

# Promenade at Kendale Lakes Condominium Association, Inc.

14325 North Kendall Dr. Miami, Fl 33186  
Tel (305) 387- 4020 Fax (305) 387-6844

**Email: [promenadecondo@comcast.net](mailto:promenadecondo@comcast.net)**

Any application packages that are submitted Incomplete will be returned and will not be processed. Please read the following list carefully and make sure your package contains all required documents. If any of the items is missing, the application will be returned and not processed. Please understand that processing an application takes time and plan accordingly.

## **RENTAL APPLICATION**

### **Screening Checklist:**

**\*APPLICATION FEE: \$ 100.00 NON-REFUNDABLE**

**PER APPLICANT EXCEPT FOR A HUSBAND/WIFE (LEGALLY MARRIED) OR PARENT/DEPENDENT CHILD, WHICH BOTH ARE CONSIDERED ONE APPLICANT.**

**Copy of Marriage Certificate is required.**

**\$ 100.00 FOR ALL OTHERS OVER AGE OF 18**

**\*BACKGROUND FEE: \$25.00 NON-REFUNDABLE**

**PER PERSON WHO IS 18 YEARS OR OLDER**

**(SEPARATE MONEY ORDERS MUST BE GIVEN FOR EACH FEE)**

- Lease contract must be included in the package. (No lease shall be for less than one (1) calendar year. Lease Renewals will need the approval of the Association)
- Copy of Florida Driver's license (everyone over 18 yrs. old Or Id is required)
- Background Check made by Promenade Office (everyone over 18 yrs. old).
- Make Money Order or Cashier's Check payable to:  
**Promenade at Kendale Lakes Condominium Association.**  
(No cash, checks, or credit cards accepted)
- Signed Rules & Regulations.
- Security deposit equal to a month of rent (page 4 for details)

**Note: Fees are Non-refundable.**

**Occupancy prior to final approval is prohibited. Any owner who moves a tenant into a unit without the association approval will be subject to an immediate legal action, which can result in eviction.**

**RUSH APPLICATIONS ON RENTALS: \$ 275.00.**

*This fee is an additional charge to the applicant.*

**\*“We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, sex, national origin, religion, disability, or familial status (having children under age 18)**



**EQUAL HOUSING  
OPPORTUNITY**

# COVID-19 PANDEMIC – RESIDENT’S DISCLOSURE:

**Note: After March 2020. Covid-19th Statement: Because of the Pandemic, applications and documents are only being accepted by appointments. Please call-in advance to schedule an appointment to deliver your application. Interview is done by phone after seeing a Promenade’s Power Point Presentation.**

**To deliver your applications:**

**Office hours:      Mon-Thursday: 9:00AM to 4:00PM**  
**Friday:              9:00AM to 4:00PM**  
**Lunch hours:      12:30PM to 1:00PM**

**Masks are required while in the Clubhouse  
(NO EXCEPTIONS)**

<b>APARTMENT NO:</b>		<b>LANDLORDS:</b>	<b>TENANTS:</b>
<b>LEASE AMOUNT:</b>		<b>BEGINNING DATE:</b>	<b>EXPIRATION DATE:</b>

## **Current Owner:**

---

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you received a copy of the Rules & Regulation of the Condominium? ( ) Yes ( ) No

Do you agree to comply with the Rules & Regulations of the Condominium? ( ) Yes ( ) No

### **Applicant # 1**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Social Security: \_\_\_\_\_

Current Address: \_\_\_\_\_

RENT: \_\_\_\_\_ MORTGAGE: \_\_\_\_\_

LANDLORD: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

HOW LONG AT THE PRESENT ADDRESS: \_\_\_\_\_

REASON FOR MOVING: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Driver's license: \_\_\_\_\_ State issued: \_\_\_\_\_

### **How may we contact you?**

Cell Phone # \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**Do / Do not (circle one) give consent to Promenade Condo Assoc to communicate with me via electronic transmission.**

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

### **Applicant # 2**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Social Security: \_\_\_\_\_

Current Address: \_\_\_\_\_

RENT: \_\_\_\_\_ MORTGAGE: \_\_\_\_\_

LANDLORD: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

HOW LONG AT THE PRESENT ADDRESS: \_\_\_\_\_

REASON FOR MOVING: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Driver's license: \_\_\_\_\_ State issued: \_\_\_\_\_

### **How may we contact you?**

Cell Phone # \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**Do / Do not (circle one) give consent to Promenade Condo Assoc to communicate with me via electronic transmission.**

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant # 1**

Employer Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ Date of employment: \_\_\_\_\_

Position: \_\_\_\_\_ Annual Income: \_\_\_\_\_

**Applicant # 2**

Employer Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ Date of employment: \_\_\_\_\_

Position: \_\_\_\_\_ Annual Income: \_\_\_\_\_

**Incomplete applications will NOT be processed. Please print eligibly**

Please list the names, relationship, and date of birth and driver's license number of all the persons who will be residing at the property. **Do not include applicant.**

Name	Relationship to applicant(s)	Date of Birth/ Age	Driver's License (if over 18 years old)

List all the vehicles that belong to you that will be parked on the premises

Year, Make & Model	Color	License Plate	State

**Please list 2 persons, who are not related to you, that you have known for at least 3 years.**

Name: \_\_\_\_\_ Work phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Work phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature Applicant # 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Applicant # 2

\_\_\_\_\_  
Date

THE OUTSTANDING BALANCE FOR THE MONTHLY ASSESMENTS FEES, LATE CHARGES, AND/OR PENALTIES MUST BE PAID IN FULL PRIOR TO ANY ASSOCIATION APPROVAL.

