

Ambassador

Community Management, Inc.

7100 West Commercial Blvd. ~ Suite 107 ~ Lauderhill, FL 33319

Phone: 954-741-8811 Fax: 954-741-8051

www.ambassadormanagement.com

Since 1992

LAS BRISAS HOMEOWNERS ASSOCIATION

SALE / LEASE PACKAGE

The attached application forms MUST be completed in full by each adult applicant. (other than Husband/Wife or Parent/Dependant child which is considered one application) and returned to Ambassador Community Management along with a **\$100.00** Check or money order for each application made payable to **LAS BRISAS HOMEOWNERS ASSOCIATION**. This application fee is non-refundable.

In addition, the following items and or terms are required to accompany the application forms and fee.

1. **Signed copy of the Sales Contract / lease agreement along with photo ID for each adult occupant.**
(Sales applications require a Mortgage Commitment Letter from the bank/mortgage company which includes the amount of the loan ,rate of interest ,terms of the loan, and monthly P & I payment.)
2. Copy of a current Credit Report
3. If this is a Lease, No Lease can be for more than 1Year. Lease renewals are subject to availability at the time of the lease expiration date and approval by the LBHOA. Owner must submit 1 (one) years maintenance payments to be kept in an escrow account for the duration of the lease.
4. No pets are permitted without the specific written permission from the homeowner in the lease agreement.
5. Signed copy of the LBHOA Regulations and Guidelines for sale or rental (included in this packet)
6. Use of the unit is for single family residence only.
7. Signed copies of LBHOA Sale/Rental Intent and Response Forms (included in this packet)
8. The current owner must provide the buyer with the Association Documents and Rules & Regulations.
9. No more than 2 occupants per bedroom are allowed to occupy unit.

This Sales/lease packet is considered incomplete and will not be accepted until all information has been received. The Association is allowed thirty (30) days to process and approve all applications.

Upon receipt and verification of all materials submitted, a personal interview with the Board of Directors will be scheduled. The applicant(s) will be notified of the date, time and place of the personal interview.

OCCUPANCY PRIOR TO BOARD APPROVAL IS PROHIBITED!

NOTE: Complete all questions and fill in all blanks. If any question is not answered or left blank, this application may be returned, not processed, and/or not approved. Print legibly or type all information. Missing information will cause delays. All information on this application will be verified.

PLEASE USE BLACK INK

THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY!

APPLICATION FOR OCCUPANCY

Association Name: Las Brisas Homeowners Association

NOTE: All information supplied is subject to verification. All telephone numbers must be able to be reached between 9-5 P.M. Date _____

Purchase _____ Lease _____ Apt. _____ Bldg. No. _____ Property Address: _____

Full Name _____ Date of Birth _____ Social Security # _____

(___) Single (___) Married (___) Separated (___) Divorced - How Long _____ Maiden Name _____

Have you ever been convicted of a crime _____ Date (s) _____ County/State Convicted in _____

Charge (s) _____

Spouse _____ Date of Birth _____ Social Security # _____

Maiden Name _____ Have you ever been convicted of a crime _____ Date (s) _____

County/State Convicted in _____ Charge (s) _____

No. of people who will occupy unit – Adults (over age 18) _____ Description of Pets _____

Names and ages of others who will occupy unit _____

Applicant(s) Cellular Telephone Number _____ Applicant(s) Email Address _____

In case of emergency notify _____ Address _____ Phone _____

PART I – RESIDENCE HISTORY

PLEASE PRINT FULL ADDRESS, INCLUDING UNIT/APT NUMBER, CITY, STATE & ZIP CODE

A. Present address _____ Phone _____

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Own Home ___ Parent/Family Member ___ Rented Home ___ Rented Apt ___ Other _____ Rent/Mtg Amount _____

Name of Landlord _____ Address _____ Phone _____

Mortgage Holder _____ Mortgage No. _____ Phone _____

B. Previous address _____ Phone _____

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Own Home ___ Parent/Family Member ___ Rented Home ___ Rented Apt ___ Other _____ Rent/Mtg Amount _____

Name of Landlord _____ Address _____ Phone _____

Mortgage Holder _____ Mortgage No. _____ Phone _____

C. Previous address _____ Phone _____

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Own Home ___ Parent/Family Member ___ Rented Home ___ Rented Apt ___ Other _____ Rent/Mtg Amount _____

