

## APPLICATION FOR OCCUPANCY

All new residents (owners and/or tenants) are required to apply with **VILLAGGIO IN THE GROVE CONDOMINIUM ASSOCIATION, INC. (VILLAS)** prior to moving in. The application process could take roughly one to two weeks. A proposed buyer or tenant **MUST** be approved before moving in. You **MUST** obtain the required forms from the office of:

GRS MANAGEMENT, INC  
15280 NW 79<sup>TH</sup> COURT, SUITE 101  
MIAMI LAKES, FL 33016  
PHONE 305-823-0072  
FAX 305-823-4888

All applications **MUST** be submitted to **VILLAGGIO IN THE GROVE CONDOMINIUM ASSOCIATION, INC. (VILLAS)** All forms must be 100% complete and correct and must be signed by the appropriate parties. Incomplete applications **WILL NOT** be accepted nor processed.

**Please note all application requests are only valid for 30 days. If there are any pending items, the application will automatically be cancelled upon 30 days after submission. All applications fees are non-refundable.**

The following must be included with the application:

- \_\_\_\_\_ Application processing fee of \$150.00 for legally married couples. Any other applicant over 18 years of age must pay an additional \$150.00 per applicant. Made payable to: **GRS MANAGEMENT, INC. (Cashier's check or money order only) - Application fees are non-refundable.**
- \_\_\_\_\_ If the application is for sale, an estoppel **MUST** be requested before or at the time this application is submitted. **ESTOPPEL FEE OF \$250.00 (standard) OR \$350.00 (rush) is required.** Made payable to: **GRS MANAGEMENT, INC (Cashier's check or money order only)**
- \_\_\_\_\_ Signed copy of the contract for sale or lease.
- \_\_\_\_\_ Completed application with a copy of all applicants' driver licenses or photo IDs.

When a complete application package is received, we will commence the process for the background screening. Once the background screening is completed, we will be forward the application to the Board of Directors for approval.

All inquiries in reference to the application process must be done via e-mail to [customer@grsmanagement.com](mailto:customer@grsmanagement.com).

Sincerely,  
Applications Department  
GRS Management, Inc.

**VILLAGGIO IN THE GROVE  
CONDOMINIUM ASSOCIATION, INC. (VILLAS)  
Application for Occupancy**

**PLEASE FILL IN ALL BLANKS. APPLICATIONS NOT FULLY COMPLETED, WILL NOT BE PROCESSED.**

Note: Please note all applicants over the age of 18 (not married to primary applicant) must complete a **separate** application.

Date: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_

This Application is for a: Lease ( ) Purchase ( ) of Unit # \_\_\_\_\_

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

Realtor's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Phone# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

SSN# \_\_\_\_\_ DOB \_\_\_\_\_

DL # \_\_\_\_\_ State \_\_\_\_\_

MARITAL STATUS: Married ( ) Separated ( ) Divorce ( ) Single ( )

Spouse's Name: \_\_\_\_\_

Phone# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

SSN# \_\_\_\_\_ DOB \_\_\_\_\_

DL # \_\_\_\_\_ State \_\_\_\_\_

No. Of People who will occupy the unit: \_\_\_\_\_

**LIST OF OCCUPANTS**

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

**PETS**

Yes ( ) No ( ) How Many: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

**VEHICLES**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

**RESIDENCE HISTORY**

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

**EMPLOYMENT HISTORY**

ARE YOU: Self-Employed? Yes ( ) No ( ) Retired? Yes ( ) No ( )

Present Employment:

Employer Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Previous Employer: Employer Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Spouse's Employer

Self-Employed? Yes ( ) No ( ) Retired? Yes ( ) No ( )

Present Employment: Employer Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Previous Employer: Employer Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

**REFERENCES (No Relatives)**

Name \_\_\_\_\_ Years Known \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**LEASE ADDENDUM**

In the event the Lesser is delinquent in his or her obligation to pay to the Association, any general or special maintenance assessments, or any installment, the Association shall have the right, but not the obligation, to require the Lessee to pay said rental installment, or a portion thereof sufficient to pay said delinquent maintenance assessments, directly to the Association, upon the Association giving written notice of exercise of such right to the Lessee and Lesser. The right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against the Lessee or Lesser.