THE ASSOCIATION WILL NOT ACCEPT INCOMPLETE APPLICATIONS.

THE APPLICATION MUST BE TURNED INTO THE OFFICE AT LEAST ONE WEEK BEFORE THE INTERVIEW

• New Tenants

**Initials**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A Security Deposit worth one month's rent must be paid to the Association. Make a money order Payable to: Promenade at Kendale Lakes Condominium. This deposit will be refunded to the unit-owner or tenant, thirty (30) days after the unit owner is informed of any fine due to violations, damage to common areas, etc. It will be deducted from the Promenade's Security deposit.

**Names:** \_\_\_\_\_

Have you ever been arrested? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever lived in this community? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES PLEASE FILL OUT THE FOLLOWING INFORMATION:

MOVE IN	MOVE OUT

**Parking Rules:**

**VERY IMPORTANT TO ALL RESIDENTS:**  
**MAKE SURE TO PARK YOUR CARS IN YOUR ASSIGNED SPACE.**  
**THIS WILL HELP TO FREE UP GUEST PARKING SPACES.**

**WARNING!!!!** **PARKING IS A PROBLEM IN THIS COMMUNITY.**

- **One Room = Max 2 cars allowed**
- **Two Rooms = Max 3 cars allowed**
- **Three Rooms = Max 4 cars allowed**

I, \_\_\_\_\_ RESIDENT OF UNIT \_\_\_\_\_ AGREE TO ABIDE BY THIS RULE.

DATE: \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Warning:**

Please be advised that in order to sell you a Decal or Promenade Gate Pass, the car must be registered under the person buying it and the Driver's License and registration must match the purchaser information. **(No exceptions)**

**ATTENTION: SELLERS, PURCHASERS, TENANTS AND/OR AGENTS:**

I/ We understand that only the following occupancy list will apply to the sale/rental of my unit

(please circle one)

**1 Bedroom = 2 Persons**

**2 Bedroom = 4 Persons**

**3 Bedroom = 6 Persons**

**Compliance with rules and regulations.**

Tenants acknowledge having received a copy of the Rules and Regulations of the Condominium Association, as well a copy of the Declaration of Condominium government the behavior of unit owners and occupants. Tenants shall strictly comply with these rules or provision including any modification of or additions to them that may be made in the future, none or which tenants has them right to object to just as though references in them to "unit owner" were references to "tenant" and any breach of them by tenant, a member of tenant's family or a guest or invitee of tenant shall be considered a material default under the lease entitling the landlord to the remedies provided in section.

**12. Tenant shall promptly pay to landlord, upon demand, any fines assessed against the unit or landlord as a result of tenant's failure to comply with any of these rules.**

However, nothing in this section 12 shall be construed to give the Condominium Association or any owner of a unit in the building beside landlord any right it would otherwise not have.

Under no circumstances shall tenant have a claim against landlord or the Condominium Association because of either failure to enforce one or more of the rules applicable to tenant against another owner or occupant of a unit in the building.

Damages to tenant or tenant's property.

Tenant's taking possession of the unit shall be conclusive evidence that the unit and the rest of the building (including all the common areas appurtenant to the building) were in all respects acceptable and satisfactory to tenant at the time he took possession. Except as otherwise required by the Florida Residential Landlord and Tenant Act or provided in this lease, Landlord shall not be liable for (and tenant, for himself his family, invitees, licensees and permit, hereby release landlord from) any claims for loss, damages or injury to person or property resulting in any way from, or in any way connected with, the occupancy or use of the unit or the rest of the building (including the common areas appurtenant to the building), even if caused by landlord's negligence, and tenant shall indemnify landlord and hold landlord harmless from and against any and all claims (including all expenses of litigation involving such claim) by members of tenant's family or guest or invitee of tenant for loss, damages or injury to their person or property resulting in any way from or connected in any way with their use or occupancy of the rest of the building (including all appurtenant common areas), even if caused by landlord's negligence.

\_\_\_\_\_  
**Tenant' Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

**Witness:** \_\_\_\_\_

**The interview will be at 3:00pm. Usually after the 10<sup>th</sup> on each month. Promenade will NOT call you for the appointment. Buyers/Tenant must call Promenade Office to confirm appointment. No exceptions.**

**If any of the parties is late for the interview, it will be postponed to the next interview date.**

**NOTE: LANDLORDS (OWNERS), REPRESENTATIVES OR REALTORS WITH POWER OF ATTORNEYS MUST BE AT THE INTERVIEW DAY IN PERSON WITH TENANTS. NO EXCEPTIONS.**



I \_\_\_\_\_ authorize Promenade at Kendale Lakes Association to disclose all my background information to my potential landlord.

I hereby certify that I have received, read, understood and will abide by all rules and Regulations. I understand violations of the above may result in my eviction. I understand falsification of any information on this form will be grounds for denial of approval or my eviction.

