basura en frente a las unidades antes de las 6:00 de la tarde el día antes de la recogida de basura.

32) **Reparaciones de Automoviles.** No se permite reparar ningun automovil en frente de una unidad o en cualquier otro lugar dentro de Loch Lomond West.

33) **Techos de las Terrazas:** Los techos de las terrazas tienen que ser de canvas y tienen que tener las listas amarillas y blancas. Todos los techos de las terrazas tienen que mantenerse limpios.

34) **Los techos de la entra de las casas tienen que ser planos.**

35) **Los equipos de aire acondicionado tienen que tener la cercas alrededor de la unidad y tiene que estar pintados del color designado por la Asociacion.**

36) **El area verde en frente y en el fondo de cada casa debe de ser mantenida de acuerdo con las regulaciones de la Asociacion.** Todos los arboles deben mantenerse recortados, Mantener las areas verdes sin yerbas malas.

37) **No se permiten materiales de construccion visibles en frente o el fondo de una casa.** Escaleras deben de ser almacenadas donde no sean visibles del frente o fondo de las casas.

38) **Decoraciones para la fiestas navideñas se permiten por 30 días y deben de ser removidas 30 días despues de las fiestas.**

LOCH LOMOND WEST HOMEOWNERS ASSOCIATION

c/o The Capin Group
7787 NW 146th Street
Miami Lakes, FL 33016
PH 786.433.3700 / FAX 786.433.3702
info@thecapingroup.com

Parking Notification Letter

The assigned parking area for this property has been designed to park two (2) vehicles comfortably. Several properties depending on the location may allow for the parking of a third vehicle very tightly. **All vehicles registered for this property must park in the designated area for this property only.**

This letter advises you that the association will not permit any vehicles to be parked parallel to any walls, emergency areas, or any green areas. Vehicles cannot block any sections or obstruct the view for incoming or outgoing traffic.

By signing this notice you acknowledge that you have read this parking notification for Loch Lomond West Homeowners Association and affirm that you will adhere to these regulations. Please note that any vehicles parked illegally or in areas other than those belonging to this property may be subject to towing at the owner's expense.

NOTE: Parking rules and regulations will be enforced and closely monitored. Residents in violation of the parking rules and regulations will be subject to fines and/or request to vacate the premises (if tenants).

Applicant #1 Signature

Date

Applicant #2 Signature

Date

REQUEST FOR APPROVAL OF LEASE

OWNER MUST COMPLETE THIS FORM. IT MUST BE SUBMITTED TO THE ASSOCIATION AND APPROVED BEFORE TENANT OCCUPIES THE UNIT. INCOMPLETE FORMS WILL BE RETURNED TO THE OWNER FOR COMPLETION BEFORE BEING CONSIDERED

FILL OUT THIS PAGE ONLY IF THIS IS A RENTAL APPLICATION

Unit Address _____

Owner Name (S) _____

Owner Mailing Address _____

Owner Telephone Number (s) _____

Owner Email _____

Tenant Name (s) _____

Tenant Present address _____

Tenant Telephone Number (s) _____

Tenant Email _____

The terms of the Rental / Lease Agreement \$ _____ per month for _____ months.

Effective dates of Rental / Lease Agreement: From _____ to _____

A copy of the Rental / Lease Agreement must be attached. *Must be a minimum of 1 year.*

Number of adults to occupy unit _____ Number of children _____ Ages _____

Number of bedrooms in unit _____

NOTE: NO COMMERCIAL VEHICLES, BOATS, TRAILERS, TRUCKS, OR RECREATIONAL VEHICLES ARE PERMITTED IN THE COMMUNITY.

OWNER AGREES TO:

1. Submit a copy of the Rental / Lease Agreement to the Association.
2. Provide tenant with all rules and regulations pertaining to the unit and to the community, and advise them of the penalty for non-compliance.
3. Owner will remain responsible for all obligations of ownership as set forth under the terms and conditions of the Declaration of Condominium, Articles of Incorporation, and By-Laws of the Association.
4. Owner will be responsible for any and all actions of the individual(s) renting the unit.

SIGNATURE OF OWNER

DATE

PRINT NAME