Name of Landlord _____ Address _____ Phone _____

Mortgage Holder _____ Mortgage No. _____ Phone _____

PART II – EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

A. Employed by _____ Phone _____
Dates of Employment: From: _____ To: _____ Position _____ Fax _____
Monthly Gross Income _____ Address _____

B. Spouse Employed by _____ Phone _____
Dates of Employment: From: _____ To: _____ Position _____ Fax _____
Monthly Gross Income _____ Address _____

PART III – BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

A. Bank Name _____ Checking Acct. # _____ Phone _____
Address _____ Fax _____

B. Bank Name _____ Savings Acct. # _____ Phone _____
Address _____ Fax _____

PART IV – CHARACTER REFERENCES (No Family Members)

Please notify Character References that we will be contacting them to obtain a reference

1. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____

2. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____

3. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____

4. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____

Driver's License Number (Primary Applicant) _____ State Issued _____

Driver's License Number (Secondary Applicant) _____ State Issued _____

Make _____ Type _____ Year _____ License Plate No. _____

Make _____ Type _____ Year _____ License Plate No. _____

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature _____ Date _____ Spouse's Signature _____ Date _____

ASSOCIATED CREDIT REPORTING, INC.

Established 1985

8795 West McNab Road, First Floor, Tamarac, Florida 33321
www.associatedcreditreporting.com

Phone: 954-543-9400
Toll Free: 800-676-7640
Fax: 954-543-9411
Toll Free Fax: 800-235-7185

APPLICANTS: Most banks, financial institutions, mortgage companies and employers require your signature and name printed to verify information. Please complete the form below: Thank you.

AUTHORIZATION FORM

You are hereby authorized to release any and all information requested with regards to verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references to **Associated Credit Reporting, Inc.** This information is to be used for my/our credit report for my/our Application for Occupancy.

I/We hereby waive any privileges I/We may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is for the exclusive use of the association for residential screening purposes only.

PLEASE INCLUDE COPY OF DRIVER'S LICENSE and SOCIAL SECURITY CARD TO CONFIRM IDENTITY. If you do not have a Social Security Card, please include a copy of your Passport or current identification card.

Please notify your Landlord(s), Employer(s), and Character References that we will be contacting them to obtain a reference pursuant to your application.

I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper signature.

I/We certify under penalty of perjury that the foregoing is true and correct.

(Applicant's Signature)

(Applicant's Name Printed)

(Spouse's Signature)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)

NOTE TO APPLICANTS: Banks and some employers require your signature and name printed as authorization to verify information. To expedite your application you may want to include a copy of your most recent bank statement and earnings statement. Thank you!

I have been given a copy of the sales and rental criteria for LBHOA. I have read and understand these guidelines and agree to abide by them.

All parties initial here: _____

I have reviewed and understand the fee assessment schedule and violation amounts

All parties initial here: _____

Fee Assessment Schedule

Monthly Homeowners Dues.....\$185

Screening/Application Fee \$100.00 for each family application

Intent to sell or rent form must be submitted to LBHOA with applicable fee.

Must be accompanied by background and criminal check mailed directly to board from reporting agency.

Late Fees.....\$50 (after the 15th of each month)

An additional \$50 late fee will be assessed for each 30 days payment is not received

Hardship waivers may be obtained by writing to the board in advance of any defaults

Violations (all violation fines will be preceded by one written warning)

Pet violations\$50 per day

Parking.....\$50 each incident

Trash Violations.....\$50 each incident

Rental Agreement Violations.....(1st/2nd/3rd offense)\$50/\$100/\$300

Non approved tenants, pets, trash, parking, other and is paid out of escrow account

All other violations.....\$50

Valid as of June 2009 and will remain in effect until a new fee schedule is approved

**LAS BRISAS HOMEOWNER ASSOCIATION
REGULATIONS AND GUIDELINES FOR SALE OR
RENTAL**

The board has met and put into place the following, guidelines, rules, and regulations for the sale and/or leasing of your home. These guidelines are effective April 17, 2009.