**Owner's Names:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Rental Name: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Name: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Signature: \_\_\_\_\_

Rental Signature: \_\_\_\_\_

## **PROMENADE REQUIREMENTS**

I understand that paragraph XIB of the Declaration of Condominium state the following:

**"A unit owner shall not lease his/her unit for a term of more than twice a year"**

I also understand that should I rent or lease my unit in compliance with the Board adopted policies, I may only lease TWO times during a twelve (12) months period. If my approved tenant(s) vacate the unit for any reason including, but not limited to, business transfer, medical or death, etc. I will not be permitted to re-rent the unit once again during one (1) year.

Owner Who Will not be Residing in unit must have a signed lease for lease for any renters including all relatives, i.e. (parents, sons, daughters, nieces, nephews, etc.)

**Owner Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ADDENDUM TO LEASE**

I/WE, \_\_\_\_\_ as Landlord and (I/WE)  
\_\_\_\_\_ as Tenants do hereby agree that for and in consideration for the Promenade Condominium Association agreeing to allow the Landlord to lease Unit \_\_\_\_\_ to the Tenant, that the Association hereby shall have the authority to collect from the Tenant in lieu of rent, money due the Association from the Landlord. Additionally, all parties agree that the Association shall hereby have the authority to evict the Tenant if upon demand he does not pay money due the Association from the Landlord.

Also, all parties agree that deposits or other money the Association may be holding related to the subject lease may be used by the Association to pay for maintenance charges due the Association from the Landlord, or for cost and fee related to enforcement of this agreement.

Dated: \_\_\_\_\_

Witnessed by:

\_\_\_\_\_ Landlord Signature \_\_\_\_\_

\_\_\_\_\_ Print Name: \_\_\_\_\_

\_\_\_\_\_ Tenant Signature \_\_\_\_\_

\_\_\_\_\_ Print Name: \_\_\_\_\_

\_\_\_\_\_ Association Signature \_\_\_\_\_

\_\_\_\_\_ Print Name: \_\_\_\_\_

**Moving Permit**

**You must show this permit to the security guard**

Unit #: \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Rental Name: \_\_\_\_\_

Move Permit issue date: \_\_\_\_\_

**Moving hours**

Monday thru Friday  
8:00 AM to 6:00 PM

Saturdays  
9:00 AM to 6:00 PM

**Delivery hours**

Furniture & Appliances

**No Moving and No Delivery on Sunday**

**All Furniture & Appliances must be removed from property**

**Owner's Signature** \_\_\_\_\_

Screening by \_\_\_\_\_

Officer Management \_\_\_\_\_

Date \_\_\_\_\_

## **A MONTH OF RENT FOR DEPOSIT**

A month of rent refundable fee will be charged to the new lessee as a deposit with the Association. Make a money order payable to Promenade at Kendale Lakes. This deposit is subject to **forfeiture** if the following regulations are not met:

- a)** Moving in and out permits are required. If a person moves in or out without the permit, the deposit will be withheld and the owner of the apartment will be penalized not to rent the apartment for an entire year.
- b)** When moving in/out, the occupants/lessees cannot leave any debris, furniture, belongings, trash of any kind because the deposit will be forfeited by the Association.
- c)** The lessee should obey the condominium laws, have no violations of any kind in their apartment (SEE PET RULES) or the deposit will be forfeited.
- d)** If all of the above is met by the tenant, the deposit is refundable in its entirety to whoever gave the deposit 30 days after the lessee has left the premises in form of a check.

I/ We understand that it is mandatory for the owner to be present for screening when renting an apartment. I hereby certify I have received, read, understood and will abide all rules and regulations. I understand violation of the above may result in my eviction. I understand falsification of any information on this form will be grounds for denial of approval or my eviction.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Name

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**REFERENCE LETTER**

**(THIS LETTER HAS TO BE NOTARIZED)**

ATTENTION: A reference letter from your employer or a company letterhead verifying position and salary or from your Landlord.

DATE: \_\_\_\_\_

To whom it may concern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Phone no: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Sincerely,

State of \_\_\_\_\_ County of \_\_\_\_\_ On this \_\_\_\_\_ days of \_\_\_\_\_  
\_\_\_\_\_ before me personally appeared \_\_\_\_\_

to me known to be the person who executed the foregoing instrument and acknowledged that he/she executed the same as his free act and deed.

NOTARY SEAL

**Promenade at Kendale Lakes Condominium**

**14325 North Kendall Drive Miami, Fl 33186**

**Tel (305) 387-4020 Fax (305) 387-6844**

**OUTSTANDING BALANCE INFORMATION**

**FOR RENTAL UNITS**

**Unit #:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Balance Outstanding:** \_\_\_\_\_

- **Late Fees:** \_\_\_\_\_
- **Assessments Fees:** \_\_\_\_\_

**As of:** \_\_\_\_\_

PROMENADE AT KENDALE LAKES CONDOMINIUM, INC.

GENERAL AFFIDAVIT

PERSONALLY came and appeared before me, the undersigned at Promenade at Kendale Lakes Condominium, Inc (the "Association"), a Nonprofit Florida Corporation, the within names \_\_\_\_\_, Unit-Owner\_\_\_\_\_, who is a resident of \_\_\_\_\_, County, State of \_\_\_\_\_ and \_\_\_\_\_, new tenant. They make this statement and General Affidavit upon oath and affirmation of belief and personal knowledge that the following matters, facts and things set forth are true and correct to the best of his/her knowledge.

