



COSTA LINDA CONDOMINIUM ASSOCIATION, INC.

PROSPECTIVE TENANT/OWNER REVIEW

Section I. General Information

Name of Applicant: _____
Unit Address Renting/Purchasing: _____
Applicant date of Birth: _____ Social Security: _____
Applicant date of Birth: _____ Social Security: _____
Name of Owner: _____

Section II. Residential History

Present Address: _____
Length of Residence: _____

OFFICE USE ONLY:
Information Verified: _____

Section III. Employment

Applicant Name of Employer: _____
Phone Number: _____ Monthly Income _____ Title: _____
Information Verified: _____

Co-Applicant Name of Employer: _____
Phone Number: _____ Monthly Income _____ Title: _____

OFFICE USE ONLY:
Information Verified: _____

OFFICE USE ONLY:
Section V. Vehicles

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Make	Model	Color	Tag	Decal #



**COSTA LINDA CONDOMINIUM ASSOCIATION
IMPORTANT NOTICE**

This is to inform you of the procedures for processing Application for Purchase/Lease Approval.

The prospective buyer/tenant must complete all questions on the Application for Purchase/Lease Approval.

- \$100.00 PER ADULT A non-refundable processing fee, MONEY ORDER ONLY in the amount of \$100.00 made payable to Costa Linda Condominium Association must be submitted along with the application. Everyone over the age of 18 must apply and be listed in the purchase or lease contract.
- A police report for each person over the age of 18 (**From Doral or Miami Dade police**)
- Copy of Driver's License & Vehicle Registrations. If the vehicle is not registered by applicant a notarized authorization letter is required.
- Copy of Sales Contract or Lease Agreement
- Three (3) Reference Letters
- Copy of Latest Tax Return or 3 last paystubs (**No exemptions**)

Please note that the association will verify all information submitted on the application. As a result, it may take up to 21 days to fully process an application. **An interview with the Board of Directors is required. We will contact the applicant to schedule the interviews. Due to these circumstances, Applications CAN NOT be rushed.**

ONLY TWO VEHICLES ARE ALLOWED FOR TENANTS AND THREE FOR OWNERS

PETS ARE NOT ALLOWED FOR TENANTS

ESTOPPEL CERTIFICATE:

An Estoppel Certificate is required by a title company and/or attorney issuing title for the sale or refinance of condominium unit. The Estoppel Certificate must be requested in writing by the Title Company and/or attorney along with a \$250.00 processing fee. **MONEY ORDER ONLY!!** Due to the high volume of transactions occurring in the real estate market, the Estoppel Certificate may take up to two (2) days to be processed.

CONDO/PUD QUESTIONNAIRE:

A Condo/PUD Questionnaire is usually needed by a mortgage company to qualify the association under its underwriting guidelines. This form is usually requested by the mortgage or lender. The form must be submitted along with a \$250.00 processing fee. Please allow up to two (2) days to be processed. **MONEY ORDER ONLY!!**

EXPEDIATED SERVICE:

Any document including the application can be expedited for an additional \$250.00.

WE HIGHLY RECOMMEND THAT THE ABOVE DOCUMENTS BE REQUESTED WITH PLENTY OF TIME BEFORE THE SCHEDULED CLOSING DATE TO AVOID ANY DELAYS.



APPLICATIONS ARE PROCESSED
WITHIN 21 DAYS.
NO EXCEPTIONS!

WE WILL NOT PROVIDE AN UPDATE WITHIN THOSE 21 DAYS. IF THERE IS A PROBLEM OR DOCUMENTATION IS MISSING YOU WILL BE CONTACTED BY THE PROCESSING DEPT. THE APPLICATION WILL BE PUT ON HOLD UNTIL ALL INFORMATION HAS BEEN RECEIVED. INCOMPLETE APPLICATIONS WILL NOT BE SENT TO THE BOARD OF DIRECTORS.

Name of Applicants: _____

Property Address: _____

**RETURN THE COMPLETED APPLICATION IN PERSON TO
COSTA LINDA HOA OFFICE AT
8200 NW 41st ST
SUITE 200 UNIT 66
DORAL, FL 33166
OFFICE NUMBER(S)
305-721-3093 OR 786-686-4026**

Signature of Applicant _____ Print Name _____

Office Use Only:

Date Application was received: _____

Due Date: _____



Costa Linda Association

**APPLICATION FOR
PURCHASE OR LEASE
(PLEASE CIRCLE ONE)**

SECTION I. GENERAL INFORMATION

Name of Applicant:

Unit
Address:

Today's Date: Approximate Date of Occupancy:

Current Owners Name:

Owners Current Address:

Name of Realtor

Realtors Phone Number

Realtors E-Mail Address

Name of Prospective Buyer (as it will appear on Title) – Purchase Only

Borrower Name

Co-Borrower Name

MORTGAGE COMPANY

Name of Mortgage
Company:

Address:

Telephone Number

OTHER PERSON (that will occupy the unit):

Name	Age	Relationship/Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



SECTION II. VOLUNTARY INFORMATION

Do you have any physical impairment that the Association should be aware of in case of an emergency, i.e, flood, fire, etc? Yes / No

If Yes, please explain how you may need assistance:

I hereby agree for myself and on behalf of all persons who may use the unit that I seek to purchase or lease:

1. I will abide by all the restrictions contained in the By-Laws, Rules & Regulations, and any restrictions that are or may in the future be imposed by the Association.
2. I understand that there may be restrictions as to the pets I may be allowed to have, the number of people that will reside in the unit, sub-leasing the unit, number of vehicles allowed in the community and/or running a business from the unit
3. I understand that my children, relatives, guests, invitees, and or visitors must also adhere to the association's governing documents and that I will be responsible for their actions.
4. I understand that the association charges an Assessment fee that must be paid. Failure to pay may lead to the filing of a Claim of Lien and or Foreclosure of the unit.
5. I understand that any violation of the terms, provisions, conditions, and covenants of the Association's documents, provides cause for immediate action as therein provided or termination of a Lease Agreement under the appropriate circumstances.
6. I understand the parking enforcement rules and visitor hours.

I understand that the acceptance of the Sales Agreement and or Lease at the Association is conditioned upon the truth and accuracy of this application and upon the approval from the Board of Directors. Any misrepresentation or falsification of information on these forms will result in the automatic rejection of this application.

In making the foregoing application, I am aware that the decision of the Association will be final, and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

Applicant signature: _____ Date: _____

Applicant signature: _____ Date: _____



SECTION III. AUTHORIZATION TO THIRD PARTIES

I hereby authorize all persons, educational institutions, banks, and other financial institutions, current and former landlords, credit reporting agencies, governmental agencies and other organizations, which Costa Linda Association Inc. may request.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Social Security Number

Social Security Number

Date

Date

AUTHORIZATION AND ACKNOWLEDGEMENT

In connection with my application for Approval to Costa Linda Condominium Association, I hereby authorize Costa Linda Management Team to perform an investigation of my credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living and employment/work history, and to provide a report of the investigation to Costa Linda Condominium Association. I hereby release and discharge Costa Linda Association Management from any and all claims, damages, liabilities, costs and expenses arising from retrieving and reporting of such information.

I acknowledge receipt of "A summary of Your Rights Under the Fair Credit Reporting Act" provided to me in accordance with the provisions of the Fair Credit Reporting Act.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date



SECTION IV. APPLICATION FOR OCCUPANCY

PURCHASE ☐

LEASE ☐

UNIT #:

Desired Date of Occupancy:

Applicant Date of Birth Social Security

Telephone (mobile) Telephone (evening)

Email Address

Co-Applicant Date of Birth Social Security

Applicant Driver's License Number

Co-Applicant Driver's License Number

Single ☐ Married ☐ Separated ☐ Divorced ☐ Maiden Name:

Total # of adults who will occupy the unit (18 years or older) Total # of Children

RESIDENCE HISTORY

PRESENT ADDRESS:			
NAME OF MORTGAGE/LANDORD/ASSOCIATION		TELEPHONE #	
MONTHLY PAYMENT AMOUNT			
OCCUPIED FROM:	OCCUPIED TO:	OWN:	RENT:

PREVIOUS ADDRESS:			
NAME OF MORTGAGE/LANDORD/ASSOCIATION		TELEPHONE #	
MONTHLY PAYMENT AMOUNT			
OCCUPIED FROM:	OCCUPIED TO:	OWN:	RENT:



Costa Linda Association

EMPLOYMENT REFERENCES

(PLEASE INCLUDE LATEST TAX RETURN OR LAST 3 PAYSTUBS)

APPLICANT CURRENT EMPLOYER

TELEPHONE #

--	--

ADDRESS

HOW LONG

POSITION OR TITLE

MONTHLY INCOME

--	--	--

CO-APPLICANT CURRENT EMPLOYER

TELEPHONE #

--	--

ADDRESS

HOW LONG

POSITION OR TITLE

MONTHLY INCOME

--	--	--

CHARACTER REFERENCES

NAME		PHONE HOME	
ADDRESS		PHONE WORK	
NAME		PHONE HOME	
ADDRESS		PHONE WORK	
NAME		PHONE HOME	
ADDRESS		PHONE WORK	

VEHICLES

ONLY TWO VEHICLES FOR TENANTS AND THREE FOR OWNERS

MAKE

MODEL

COLOR

TAG NO.

