

12301 S.W. 132 Court Miami, Florida, 33186

Phone: (305)251-3848 – Fax: (305)251-3849

APPLICATION PROCESS

1. Applications must be complete and filled out completely.
 - a. Please check that all initials and signatures are duly entered.
 - b. Incomplete applications will not be accepted.
 - c. Checklist for forms, documents attached for your convenience.

2. Applications are accepted:
 - a. Via email at melissa@caribbeanproperty.cc
 - b. In person at the office:
 - Monday – Friday, 8:00 am to 4:30 pm.
 - Closed for lunch from noon to 1:00 pm.
 - c. We do not offer a RUSH service or fee application processing

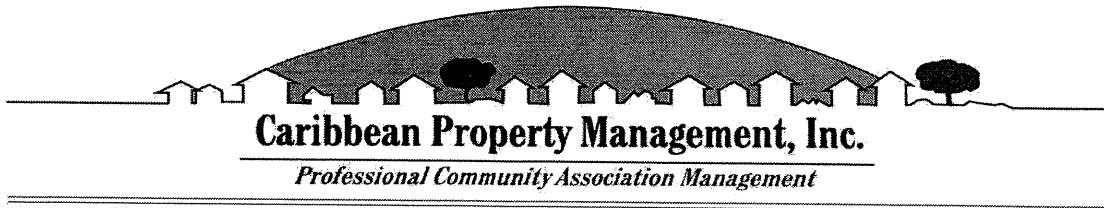
3. The processing of your application can take up to 15-20 days, so please plan accordingly. The applicant;
 - a. will be contacted as soon as the application has been received.
 - b. information processed, and any missing information will be requested.
 - c. will be advised in writing as soon as determination has been made.
 - d. owners or renters may not move in until Association approval is granted.

4. Calls to the office to inquire about status will only **delay processing**.

5. Applicants should work through their real estate broker if one is retained.

CHECKLIST

6. The following **DOCUMENTS** are required:
 - a. Copy of driver's license front for anyone over 18
 - b. Police records for anyone over 18
 - c. Copy of Marriage Certificate, if applicable
 - d. Copy of sale or lease contract, as applicable
 - e. Corporate Resolution, if applicable



- f. Copy of registration & Insurance of vehicle's, boat, jet skis.
 - g. Copy of Pet's VET Certificate/Tag registration and picture of pet
 - h. Copy of HUD settlement or warranty deed **MUST** be submitted to our office after closing
7. The following **PAYMENTS** must be submitted:
- a. **non-refundable fee of \$150 for processing** of each application 18 years of age and older
Payment can be made with debit care, credit card and or money order made out to **Caribbean Property Management.** (Husband and Wife count as one application, must show proof if last name differs. i.e., Marriage Certificate)
 - b. **non-refundable fee of \$20 for notary stamp** provided on the approval certificate. Payment can be made with debit care, credit care and or money order made out to **Caribbean Property Management.**
 - c. There is a **security rental deposit of one (1) month rent** for all leases pay by money order made out to **Key Largo Ocean Resort.**
 - d. Estoppel payment, if necessary
 - e. There will be a 10% processing fee per transaction applied to credit card and debit cards.



CONTACT INFORMATION:

Name of the current property owner(s):

Property Address: _____

Circle One: Seller's/Buyer's

Realtor's Name: _____

Realtor's Contract #: _____

Key Largo Ocean Resort Condominium Association

Occupant Information Sheet

Property Address: _____

Current Homeowner(s):

Name: _____

Phone: Home # _____ Cell #: _____

Email: _____

Prospective Tenant(s):

Name: _____ D.O.B. _____

Name: _____ D.O.B. _____

Phone: home # _____ Cell #: _____

Email: _____

Children(s):

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Other Family:

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Vehicles:

Make: _____ Model: _____ Color: _____

Tag: _____ State: _____ Year: _____

Make: _____ Model: _____ Color: _____

Tag: _____ State: _____ Year: _____

Print Name: _____ Signature: _____

In case of a flood, fire, or policy emergency, who should we call? (Should be someone with a key)

Name: _____ Relation: _____ Contact #: _____

First Advantage

Application Form

Application Information		
Name:		
Date of birth:	SSN:	
Phone#:		
Email:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Employment Information		
Current Employer:		
Employer Address:		How many years?
City:	State:	Zip Code:
Phone:		
Position:	Monthly income:	
Co-applicant Information		
Name:		
Date of Birth:	SSN:	
Phone#:		
Email:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Co-application Employment Information		
Current employer:		
Employer address:		How many years?
City:	State:	Zip Code:
Phone:		
Position:	Monthly income:	
References		
Name:	Address:	Phone:
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.		
Signature of Applicant:		Date:
Signature of co-applicant:		Date:



Caribbean Property Management, Inc.