Initials: \_\_\_\_\_

\_\_\_\_\_  
Lesser (Owner) Signature

\_\_\_\_\_  
Lessee (Tenant) Signature

**RULES & REGULATIONS**

I, \_\_\_\_\_, acknowledge that a copy of the rules and regulations of the Association have been included in this package. If I wish to receive a full copy of the bylaws, the full package is purchasable at the GRS Management, Inc office. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Have any of the applicants ever been arrested for any other than a minor traffic violation?

Yes ( ) No ( )      Convicted Yes ( ) No ( )

Name of applicant: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Applicant acknowledges that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside screening agency, will make an investigation from the information given and present their findings to GRS Management Inc. and the association for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or its agent or GRS Management, Inc or the unit owner liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application. I/We acknowledge that upon request, a copy of any adverse information may be provided to solely the applicant in which had an adverse report with valid ID. The Association reserves the right to deny this application based on its investigative findings.

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



**GRS Management, Inc.**

15280 NW 79<sup>th</sup> Court, Suite 101

Miami Lakes, FL 33016

PH: (305) 823-0072 Fax: (305) 823-4888

Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

## **AUTHORIZATION FOR FILE DISCLOSURE**

I hereby consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results may only be provided, upon request, to the following applicant:

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

Full Name- First, Middle and Last Name (Please Print):

\_\_\_\_\_

Home Address (Unit # if applicable): \_\_\_\_\_

Applicant's Contact Phone Number (Required): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

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



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[www.grsmanagement.com](http://www.grsmanagement.com)

### Pet Registration Form

Association: \_\_\_\_\_

Date: \_\_\_\_\_ Unit/Account Number: \_\_\_\_\_

Resident/Occupant Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

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

Type of Pet(s) (Breed and Color): \_\_\_\_\_  
*Restrictions may vary based on Association bylaws*

Pet age and weight (lbs): \_\_\_\_\_

County Tag License # (will be verified on County Website): \_\_\_\_\_

Last time pet was vaccinated (attach proof of vaccination): \_\_\_\_\_

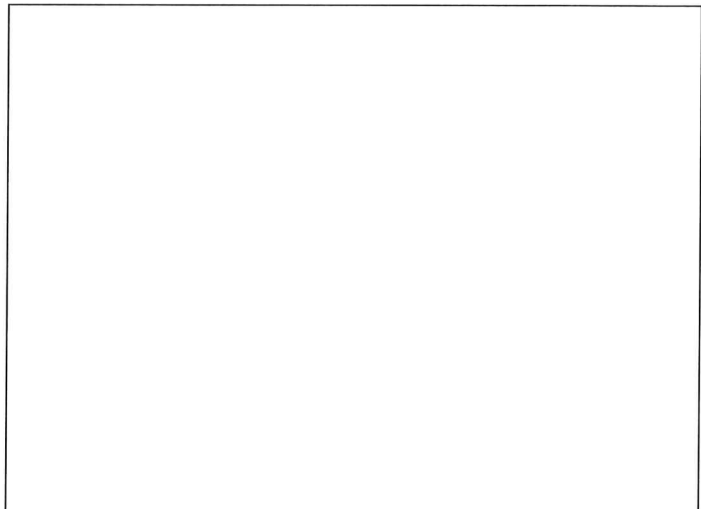
Veterinarian Name: \_\_\_\_\_

Veterinarian Phone: \_\_\_\_\_

**PLEASE ATTACH PHOTOGRAPH OF PET:**

\_\_\_\_\_  
Pet Owner Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date





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Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

## **ACKNOWLEDGEMENT OF RULES AND REGULATIONS**

I, \_\_\_\_\_, the applicant of this property (property address listed below) acknowledge that I have been provided with a copy of the rules and regulations of the Association. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

I, \_\_\_\_\_, the owner of this property understand that if I lease this property, I will be responsible for any violations of any rules and regulations caused by my lessee/tenant and I may be subject to violations and/or fines to my property.

I, \_\_\_\_\_, understand that I must undergo an interview with the property manager prior to moving in to the Association. The interview must be made by appointment only and must be within the same week as when the approval is issued.