APPLICANT SIGNATURE

DATE

CO-APPLICANT SIGNATURE

DATE



Costa Linda Condominium Association, Inc.

Revised August 01, 2022

Costa Linda Condominium Association,
Inc. 8200 NW 41st ST Suite 200
Doral FL 33166

Dear Homeowners,

Effective **January 13th, 2021**, (Night Patrols) will begin providing security parking enforcement services within the community. (Night Patrols) will be providing random patrols throughout the community at various times.

Resident's Vehicles: Are only allowed to park in resident's assigned spot. Residents may not park on street, grass, or guest parking area; if parked in these areas the vehicle is subject to being towed at owner's expense without warning.

Guest Parking Specific Guidelines, please see below.

- All guest vehicles must be registered at costalinda.parkingattendant.com
- All guest vehicles must be registered while parked in any guest spot or in resident's assigned parking spot and cannot park in reverse at any time (only Trucks, SUV's, Vans, and Corner Units are authorized to park in Reverse)
- Limited to a total of 4 passes in 30-day period per unit"
- Resident must provide unit passcode to guest in order to register their vehicle (the unit passcode will be issued on the day of the decal distribution)
- Visitors must be registered from 10pm to 7am

For more details and specific guidelines and violations, please see below.

Instance	Penalty
Boats/RV/Vessels/Trailers	One Warning Then Tow
Commercial Vehicles in Common Areas/Guest	One Warning Then Tow
Parking with visible logos and advertisement (vehicle can only be as big as a normal pickup truck) from 10pm to 7am	
Parked on Sidewalk	One Warning Then Tow
Parked on Grass	One Warning Then Tow
Parked on Street	One Warning Then Tow
Parked on Swale	One Warning Then Tow
Double Parked Vehicles	One Warning Then Tow
No Vehicles with For Sale Signs	One Warning Then Tow



Blocking Parking Space or Vehicle from entering/exiting parking spot. <i>Example: Parking behind another vehicle not allowing them to enter or exit a parking space</i>	Immediate Tow
Blocking Dumpster Storage Area	Immediate Tow
Expired Tag / No Tag Displayed	One Warning Then Tow
Vehicle Parked in Reverse (exception: only Trucks, SUV's, Vans, and Corner Units are authorized to park in Reverse)	One Warning Then Tow
Sign Posted Areas (Examples: Handicap, Fire Lanes, Mail Parking)	One Warning Then Tow
Parked in Resident's assigned spot without decal or Guest not registered in guest parking system	One Warning Then Tow
Parked in Visitor Parking without Registering with Parking Attendant	One Warning Then Tow

Residents be advised that:

1. All tows will be at the owner's expense.
2. Any damages incurred to the association's common areas, including grass, and swales, will be repaired or replaced at the homeowner's expense.
3. At no time shall the sidewalk be blocked and must always be accessible for pedestrians.
4. All parking violations may be subject to a violation notice and/or fines from the association.
5. All vehicles are subject to **IMMEDIATE TOW**.



RULES & REGULATIONS OF COSTA LINDA CONDOMINIUM ASSOCIATION, INC

1. The sidewalks, entrances, passages, vestibules, stairways, elevators, corridors, halls and like portions of the Common Elements of the Condominium Buildings shall not be obstructed or used for any purpose other than ingress and egress to and from Condominium Units.
2. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed on any part of the outside of a Condominium unit or building or any part of the common elements without prior written consent of the Association. Additionally, no awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the building unless approved by the association.
3. Neither the exterior of the Condominium Units, including all appurtenances nor any part of the common elements shall be painted, decorated or modified by any condominium unit owner or resident without the prior written consent of the association, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Association.
4. A unit owner shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies, or windows of the building, nor shall such unit owner screen or otherwise enclose his connecting balcony, atrium, terrace or roof deck without the consent of the Association. Curtains and drapes (or linings thereof) blinds, shutters, shades or other window covering which face on exterior windows or glass doors of units shall be white or off- white in color.
5. Nothing other than balcony- type furniture and plants may be kept on patios, balconies, atriums terraces and roof decks.
6. The exterior portions of all the doors which face common elements shall be uniform in appearance and color and all the exterior hardware shall be identical.
7. No door mats may be placed in the hallways or corridors and no ornaments or decorations may be placed on the walls of the hallways and corridors.
8. No unit owner may install or permit to be installed any window air conditioning unit in his unit or in the common elements.
9. No radio or television installation may be permitted in a unit which interferes with the television or radio reception of another unit. No antenna or aerial may be erected or installed by a unit owner on the roof or exterior walls of the building and, if the same is erected or installed, it may be removed, without notice, by the Association at the cost of the unit owner installing same. Citizens band and ham radio installations are strictly prohibited.
10. All doors leading from the condominium unit to common elements shall be always closed except when in actual use for ingress and egress.