Professional Community Association Management

ESTOPPEL DEPARTMENT

When requesting an Estoppel, Pud, Questionnaire or Refinancing please follow the Instruction below:

- Please ensure that when requesting information, the following are with your documents:
 - A. Owner/Seller(s) Name:
 - B. Purchaser/Buyer(s) Name:
 - C. Property Address:
 - D. Association Name:
 - E. Email (Required):
- Please direct all request to Caribbean Property Management, Inc. Estoppels Department C/o Caribbean Property Management, Inc., 12301 S.W 132 Court, Miami, FL 33186, attention estoppel department.
 - A processing fee of \$250.00 for a 10- business day turn around or a RUSH fee of \$350.00 for a 3-business day turnaround.
 - **IF THE ACCOUNT IS IN LEGAL COLLECTION AN ADDITIONAL \$ 150.00 WILL BE REQUIRED.**
- A pre-paid self-address envelope is required to receive original Estoppels. If one is not provided, you will only receive a fax copy of the Estoppel.
- **WE DO NOT WORK WITH FAX COPIES. IN ORDER TO COMPLETE YOUR REQUEST AN ORIGINAL REQUEST FORM MUST BE COMPLETED AND MONEY ORDER/CASHIER CHECK MUST BE ATTACHED MADE PAYABLE TO CARIBBEAN PROPERTY MANAGEMENT, INC.**
- WEEKEND AND HOLIDAYS ARE EXCLUDED.
- Communities requiring association Board of Directors approval and/or interview will take longer to process.
- The processing fee is the same for any transaction Sales, Pud, Questionnaire or Refinancing.
- To update all Estoppel information please fax back the original we sent you to (305) 251-3849. This will be updated within a 48 hour turn around.

ACCEPTABLE FORMS OF PAYMENT: CREDIT CARD*, DEBIT CARD*, MONEY ORDER OR CASHIER

CHECK

Thank you for your cooperation and if you have any further questions, please do not hesitate to call our office at (305) 251-3849.

ESTOPPEL DEPARTMENT
CARIBBEAN PROPERTY MANAGEMENT

*- There will be a 10% processing fee per transaction applied to credit & debit cards

KEY LARGO OCEAN RESORT CONDOMINIUM ASSOCIATION, INC.
PET AGREEMENT

This pet agreement is an agreement between ("Owner/Resident")
and
Key Largo Ocean Resort Condominium Association, Inc.

1. Owner has read and signed the Pet Policy attached to this agreement.
2. Owner agrees to abide by the Pet Policy and Key Largo Ocean Resort agrees to permit Owner to keep the pet(s) described in this agreement in accordance with the Pet Policy.

Type of Pet	Name	Age	Description

3. Owner shall provide the following information and promptly notify Caribbean Property Management in writing of any changes:

Veterinarian:

Name: _____

Address: _____

Telephone: _____

Remember to enclose:

1. A current photo
2. A Copy of your Pet's Vaccination history

By signing this agreement, Owner has agreed to all the above.

Unit Number _____ Date: _____

KEY LARGO OCEAN RESORT CONDOMINIUM ASSOCIATION, INC.
PET AGREEMENT

1. Permission to keep a pet is granted at Key Largo Ocean Resort Condominium Association's sole discretion and is subject to Owner's strict adherence to all aspects of this pet policy (Under 50 lbs., 2 pets allowed per unit). Any Resident who wishes to keep a pet must obtain Key Largo Ocean Resort Condominium Association's approval and sign a pet agreement. All pets must be registered with the condominium office, and a photo and Current vaccination.
2. Pets are to be kept inside the unit. No pets are to be kept in balconies. Pets going in and out of the residence must be on leash no more of six (6) feet in length or in a pet carrier, as appropriate, and under the Resident's control and Monroe County ordinance.
3. Dogs may only be walked on the designated areas. Resident is responsible for picking up and disposing of all dog waste deposited on property surroundings.
4. All pets must receive proper veterinary care, including all appropriate inoculations. All pets must also be maintained in accordance with applicable state and local laws. Dogs must always wear identification tags.
5. Residents are responsible for ensuring that their pets do not disturb or annoy other tenants or neighbors. Residents whose pet(s) are determined by the Association to be disturbing others must remedy the situation immediately. Any resident who fails to remedy the situation could receive a violation and be fined.

I have read, understand, and agree to comply with the above pet policy.

Unit Owner signature: _____ Unit number: _____

KEY LARGO OCEAN RESORT CONDOMINIUM ASSOCIATION, INC.
PET AGREEMENT

Pet A5. Pet Restrictions.

No Owner or occupant of a Residence, including lessees and guests, shall be permitted to maintain any animals in their Residence or Unit or on the Condominium Property except as provided herein. Each Owner or occupant of a Residence (regardless of the number of joint owners or occupants) may maintain two (2) household pets in his/her Unit, to be limited to dogs (not exceeding fifty (50) pounds) and/or cats, provided each such dog and/or cat (i) has been registered with the Association, (ii) is not kept, bred or maintained for any commercial purposes, (iii) does not become a nuisance or annoyance to neighbors, and (iv) is not a pit bull or other breed considered to be dangerous by the Association; provided that neither the Board nor the Association shall be liable for any personal injury, death or property damage resulting from a violation of the foregoing and any occupant of a Unit committing such violation shall fully indemnify and hold harmless the Board, each Unit Owner and the Association in such regard. Each Owner or occupant who is permitted to maintain a properly registered dog or cat shall comply with all of the Monroe County registration and vaccination requirements and such additional restrictions as are set forth in this Paragraph governing pets.