- No Commercial Vehicle(s) can be parked within the community overnight, the Board of Directors may revoke the approval of the tenant(s) and the tenant(s) will have to move from the Association, if found they have a commercial vehicle(s).
• All applicants / unit-owners must provide the Association with a copy of the renewed lease agreement with the Association's Addendum. The lease agreement must be provided prior to the anniversary date of the original lease agreement. The lease agreement must be the latest version with the Landlord-Tenant Act included. We will not accept an addendum as a lease. Violation fees will be assessed.
• No Pet(s) are allowed, as per the Association Condo Documents. If the Association finds you having a Pet(s), the Association will request you to move from Promenade at Kendale Lakes. Violation Fees will be assessed.
• Any cost incurred by the Association or the Association's Attorney in any type of involvement for not complying will result in the unit-owner to pay for any and all costs.
• The unit-owner and/or tenant shall indemnify the Association and each person who may serve or who has served at any time as an officer, director, or employee of the Association against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity.

By signing this document, we, Unit-Owner and Tenant, fully understand the consequences if we do not comply.

Unit-owner \_\_\_\_\_ Tenant(s) \_\_\_\_\_

STATE OF FLORIDA )
COUNTY OF MIAMI-DADE )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018, by \_\_\_\_\_, unit-owner and by \_\_\_\_\_, tenant

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_
Type of Identification Produced \_\_\_\_\_

NOTARY PUBLIC

Sign Name

Print Name

My commission expires \_\_\_\_\_

[NOTARY SEAL]

**AUTHORIZATION OF RELEASE OF INFORMATION:**

\*Applicant(s) represent that all the above information and statements on the application for rental is true and complete, and hereby authorizes and investigate consumer, including, but not limited to, residential history (rental), employment history, criminal history records, and court records. This application must be signed before it can be processed by the association. Applicants acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and /or forfeiture of fees or deposit and may constitute a criminal offense under the laws of this State.

**Applicant's Signature**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Second Applicant's signature**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**ALL ITEMS SOLD FROM PROMENADE OFFICE ARE NON-REFUNDABLE.**

**Property owner:** Access devices are issued only for the personal use of the property owners, their spouses, dependents and family members who reside with them. No exchanges are permitted. Misuse, abuse or neglect on the part of the owner is not the responsibility of Promenade at Kendale Lakes Condominium.

**Tenant:** A tenant or tenants, properly registered with the Association office, shall be granted access devices. No exchanges are permitted. Misuse, abuse or neglect on the part of the owner is not the responsibility of Promenade at Kendale Lakes Condominium.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**PROMENADE AT KENDALE LAKES  
14325 SW 88 ST MIAMI, FL 33186**

**ASSOCIATION PURCHASE FORM**

PURCHASE DATE: \_\_\_\_\_ UNIT: \_\_\_\_\_

OWNER/BUYER: \_\_\_\_\_ TENANT: \_\_\_\_\_ NEW: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PAYMENT PAYABLE TO : **PROMENADE AT KENDALE LAKES CONDOMINIUM**  
MONEY ORDER OR CASHIERS CHECK  
NO CREDIT CARDS, CASH OR PERSONAL CHECKS

ITEM	QTY	UNIT PRICE	TOTAL	CIRCLE
CAR DECAL	X	\$ 15.00 =		REPLACE: _____ ADD
CAR AST GATE PASS	X	\$ 35.00 =		REPLACE: _____ ADD
POOL / PEDESTRIAN KEY	X	\$ 45.00 =		
POOL TAG	X	\$ 10.00 =		
CONDO DOCUMENTS	X	\$ 120.00 =		
BACKGROUND FEE	X	\$ 25.00 =		
BUYER'S / RENTER'S APPLICATION	X	\$ 100.00 =		
RUSH APPLICATION		\$ 275.00		
ESTOPPEL		\$ 225.00		
EXPRESS ESTOPPEL		\$ 275.00		
ELEVATOR PADS <b>(REFUNDABLE IF RETURNED)</b>		\$ 200.00		
CLUBHOUSE RENTAL		\$ 300.00		
		TOTAL		

**ALL ITEMS ARE NON-REFUNDABLE**

**ATTENTION: UNIT OWNER / TENANT**

**ONLY THE PERSON(S) REGISTERED WITH THE ASSOCIATION SHALL BE GRANTED ACCESS.  
NO EXCHANGES ARE PERMITTED. ANY MISUSE, ABUSE OR NEGLECT OF THE ITEMS WILL BE THE  
RESPONSIBILITY OF THE TENANT / UNIT OWNER.**

**DECALS AND AST GATE PASSES ARE NOT ASSIGNABLE TO ANOTHER VEHICLE**

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ORDER PROCESSED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



Promenade  
at kendale lakes  
condominium

# AUTHORIZATION TO RELEASE INFORMATION

**APPLICANT NO:1**

I hereby authorize, Promenade at Kendale Lakes, herein referred to as Association and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for occupancy. Said report may contain information about me from consumer reporting agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, and any information that I have disclosed on my applications and/or any attachments, exhibits.

I authorize the Association may contact others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the Association to furnish the above-mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application.

This authorization and consent shall be valid in original, fax or photocopy form.

I authorize the ongoing procurement of the above-mentioned information/reports by the Association at any time during my occupancy with the Association.

The nature and scope of the consumer report and/or investigative consumer report along with the name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request to the personnel department of the Association, and within 5 days of the request.