1. **APPLICATION(s) and FEES.** All adult Applicants (prospective tenants) (over the age of 18), excluding dependant children of any age, must submit a fully completed, dated, and signed Application for submission by the Homeowner to Ambassador Community Management for verification of identity/background/criminal history. A sample application is attached for reference.
 - 1 Each Applicant must provide a government-issued photo ID for submission to the Las Brisas Homeowners Association ("LBHOA") for identify verification. Any Occupant over the age of 18, including dependent children, who is not a party to the lease, will still be required to undergo a background check. Each Applicant is to provide a list of automobiles which will be utilized by each of the tenants. Please note that no commercial vehicles may be parked either in the driveway of the Residence or in the overflow parking spaces overnight.
 - 2 Application fee is paid at the time application is sent to Ambassador Community Management for processing.
 - 3 All monthly maintenance fees and assessments, if any, must be current during the Application and Review Process.

FOR LEASING PURPOSES ONLY: The entire yearly maintenance fee is to be submitted to the LBHOA at the time of the Lease being approved, to be placed in an escrow account for the duration of the lease

- 4 The Homeowner shall continue making monthly maintenance payments to Ambassador Management, to be received by Ambassador Management by the first day of each and every month, during the term of the lease. If funds remain from such deposit at the end of the lease, LBHOA will return such escrowed funds to the Homeowner.
- 5 In the event the monthly maintenance is up to fifteen (15) days late, the monthly maintenance for that month will be deducted from the escrow account and the Homeowner will be required to submit payment to LBHOA to bring the escrow account up to the full amount.
- 6 In the event of a late payment of 15 days or more, the next month's rent will also be deducted from the contingency account.
- 7 Any assessments currently in effect or put into effect during the one

(1) year term of the lease will also be paid by the Homeowner on a timely basis.

- 8 LBHOA has the right to assess late fees for any late monthly maintenance or assessments.
- 9 Residence and Residence Property must be maintained by Homeowner or LBHOA will perform required maintenance which will be paid for by the Homeowner in advance or LBHOA will deduct payment from the escrow account which will require Homeowner to submit payment to bring escrow account up to the full amount.
- 10 Any costs for optional maintenance (i.e., tree trimming, pressure cleaning of walks and patios, driveway resurfacing, etc.) will be presented to the Homeowner in advance for approval and payment.
- 11 If a tenant vacates prior to the end of the one year lease, the Homeowner cannot submit a Notice of Intent to lease until the after the expiration date of the initial lease.
- 12 If there is a waiting list for rentals, that Homeowner must go on a waiting list, if approved.

2. RECOMMENDED MINIMUM REQUIREMENTS FOR LEASING:

Applicants should have a combined gross monthly income of at least 2 times the monthly rent.

- A minimum of 2 years residential history is preferred. **Any Applicant who does not have a 2-year residence history in Florida must be cleared in the background report which includes a civil and criminal record search.**
- All bankruptcies must be fully discharged.

- 3. CRIMINAL RECORDS.** Criminal records must contain no convictions for felonies ever, adjudication withheld within the past 7 years, or misdemeanors pertaining to offenses regarding illegal drugs or crimes against persons or property within the past 7 years. If an arrest record exists, it is up to the Applicant to provide written verification from the proper authorities as to the final disposition of innocence or case dropped. The Florida Department of Law Enforcement ((FDLE) maintains a list of sexual predators and sex offenders to enable the public to request information about these individuals and can be reached toll free at 1-888-357-7332, via email to sexped@fdle.state.fl.us or via internet at www.fdle.state.fl.us. Since there are two schools in our general vicinity, the homeowner is obligated to inquire of local law enforcement whether any Applicant is a registered sex offender.

- 4. PREVIOUS RENTAL HISTORY.** Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, or illegal activities, no NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.

5. **PETS.** No pets of any kind are permitted without specific written permission from the homeowner in the lease document.
 - 1 ALL PETS MUST BE APPROVED BY LBHOA AT THE IN-PERSON INTERVIEW PRIOR TO THE LEASE GOING INTO EFFECT
 - 2 Any unauthorized pet(s) will be charged a per diem fee until approved or removed from the premises.

6. **OCCUPANCY.** One family or no more than 2 unrelated people may lease a home in Las Brisas. Current Occupancy Standards are a maximum of 2 persons per bedroom. (including children).

7. **ACCEPTANCE BY LBHOA.** Any Applicant(s) who has/have been approved by the Homeowner for sale or rental must submit a copy of the proposed contract of sale or lease agreement to the LBHOA prior to scheduling a face-to-face interview for approval.
 - 1 All prospective tenants named in the lease and any adult children over the age of 18 must be present at such interview. This also applies to any prospective buyers.
 - 2 No lease will be permitted to be executed until LBHOA approval, in writing, is issued to the prospective tenant.
 - 3 All leases will be for a period of one (1) year only.
 - 4 Lease renewals are subject to availability at the time of the lease expiration date and review and approval by the LBHOA.