11. No condominium unit owner or resident shall play upon or permit to be played any musical instrument or operate or permit to be operated a phonograph, radio, television set or other loudspeaker in the condominium unit between the hours of 11:00pm and the following 8:00am if the same shall disturb or annoy other occupants of the condominium.

12. All garbage and refuse are to be deposited only in the facilities provided for that purpose.

13. No garbage cans, supplies, milk bottles, or other articles shall be placed in the halls, balconies, or staircase landings, nor shall any linens, cloths, clothing; curtains, rugs, mops, or laundry of any kind, or other articles, be shaken or hung from any windows, doors or balconies, terraces, roof decks, patios or the like.

14. There shall not be kept in any condominium unit or in any storage facility any inflammable combustible or explosive fluid, material, chemical or substance, except for normal household use. The association will not be responsible for loss of or damage to any property in the storage rooms.

15. Pets shall not in any way disturb any other condominium unit owners and shall be always kept on leashes or hand carried through common elements of the condominium property. Pets must be always with their owners. A unit owner may keep no more than two (2) cats or two (2) dogs, fish in a fish tank or small caged birds. No other pets are permitted. Lessees, tenants, or guests are not permitted to keep any pets.

16. Any automobile improperly parked in a space reserved for any condominium unit owner may be towed away at the automobiles owner's expense. Automobiles belonging to residents of the condominium must bear the identifying garage sticker, if any provided by the association.

17. Parking areas may be used only for purposes permitted by the Declaration. By way of illustration, no skateboarding or bicycle riding shall be permitted in the parking areas. Car washing is permitted only in the area, if any, designated by the Association of such purpose.

18. No motor vehicle which cannot operate on its own power shall remain on the premises for more than twenty-four (24) hours, and, except in emergencies, there shall be no repairs of motor vehicles made while on the condominium property.

19. Employees of the association are not to be sent out of the building by unit owners for personal errands. The board of administration and/or its management agent shall be solely responsible for supervising employees of this association.

20. The personal property of unit owners must be stored either in their respective units, or (if applicable) assigned storage areas.

21. No unit owners shall make or permit any disruptive noises or noxious fumes in the building or permit any conduct by any persons that will interfere with the rights, comforts, or convenience of other unit owners.

22. The association may retain a passkey to all units. The association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of



any common elements or of any portion of a unit to be maintained by the association pursuant to the declaration or as necessary to prevent damages to the common elements or to a unit or units.

23. A unit owner who plans to be absent during the hurricane season, must prepare his unit prior to his departure by:

(a) Removing all furniture, plants, and other objects from his patio, terrace, atrium, roof deck or balcony; and

(b) Designating a responsible firm or individual if other than the association, to care for his unit, should the unit suffer hurricane damage, and furnishing the association with the names of such firm or individual. Such firm or individual shall contact the association for clearance to install or remove hurricane shutters, and such parties shall be subject to the approval of the association.

24. Food and beverages may not be consumed outside of a unit and its appurtenant patio, balcony or roof deck, except in designated areas. There shall be no cooking on balconies or roof decks.

25. No drilling of floors, party walls, or ceilings is allowed for attachment or hanging of any material, including, without limitation, planters and hammocks, unless reviewed and approved under competent engineering supervision as required by management.

26. Fire exits shall not be obstructed in any manner

27. No commercial or business purpose shall be conducted in any unit. No unit Owner may actively engage in solicitation for commercial purposes.

28. Recreational facilities may be reserved for private parties only through the management company. All functions must conclude at 11:00 PM.

29. Before a unit is to be occupied by guests in the absence of the unit owner, a written guest identification notice listing names and length of stay must be furnished to the manager.

30. No unit owner or occupant may alter, change, or remove any furniture, furnishings or equipment in the common elements.

31. A unit owner shall be liable for the expense of any maintenance, repair, replacement or damage to the common elements rendered necessary by his or her acts or by those of any member of such unit's owner.

32. Everyone residing in the condominium **MUST** apply to the association *prior to* moving into the condominium.

33. Each unit is permitted two (2) decals **ONLY**.

Applicant

Date

Other Applicant

Date