A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FCRA along with the name, address and telephone number of the agency furnishing the information will be provided before any adverse action is taken by the Association based on information contained in the report.

Upon proper identification and payment permissible by law, you have the right to request from the Association a copy of any information in its file on you at the time of your request.

By signing below, I acknowledge understanding of the purpose of this Authorization Form and its intended use.

**Applicant Information \*\*\*\*\***

Print Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ Driver's License State \_\_\_\_\_

Maiden, Other and/or Former Name(s) \_\_\_\_\_ Race / National Origin \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Promenade  
at kendale lakes  
condominium

# AUTHORIZATION TO RELEASE INFORMATION

**APPLICANT NO: 2**

I hereby authorize, Promenade at Kendale Lakes, herein referred to as Association and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for occupancy. Said report may contain information about me from consumer reporting agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, and any information that I have disclosed on my applications and/or any attachments, exhibits.

I authorize the Association may contact others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the Association to furnish the above-mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application.

This authorization and consent shall be valid in original, fax or photocopy form.

I authorize the ongoing procurement of the above-mentioned information/reports by the Association at any time during my occupancy with the Association.  
The nature and scope of the consumer report and/or investigative consumer report along with the name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request to the personnel department of the Association, and within 5 days of the request.

A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FCRA along with the name, address and telephone number of the agency furnishing the information will be provided before any adverse action is taken by the Association based on information contained in the report.

Upon proper identification and payment permissible by law, you have the right to request from the Association a copy of any information in its file on you at the time of your request.

By signing below, I acknowledge understanding of the purpose of this Authorization Form and its intended use.

**Applicant Information**\*\*\*\*\*

Print Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ Driver's License State \_\_\_\_\_

Maiden, Other and/or Former Name(s) \_\_\_\_\_ Race / National Origin \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROMENADE AT KENDALE LAKES**

**CONDOMINIUM, INC.**

**Rules & Regulations**

**Revised & Approved by the Board of Directors.**

**January 6, 2020**

**PLEASE SIGN AND/OR INITIAL EACH PAGE**

# NO WARNING

**YOUR CAR WILL BE BOOTED IMMEDIATELY AT YOUR OWN EXPENSE IF:**

- 1. NO DECAL, OVERNIGHT PASS, OR OFFICE PASS, EXCESSIVE VISITORS PARKING, PARKED ON THE STREET.**
- 2. AN EXPIRED OR ALTERED TAG, NOT TAG, DECALS INSIDE THE CAR, TRANSFER DECALS AND GATE PASS TO A NEW CAR.**
- 3. NO VISIBLE LICENSE PLATE, IMPROPER PARKED.**
- 4. VEHICLE NOT DRIVEABLE OR UNACCEPTABLE CONDITIONS.**
- 5. PARKING ON THE GRASS, FIRE LANES, OR BLOCKING BUILDING ENTRANCE.**
- 6. RV/CAMPER OR TRAILER OR COMMERCIAL VEHICLES WITH SIGNS.**
- 7. REVERSE PARKING IS NOT ALLOWED**

**THANK YOU**

**BOARD OF DIRECTORS**

**I, (We) understand that if I (We) violate any of above-mentioned rules, I (We) will be booted and after 24 hours, the vehicle or any acceptable driver transportation will be towed.**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TENANT'S INITIALS \_\_\_\_\_

UNIT OWNER'S INITIALS \_\_\_\_\_

DISABLE PARKING SPACES

DEAR NEW RESIDENTS.

PARKING IS A PROBLEM IN THIS COMMUNITY, EVEN THOUGH PROMENADE HAS AMPLE PARKING SPACES.

YOUR COOPERATION IS REQUIRED TO KEEP OUR COMMUNITY BEAUTIFUL, AND WE CAN BE PROUD OF LIVING IN “PROMENADE”.

IF YOU RESIDE (ARE LIVING) IN PROMENADE AND HAVE A HANDICAP STICKER, YOU MAY USE THE HANDICAP SPACE TO LOAD OR UNLOAD YOUR THINGS. THIS MEANS FOR:

**A MAXIMUM OF 4 HOURS**



THE DISABLE PARKING SPACES ARE FOR DISABLED VISITORS ONLY AND ARE NOT FOR A CAR THAT BELONGS TO THE RESIDENT WITH AN ASSIGNED PARKING SPACE.

THESE HANDICAP SPACES AT PROMENADE ARE FOR THE USE OF VISITORS AS PER MIAMI DADE CODE.

LET A DISABLED VISITOR USE THESE SPACES. PLEASE, BE CONSIDERATE TO THEM.

YOUR COOPERATION IS APPRECIATED.

BOARD OF DIRECTORS

CC. BOARD MEMBERS

TENANT'S INITIALS \_\_\_\_\_

UNIT OWNER'S INITIALS \_\_\_\_\_

**RENTAL OF UNITS.**

A unit may only be leased to a single family and used as a single-family private dwelling, pursuant to Article XIII (Declaration), and during the term of said lease.