8. **SALE OF HOME.** The Homeowner must turn over an up-to-date copy of The Declaration of Restrictions For Las Brisas De Jacaranda (with all Amendments), Articles of Incorporation and By-Laws prior to the prospective buyer attending an in-person interview with LBHOA.

9. **COVENANTS & RESTRICTIONS.** (Please review Amendment filed on April 17, 2009) which provides in part:
 - 1 No tenant may sublease a Residence
 - 2 Only those persons named on the proposed lease may occupy a Residence
 - 3 No lease may provide for an automatic renewal at the end of the term
 - 4 No lease shall be permitted for any Homeowner who is not the owner of title for a three (3) year period from the date of recording of the instrument.
 - 5 Leasing is permitted for three (3) residences simultaneously.
 - 6 Additional Homeowners wishing to lease their Residences shall be placed on a waiting list and leasing shall be permitted on a first-come-first served basis after a Notice of Intent has been submitted and Response Form has been furnished to said Homeowner by LBHOA (for a 90-day period)
 - 7 The Homeowner shall remain liable for the performance of all rules and restrictions contained in the LBHOA's governing documents and are responsible for providing the tenant with the necessary documentation

pertaining to the use of the Residence and common areas.

- 8 The Homeowner shall remain liable for any violations by the tenant(s) of any such rules and restrictions
- 9 Should the Homeowner or tenant(s) violate any provision of the governing documents of LBHOA, LBHOA shall have the authority to immediately declare any lease or occupancy to be terminated and will have the authority to immediately pursue legal action against the Homeowner and his or her tenant(s). Attorney's fees and costs will be awarded to the prevailing party.
- 10 Non-owner Guest provision: Any Homeowner who allows family or friends to occupy their home, for more than one (1) month, while they are absent, must report identifying information to the LBHOA Board. Maximum stay can be no more than three (3) months total in one (1) year. More than three (3) months, will be considered a permanent tenant and Homeowner must following leasing provisions as tenancy is subject to Board approval.

ACKNOWLEDGED AND AGREED TO BY:

Homeowner

Date

Homeowner

Date

Las Brisas Homeowners Association

Sale / Rental Intent Form

This is the LBHOA form indicating your intent as a current homeowner to either sell or lease (rent) your home. This form does not give you the authority or approval to sell or rent, but only informs the Board of your intent. The Board is entitled to 10 business to review your intent application and provide you with a response. The intent should it be approved is valid for 90 days from the date of approval. Please make sure to include a check / money order for the processing fee as well a copy of latest tax report (As indicated below).

Date: _____

Filing intent to: Sell _____ Rent _____ (Initial Next to choice)

Last Name

First Name

Address of property to sell or lease

Signature

Signature

Signature

Signature

Signature of all names listed on Broward County Property Appraiser must be included above

Make sure you have enclosed or attached a copy of the current Broward County Property Appraiser Tax Report

This section is to be used by LBHOA only

LBHOA Member receiving

Date Received: _____

Board Member Initials _____

Amount Recived: _____

Board Member Initials _____

Copy of Tax Report: Yes / No _____

Board Member Initials _____

Las Brisas Homeowners Association

Sale / Rental Intent Response Form

This form indicates that LBHOA has received your intent to rent / sell your property. This form serves as formal response from the board.

The date of this response is: _____
Intent is valid for 90 days as of above date.

Last Name _____ First Name _____

Address of property to sell or lease _____

Your intent has been received and : Approved _____ Not Approved _____
(Board member initials required)

If you have been approved, you may begin the process of finding a qualified buyer / tenant in line with LBHOA regulations and guidelines. This notice does not give consent or final approval of sale or lease but only serves as formal notice that your intent has been approved or denied.

If your intent was not approved, the reason(s) will be listed below:

_____ Too many homes already being leased in development

_____ Your homeowners dues/fees are delinquent

_____ Missing paperwork / fee not turned in

_____ Other - please contact Board to discuss reason

If your intent was denied for any reason, you will need to submit a NEW Intent Form

Signature of Board Member _____ Date: _____

Signature of Board Member _____ Date: _____

Signature of Board Member _____ Date: _____