Any dog or cat that has been properly registered may be replaced upon their death or removal from the Residence. No reptiles or other wildlife shall be kept in or on the Condominium Property (including in Residences). Unit Owners must pick-up all solid wastes of their pets and dispose of such wastes appropriately. All pets must be kept on a leash no more than six (6) feet in length at all times when outside the Residence.

unless the Unit contains a fenced area in which case the pet may remain off the leash in the fenced area. No pets may be kept outside of the Residence when the Owner is not present, even if the Unit contains a fenced area. Violations of the provisions of this Paragraph shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine Owners and/or to require any pet to be permanently removed from the Condominium Property. This Paragraph shall not prohibit the keeping of fish or a caged household-type bird(s) in a Residence, provided that a bird(s) is not kept outside of the Residence and does not become a nuisance or annoyance to neighbors. Further this Paragraph shall not prohibit a Unit Owner from keeping a service/support animal, provided the Unit Owner is disabled, as that term is defined by federal law, and that the animal is a reasonable or necessary accommodation to his/her disability. Proof of disability must come in the form of a detailed statement from a medical doctor explaining (1) the disability of the Unit Owner and (2) the nature of the life function of the pet which is necessary to assist the Unit Owner with the disability agreement.

Unit Owner signature: _____ Unit number: _____

Key Largo Ocean Resort Condominium Association Inc.

GOLF CART REGISTRATION FORM

This Golf Cart Registration is an agreement between (Owner/Resident) and Key Largo Ocean Resort Condominium Association, Inc.

- 1- Owner has read and signed the Golf Cart Rules and regulations attached to this agreement.
- 2- Owners agrees to abide by the Golf cart Policy and KLOR's agrees to permit Owner to keep the Golf Cart(s) described in this agreement in accordance with the Golf Cart Rules and Regulations.

Unit #: _____

Resident's Name: _____

Driver's License: _____

Golf Cart Brand: _____

Golf Cart Color: _____

License Tag: _____

Seating Capacity: _____

Source of Power: Only Battery-Powered Electric

Decal #: _____

Resident's Name: _____

Driver's License: _____

Golf Cart Brand: _____

Golf Cart Color: _____

License Tag: _____

Seating Capacity: _____

Source of Power: Only Battery-Powered Electric

Decal #: _____

Key Largo Ocean Resort Condominium Association Inc.

3. Owner must promptly notify Caribbean Property management in writing of any changes.

Remember to enclose:

- a) A current Photo of the Golf Cart(s).

By signing this agreement, Owner has agreed to all the above.

Owner Signature _____ Date _____

Key Largo Ocean Resort Association, Inc.

Rules and Regulations

In order to maintain a community of congenial residents who are financially responsible and thus protect the value of the Units and provided these Rules and Regulations shall not be used to permit or sanction unlawful discrimination or other violation of laws, the use of the Condominium Property shall be restricted to and shall be in accordance with the following provisions:

B - 22. Golf Carts.

Only battery-powered electric golf carts are permitted. Gasoline-powered golf carts are not allowed within the Condominium Property. To the extent applicable, the following rules relating to the operation of golf carts shall apply equally to the operation of any motorized vehicles on the Condominium Property's roads notwithstanding that only golf carts are specified:

- a. Golf carts without current, valid Key Largo Ocean Resort registration are not allowed to be operated on the private roads in the Condominium Property.
- b. Only persons of valid driving age and having a valid motor vehicle driver's license may operate a golf cart, and drivers must carry their licenses with them at all times. An unlicensed driver may not occupy the driver's seat nor have even partial control of any golf cart at any time.
- c. Only the driver of the golf cart may occupy the driver's seat. No other person may sit on the lap of the driver.
- d. Children shall not play on or operate golf carts.
- e. Children, including infants, shall be secured at all times that the golf cart is in motion.
- f. Passengers on golf carts shall occupy seating surfaces only and the total number of persons on the cart must never exceed the seating capacity of the cart. No person shall stand on the golf cart while the golf cart is in motion.

Key Largo Ocean Resort Condominium Association Inc.

g. All golf carts shall be operated in a manner as if they were automobiles being operated on public roads. All rules of the road, traffic signs and other safety measures shall always be followed.

h. Each party desiring to operate a golf cart within the Condominium Property shall sign a golf cart registration agreement as provided by the Association.

i. Golf Carts shall be equipped with a horn or other sounding device, at least one (1) front light and one (1) red rear light (or two (2) red rear reflectors), and the Unit number shall be clearly displayed on the rear of the golf cart in numbers at least three (3) inches high. All other self-propelled vehicles shall be equipped with front and rear lights and a horn or other sounding device as are required by Florida law.

j. Proof of ownership shall be required for all golf carts and other permitted vehicles, and all shall have current license tags.

k. No other motorized vehicles shall be permitted on the Condominium Property without Board approval.

UNIT OWNER(S) Signature(s) on behalf of all owners of the Unit

Print Name(s)

Date

Print Names(s)

Date

Print Name(s)

Date