



APPLICATION CHECK LIST

Sales/Lease/Occupant

Thank you for your interest in our community. We look forward to assisting you in the process of your application. The items listed below are required to be submitted along with this application. Make sure to submit a completed application package. Processing time will be up to **15** business days. **Incomplete applications will not be received.**

Items that must be submitted:

- This application must be completed in detail.
- The application will not be processed without the signature of both parties.
- Include a copy of the lease agreement or sales contract. No lease shall be for less than 6 months.
- A copy of the registration of all permanent registered vehicles.
- Copy of valid photo identification for each occupant 18 years or older residing in the unit.
- Copy of the social security card.
- Three reference letters for all applicants over 18 years old can be 3 for the whole family if the letter mentions the name of each member.
- Proof of employment (e.g., letter for employer, pay stub, copy of recent w-2, etc.).
- If self-employed, retired, or disabled, proof of income is required (e.g., copy of recent 1099 or 1040, letter from Social Security Administration or bank statement. Hide the account number.
- Copy of most recent bank statement with correct name and address of applicant. Hide the account number.
- If you have pets, you must submit the vaccination certificates, breed, color, and weight. **A Pet Fee of \$250.00 per pet is required and a photo of the pet. (NOT REFUNDABLE).**
- **Payment of \$150.00 for each applicant over 18 years old. Married couples' fee will be \$200.00 with the marriage certificate (NOT REFUNDABLE).**
- **Transponders fee for each car registered of \$45.00 (each) Money Orders or cashier Checks payable to Villa Portofino West, no cash or personal checks will be accepted.**
- **One payment of \$80.00 processing fee per application (NOT REFUNDABLE).**
- **All payments must be made with Money Orders or Cashier Checks payable to Villa Portofino West, no cash or personal checks will be accepted.**
- **For Lease Only:** A security deposit is required for all rentals on property. This is equivalent to the amount of **\$500.00**. This deposit is for any damages and/or need of repair to the community if not taken care of by the tenant and/or owner upon request of the association.
- **For Sale Only:** An Estoppel must be requested during the purchase process. It has a cost of \$250.00 for a regular request and \$350.00 for a rush request.
- Should a potential occupant move in without prior written approval, the Association will impose a \$500.00 plus \$100 per day up to a thousand dollars (\$1,000.00) maximum in your account without any further notice. Occupancy without prior to approval of the Association is **PROHIBITED**
- A public records (background) search, and/or credit rating report will be conducted using the information provided in the Application Form. Any resulting report from said search will not be



released to the requesting party or any individual that is seeking to occupy and/or hold title to the property, and/or their respective legal representatives.

- VILLA PORTOFINO WEST, POA will not accept, nor is it under any obligation to accept reports or information of public records (background) search, and/or credit rating report procured or provided by the requesting party.
- Owners, please note that pursuant to Florida Statutes, Section **720.3085(8)**, if the parcel is occupied by a tenant and you are delinquent in paying any monetary obligation due to the Association, the Association may make a written demand to the tenant to pay the Association the future monetary obligations related to the parcel, and the tenant must make such payment. If owner(s) and/or tenant(s) have a security deposit these funds may be transferred to the maintenance obligations but must be replaced for the tenant to continue to live in the community and the maintenance must be kept to date.
- Applicant(s) understand that violation of terms, provisions, conditions, and covenants of the HOA documents provides causes for immediate action as therein provided or termination of the leasehold under appropriate circumstances.
- **The owner(s) is responsible for the cost of eviction of any tenant(s) upon request of the Association.**
- **Acceptance of the processing fee does not in any way constitute approval of the application.**
- All maintenance assessment dues to the association must be paid in full prior to the start of the application process.
- If any violation is pending to be solved, the application will not be approved until the violation has been corrected.
- The completed application must be submitted to the Association’s office 30 days prior to the desired date of occupancy. **This application must be submitted in person to:**

Villa Portofino West Office
Portofino Plaza
650 NE 22nd Terrace, Suite 202-10,
Homestead, FL 33033

*If you have any questions, please write to vpw.management@gmail.com or call the Association’s office telephone number **786-339-9080**.*

 Applicant’s Printed Name

 Current Owner’s Printed Name

 Applicant’s Printed Name

 Applicant’s Signature

 Current Owner’s Signature

 Applicant’s Signature

 Date

 Date