Association Name: \_\_\_\_\_

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

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

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

RULES AND REGULATIONS

FOR

VILLAGGIO IN THE GROVE, A CONDOMINIUM

1. The entrances, passages and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property; nor shall any carts, bicycles, carriages, or any other objects be stored therein.
2. The personal property of Unit Owners and occupants must be stored in their respective Units.
3. No garbage cans, supplies, or other articles shall be placed on the Common Elements. No linens, cloths, clothing, curtains, rugs, mops, or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, fences, balconies, terraces, or other portions of the Condominium Property, except as provided herein with respect to refuse containers.
4. No garbage, refuse, trash or rubbish shall be deposited except as permitted by the Association. The requirements from time to time of Metropolitan Miami-Dade County and the City of Miami for disposal or collection by City of Miami shall be complied with. All equipment for storage or disposal of such material shall be kept in a clean and sanitary condition. All garbage and recycling refuse from the Condominium shall be deposited with care in garbage containers and recycling bins intended for such purpose at such times and in such manner as the Association shall direct.
5. Employees of the Association are not to be sent out by Unit Owners or occupants for personal errands. The Board of Administration shall be solely responsible for directing and supervising employees of the Association.
6. No repair of vehicles shall be made on the Condominium Property.
7. No Unit Owner or occupant shall make or permit any disturbing noises by himself or family, servants, employees, agents, visitors, pets or licensees, nor permit any conduct by such persons that interfere with the rights, comforts or conveniences of other Unit Owners or occupants. No Unit Owner or occupant shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his Unit in such a manner as to disturb any other resident. No Unit Owner or occupant shall conduct, nor permit to be conducted, vocal or instrumental instruction at any time which disturbs other residents.
8. No radio or television installation may be permitted in any Unit which interferes with the television or radio reception of another Unit.

9. No sign, advertisement, notice or other graphics or lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the condominium Property, except signs used or approved by the Developer. There shall be permitted "For Sale" or "For Rent/Lease" signs exhibited, displayed or visible from the interior or the exterior of the Condominium provided however, that exterior signs shall require the Association's approval prior to their installation. Additionally, no awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the Building or on the Common Elements.

10. No flammable, combustible or explosive fluids, chemicals or substances shall be kept on the Common Elements.

11. A Unit Owner or occupant who plans to be absent during the hurricane season must prepare his Unit prior to his departure by designating a responsible firm or individual to care for his Unit should a hurricane threaten the Unit or should the Unit suffer hurricane damage, and furnishing the Association with the name(s) of such firm or individual.

12. No structure of a temporary character, nor trailer, tent, mobile home or recreational vehicle shall be permitted on the Condominium Property at any time or used on the Condominium Property at any time as a residence either temporarily or permanently. No gas tank, gas container or gas cylinder shall be permitted.

13. No oil drilling, oil development operations, oil refining, quarrying or mining operations of any kind shall be permitted on, upon or in the Condominium Property, nor shall oil wells, tanks, tunnels, mineral excavations or shafts be permitted upon or in the Condominium Property. No derrick or other structure designed for use in boring for oil, natural gas or minerals shall be erected, maintained or permitted upon any portion of the Condominium Property.

14. No window Unit air-conditioning Units may be installed by Unit Owners or occupants. No unsightly materials may be placed on any window or glass door or be visible through such window or glass door.

15. No exterior antennae shall be permitted on the Condominium Property or Improvements thereon, provided that the Association or Developer shall have the right to install and maintain community antenna, radio and television cables and lines, and security and communications systems.

16. No chain link fences shall be permitted on the Condominium Property or any portion thereof, except during construction by Developer.

17. Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within the Condominium Property and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association. Loud noises will not be tolerated.

18. Pets, birds, fish and other animals shall neither be kept nor maintained in or about the Condominium Property except in accordance with the following, in addition to the applicable terms of the Declaration:

- (a) Dogs and cats shall not be permitted outside of its Owner's Unit unless attended by an adult and on a leash not more than six (6) feet long. Said dogs and cats shall only be walked or taken upon those portions of the Common Elements designated by the Association from time to time for such purposes. In no event shall said dog or cat ever be allowed to be walked or taken on or about any recreational facilities contained within the Condominium Property.
- (b) Fish or caged domestic birds may be kept in the Units.

19. Every Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. However, the Association shall not have the right to suspend voting rights and use of recreation facilities in the event of failure to so comply. In addition to all other remedies, in the sole discretion of the Board of Administration of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, his family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws, such fine or fines to be assessed as provided in the By-Laws.

20. These rules and regulations shall not apply to Institutional Mortgagees, nor to the Units owned by such Mortgagees. All of these rules and regulations shall apply, however, to all other Owners and occupants even if not specifically so stated in portions hereof. The Board of Administration shall be permitted (but not required) to grant relief to one or more Unit Owners from specific rules and regulations upon written request therefor and good cause shown in the sole opinion of the Board.