1. One-bedroom unit may only be occupied by no more **than two (2) persons.**
2. Two-bedroom units may only be occupied by no more **than four (4) persons.**
3. Three-bedroom units may only be occupied by no more **than six (6) persons.**
4. A unit may not be leased to more than one family.
5. A unit may not be leased and/or used on a transient basis nor may portions of a unit be leased or sub-let on any basis.
6. The Association shall have the right to require that a substantially uniform form of lease be used. The Board of Directors' approved lease form shall be required. Owners must submit a complete Lease Agreement made by a Real Estate Firm or A Lawyer along with a complete package one week before the interview.
7. A unit owner may not lease his unit more than one (2) times in any twelve-month period. Said twelve-month period shall commence as of the date of the Deed.
8. Where the unit owner and/or the lessee violate the provisions of this Article, both the unit owner and the lessee shall be liable for the violation of same, said unit owner shall also be subject to a penalty assessment of \$200.00, plus additional penalty assessment of \$50.00 per month for each calendar month or any part thereof subsequent to the commencement date of the applicable lease during which the unit owner shall continue to be in default.
9. A unit is not to be occupied by guests during the absence of the unit owner, without the Association's approval. Guests shall be bound by the Condominium Rules & Regulations. Guests staying over 24 hours will be allowed upon request of a **TEMPORARY PERMIT issued** by the Association. ALL UNIT OWNERS AND RESIDENTS ARE ALLOWED TO HAVE GUESTS FOR A MAXIMUM OF **FOUR WEEKS PER YEAR.** Exceptions will be made at the Association's discretion.
10. No application will be accepted Incomplete or after the deadline has passed.

TENANT'S INITIALS \_\_\_\_\_

UNIT OWNER'S INITIALS \_\_\_\_\_

## **BUILDING RULES.**

1. The sidewalks, entrances, passages, elevators, vestibules, stairways, corridors, halls and all of the common elements must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises nor shall any carriages, velocipedes, bicycles, wagons, shopping carts, benches, tables or any other objects of similar type and nature be stored therein.
2. Children shall not play or loiter in halls, stairways, elevators or other common areas, including the parking lots.
3. The personal property of all unit owners shall be stored within their unit or where applicable is assigned storage space.
4. No garbage cans, supplies, milk bottles, or only other articles shall be placed in the halls, terraces or the staircase landing. Nor shall any liners, clothing, curtains, rugs, mops or laundry of any kind, be shaken or hung from any of the windows, doors, terraces or exposed on any part of the common elements. Nor can dust, garbage, water or detergent be thrown over the balcony when cleaning or sweeping. Fire exits shall not be obstructed in any manner. The common elements shall be kept free and clear of rubbish debris and other unsightly materials.
5. No unit owner shall allow anything to fall from the windows, terraces or doors of the premises, nor shall he/she sweep or throw any dirt or other substances into any of the corridors, terraces, elevators, ventilators or elsewhere in the building or upon the grounds.
6. All garbage must be place in tied plastic bags before disposing of them. Refuse and bagged garbage shall be deposited only in the areas provided therefore and the manner specified by the Association.
7. No signs, advertisement, notices or other lettering shall be exhibited, display, painted or affixed, in/on or upon any part of the unit, common areas or Condominium property by any unit owner without the written permission of the Association. The foregoing includes posters, advertisements or circulars upon elements, unit or vehicles parked on the Condominium property. **No distribution of advertising or circulars within the Condominium property.**
8. No awning, canopy, shutter or other projections shall be attached upon the outside walls, doors or roof of the building without the written consent of the Association. All window covering must be such color as the discretion of the Association. Terraces may not be enclosed nor screened without the Association's approval. Said approval may be given as to certain units and not given as to others. Shutters and tapes in the windows may be used only during storm conditions. They must be removed at the conclusion of the storm/hurricane.
9. No cooking shall be permitted on the terraces nor on the common areas in the property. **ALSO, THIS IS A FIRE DEPARTMENT ORDINANCE.**
10. No inflammable combustible, or explosive fluid, chemical or substance shall be kept in any unit or common areas, except such as are required for normal household use.

TENANT'S INITIALS \_\_\_\_\_

UNIT OWNER'S INITIALS \_\_\_\_\_



11. You may not place iron bars or ornamental iron on windows and doors without the written consent of the Association.

12. No SMOKING in the elevator is PERMITTED.

13. No radio, television, satellite TV or any other wiring shall be done without the written consent of the Association. Any serial antenna installed on the exterior walls of a unit, the common elements, which includes the roof, without the written consent of the Association, will be liable to be removed without notice at the cost of the unit owner. According to Federal Regulations, Satellite Dish Antenna will be allowed only within the perimeter of your balcony. Not to be attached to any structure or roof.

The Unit owner shall not permit or suffer anything to be done or kept in his unit which will increase the rate of insurance in the Condominium property, which will obstruct or interfere with the rights of other unit owners or annoy them by unreasonable noises, or otherwise nor shall the Unit owner commit or permit any nuisance, immoral or illegal acts in or about the Condominium property.

**Garbage, furniture's, appliances, mattress, air-conditioners units is not to be dumped in the parking lot, building entrances or common areas. This is illegal and the Board of Directors has the right to charge the Unit Owner appropriate fines in accordance with the By-Laws.**

14. Common areas cannot be used by any unit owner for the purposes of entertaining guest, having meeting, gathering parties, playing music, or may use that makes the common areas an extension of the unit.

15. The **only items** permitted in the balconies or terraces are: patio/terrace furniture's and plants.

16. Tile installation is not permitted above the first floor of any building without the written consent of the Association. If permission is granted, it must be sound proofed and subject to the inspection by the Association.

17. No unit owner shall make or permit any disturbing noises by himself/herself, his/her family, servants, employees, agents, visitors and tenants nor do or permit anything that will interfere with the rights comfort or convenience of other unit owners. No unit owner shall play upon or suffer to be played upon any musical instrument, operate or suffer to be operated, a phonograph, television, radio or sound amplifier in his/her unit in such manner as to annoy other residents. All parties shall lower the volume at 11.00 pm. of each day (Dade County Ordinance)

No unit owner shall conduct or permit to be conducted vocal or instrumental items.

18. Each unit owner planning to be absent during the hurricane season, must prepare his/her unit prior to his/her departure by:

- Removing all furniture and other objects from the terrace/balcony.
- Designate a responsible firm or individual to care for his/her unit. Provide the Association with the name and telephone number of the firm or Individual.
- Such firm or individual shall contact the Association for clearance to install or remove hurricane shutters.

19. **MOVING HOURS:** Monday through Friday from 8.00 am to 6.00 pm. Saturday, from 9.00 am. To 6.00 pm.

TENANT'S INITIALS \_\_\_\_\_

UNIT OWNER'S INITIALS \_\_\_\_\_

20. **DELIVERY HOURS:** For furniture, appliances, etc. Monday through Friday, 8.00 am. To 6.00 pm. Saturday, from 9.00 am to 6.00 pm.
21. If the elevator is to be used for moving, elevators protectors must be obtained from the office before the moving begins in or out or receiving deliveries. There is a refundable deposit of \$200.00 for the use of the elevator pads payable by Money Order. The deposit will be returned when the elevator pads are returned to the office and only if there has been no damage to the elevator.
22. Balconies may not be carpeted. This cause moisture to sweep into the spalling causing damage to the structure. Only ceramic tiles o bare concrete is allowed.

**VEHICLES RULES.**

1. The parking facilities shall be used in accordance with the regulations adopted by the Board of Directors.
2. No vehicles, which cannot operate on its own power, shall remain on the Condominium premises for over twenty-four (24) hours.
3. Any disable vehicles on the property will be booted and after 24 hours towed away without any further notice.
4. **NO MECHANICS OR MAINTENANCE WORK ARE PERMITTED IN THE PREMISES.** Only **emergency repairs**, changing a flat tire or a dead battery.
5. **CAR WASH IS PROHIBITED. VIOLATORS WILL BE FINED IN THE AMOUNT OF \$50.00 PER OCCURRENCE.**
6. It is strictly prohibited to park on any area that is not marked as a parking space.
7. Cars without license plates will be towed immediately, no warning will be given.
8. Motorcycles must be parked in your assigned parking space and must have a decal. All visitors, after 12 pm must ask security for overnight pass during weekdays, Saturdays and Sundays, Security is at the premises 24 hours. Please call security for visitors passes if needed. Vehicles will be booted the first time, after 24 hours, the cars will be towed at owner’s expenses. (No Exceptions)
9. The following vehicles are strictly prohibited in the premises:
  - CAMPERS.
  - TRUCKS OVER ¼ TON.
  - TRAILERS.
  - BOATS
  - COMMERCIAL VEHICLES
10. You may not park in the driveway in front and/or side of each building, as it is a **FIRE LANE**. You may not park vehicles of any type on the lawn or walkways.
11. **ALL DECALS NEED TO BE PLACE ON THE UPPER LEFT SIDE OF THE BACK OUTSIDE WINDOW! NO EXCEPTIONS**

TENANT’S INITIALS \_\_\_\_\_

UNIT OWNER’S INITIALS \_\_\_\_\_

**PETS RULES**

- 1. AS PER THE ASSOCIATION’S CONDOMINIUM DOCUMENTS AND BYLAWS, NO ANIMALS OR PETS OF ANY KIND SHALL BE KEPT IN ANY UNIT OR ON ANY PROPERTY OF THE CONDOMINIUM.**

No animals or pets of any kind shall be kept in any unit or on any property of the Condominium except with the written consent of and subject to the Rules and Regulations adopted by the Management Firm for the keeping of said pets, as long as the Management Agreement remains in effect, and thereafter, the Board of Directors; provided that they are not kept, bred or maintained for any commercial purposes and further provided that such house pets causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the property subject to these restrictions upon three (3) days written notice from the Management Firm or the Board of Directors of the Association. Once permission is granted, as provided in this paragraph, it may not be withdrawn or terminated unless such house pet has caused or created a nuisance or unreasonable disturbance as provided in this paragraph.

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**Declaration of Condominium XIII Use and Occupancy. Page D17A – Recorded 8791-page 1408**

2. **VIOLATORS WILL BE FINED \$100** initially and thereafter, **\$25.00** per day.
3. The tenant may be asked to leave the community for violating said rules.
4. The **UNIT-OWNER WILL BE RESPONSIBLE** for anything the tenant is not in compliance with the association.

\_\_\_\_\_  
Unit Owner’s Signature

\_\_\_\_\_  
Tenant’s Signature

\_\_\_\_\_  
Unit Owner’s Signature

\_\_\_\_\_  
Tenant’s Signature

**TENANT’S INITIALS** \_\_\_\_\_

**UNIT OWNER’S INITIALS** \_\_\_\_\_

## MONTHLY ASSESMENTS.

1. Please make your check payable to:
2. **PROMENADE AT KENDALE LAKES**, and mail it with your coupons to the Bank.  
Promenade at Kendale Lakes C/O Executive National Bank.  
P.O. Box 166337, Miami, Fl. 33116-6637
2. Inquiries about your account should be sending in writing to:  
P, O. Box 831733, Miami, FL. 33283-1733.
3. Payments are due on the 1<sup>st</sup>. day of the month and considered late by the 10<sup>th</sup>.  
A \$25.00 fee w  
I'll be assessed to payments received after the 10<sup>th</sup> of the month. Accounts past due over thirty (30) days will be referred to the Association's attorney for collection without any further notice.

## COMPLAINTS:

1. Complains regarding the services of the Condominium shall be made in writing skating your name, unit number, telephone number and drop by the mailbox located in front of the Clubhouse. **Anonymous complains will be disregarded.**

## SWIMMING POOL RULES:

1. Shower before entering the pool.
2. Cover lounges and chairs with towels
3. No moving lounges or chairs.
4. No glass objects of any kind allowed in pool area or immediate areas.
5. No eating or drinking permitted in the pool area.
6. No running, shoving or horseplay allowed at pool area.
7. No children under twelve (12) years of age are permitted in the pool area without the supervision of an adult member of the household.
8. Only toilet trained children allowed in the pool. Only swimmer's diapers allowed.
9. No bicycles, tricycles, skateboards, roller skate, wagons, rafts, toys, ball playing, plastic large inflate rings are permitted in the pool area.
10. Arm floaters and life vest are allowed.
11. Pool hours are from **6.00 am to 10.00 pm**
12. Residents are to obtain ID tags for themselves and guests. **ONLY TWO GUESTS PER FAMILY.**
13. Residents are responsible for their children and guests at the pool at all times and shall be responsible for any damages caused by said children and guests while on the premises.
14. **OBEY POOL RULES FOR YOUR OWN SAFETY.**
15. **NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.**

TENANT'S INITIALS \_\_\_\_\_

UNIT OWNER'S INITIALS \_\_\_\_\_

## TENNIS COURTS RULES:

1. Tennis Courts hours: From 8.00 am to 10.00 pm.
  2. Play at your own risk.
  3. ID tags required for all present.
  4. Children under 16 years of age must be accompanied by an adult member of the household.
  5. Residents are responsible for the conduct of their children and guests and shall also be responsible for any damages caused by them.
  6. Maximum of one (1) hour play if other residents are waiting. Make reservations through the Association's office during the week. **ONLY BY APPOINTMENT.**
  7. The following items are not permitted in the tennis courts:
    - Improper shoes
    - Glassware
    - Food
    - Alcoholic beverages
    - Bicycles
    - Skateboards
    - Rollerblades
    - Strollers
    - Music
    - Private lessons.
- PLEASE, TURN OFF THE LIGHTS AND LOCK THE GATE WHEN LEAVING THE COURTS. THANK YOU.**

These are the Rules and Regulations as to the Condominium property, the common elements, the limited common elements and the Condominium units shall be deemed in effect until amended, from time to time by the Board of Directors of the Association and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, comply with said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, servants, lessees and other persons over whom they exercise control and supervision.

TENANT'S INITIALS \_\_\_\_\_

UNIT OWNER'S INITIALS \_\_\_\_\_

**UNIT OWNERS’S RESPONSABILITIES.**

According to the Declaration of Condominiums for Promenade at Kendale Lake the Unit Owner is responsible to maintain in good condition and repair all interior surfaces within his unit and to maintain and repair the fixtures and equipment which include but are not limited to the following were applicable.

- Air Conditioning and heating unit including condenser and all appurtenances thereto wherever situated.
- Hot-water heater.
- Refrigerator.
- Range and oven and all other appliances.
- Drains’, plumbing fixtures and connections, sinks, all plumbing and water-lines within the unit.
- Electric panels, electric wiring and electric outlets and fixtures within the unit.
- Interior doors, windows, screening and glass.
- All exterior doors including, where applicable, sliding glass doors, including the glass of same and the operating mechanism (except the painting of the exterior of the exterior doors shall be a common expense of the Condominium)
- Pay for his electricity and telephone.
- Where a unit is carpeted, the cost of maintaining and replacing the carpeting shall be borne by the owner of said unit.
- The door within the terrace leading to the utility room shall be deemed an interior door, including the maintenance of all said door.
- Alterations within a unit may be made with prior written consent of the Association.
- To make no alteration, decoration, repair, replacement or change of the common elements or change of the common elements, limited common elements, or to any outside exterior portion of the building whether within a unit or part of the limited common elements without the written consent of the Association.
- The Association shall be responsible for the maintenance, repair and replacement of the **COMMON ELEMENTS**, including but not limited to all recreation facilities within the Condominium.
- All repairs must be done by properly licensed, bonded and insured, including workers compensation. In the event of an accident, the association will hold the unit owner personally liable for any and all claims, injuries and defense cost. Furthermore, all debris must be removed from premises immediately.

PROMENADE AT KENDALE LAKES CONDOMINIUM, INC.

FOR THE BOARD OF DIRECTORS.

Promenade at Kendale Lakes Condominium Association

JAN 6, 2020

TENANT’S INITIAL \_\_\_\_\_

UNIT OWNER’S \_\_\_\_\_

