



Atlas Property Management Services, Inc.

1450 NW 87th Avenue Suite 204

Doral, Florida 33172

Phone 305-715-2801

Fax 305-715-2802

Website www.apmsi.com

The following applies to any Real Estate transaction involving the Sale, Rental or Transfer of any Condominium or Homeowners Association Unit.

PLEASE READ CAREFULLY This application will not be processed unless the following **bold italicized** items are attached:

1. **\$125.00 Money Order or Cashiers Check (No Personal Checks)** payable to Atlas Property Management Services, Inc.
2. **Police Report** for each adult over 18 years of age who will reside at the property. (If you reside in another State or County, provide a Police Report from your area) If you have a police record, provide a copy of the case along with your police report.
3. **Three Personal Reference Letters.**
4. **Copy of lease or purchase contract.**
5. **Employment Letter** or **Two most recent Pay-Stub**s for every adult who will reside at the property.
6. **Landlord Reference Letter.** if you are currently renting. If you are the owner of the property where you currently reside, please specify "OWNER" on that portion of the application.
7. **Copies of License and Registration**

Before you close on your unit, please make sure that your Mortgage Company and/or Title Company have requested the following information:

- ❖ **Estoppel Letter.** Money Order / Cashiers Check Only, Fee \$250.00 (24 hours) to be requested by Title Company.
- ❖ **Condo Pud Letter.** Money Order / Cashiers Check Only, Fee \$250.00 (24 hours) to be requested by Bank issuing the loan.

ONCE THE SALE IS FINAL IT IS IMPERATIVE THAT YOU OR YOUR CLOSING AGENT FORWARD A COPY OF THE WARRANTY DEED OR SETTLEMENT STATEMENT INDICATING DATE OF CLOSING AND NAME(S) OF THE NEW OWNER(S). (Without this information we can not update our system and in most cases no monthly maintenance coupons will be issued.)

In order to receive your Certificate of Approval make sure that you have received and reviewed your copy of the By-Laws of the Association. **It is the seller's responsibility to provide you with a copy of the By-Laws and Declaration of Condominium.** If the seller does not have a copy of the Declaration of Condominium, we can provide you with a copy at a cost of \$0.25 per page. The Declaration of Condominium encompasses all the Association Rules and Regulations. Procedures are listed with regard to annual election, amending the Declaration of Condominium it is very informative and we highly recommend you to acquire and read your copy.

Atlas Property Management Services, Inc. is the Management Company of the community association for which you are applying. We receive and process all information with regards to the sale, transfer, or lease of a unit. Once we receive your completed application (including payment and necessary documentation) we investigate the information you provide. We create a comprehensive report which is given to the Board of Directors along with your application packet. If all requirements are met, the Board of Directors will sign a Certificate of Approval. The Certificate of Approval needs to be recorded with Miami-Dade County; the original Certificate of Approval must therefore be picked up.

PLEASE BE AWARE THAT THIS PROCESS OFTEN TAKES UP TO 25 WORKING DAYS AND NONE OF THE FEES INCURRED ARE REFUNDABLE

This process may take longer than expected due to unexpected delays by the Board of Directors in giving an approval. Please be advised that you must request your parking decals at the time of the receipt of your Certificate of Approval. Also, please be advised that some of the Board of Directors / Property Managers may require interview with the new owner(s).

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Purchase/Lease Application Check List

Date: _____

Please be advised that in order to process your application in a timely manner, within 15 days from the day it was submitted, the following requirements must be met:

>>>>This portion is to be filled out by the APMSI representative only<<<<

- 1) _____ \$125.00 Cashier's Check or Money Order, payable to Atlas Property Management Services, Inc.
- 2) _____ All questions must be answered. (Social Security #, License Tag #, Date of Birth, Registration for each Vehicle, Full Name, Employment Information, etc.) No questions may be left blank.
- 3) _____ Copy of Lease Agreement or Sales Contract.
- 4) _____ Telephone number and name of Landlord. If you are the owner of your current home, please specify on the line provided for this information.
- 5) _____ Police Report for each adult over the age of 18 from Miami-Dade County Police Department or if you live in another State or County, please provide us with one from your Local Police Department.
(If you have any type record, please provide us with a copy of the case).
- 6) _____ Three personal reference letters.
- 7) _____ Employment letter or copy of the two most recent pay stubs.
- 8) _____ Reference letter from your Landlord, if you are currently renting.
- 9) _____ Copy of Each Drivers License and Registration for Each Vehicle (2 Vehicles Maximum).

!!!! If the above requirements are not met, the application will not be accepted, No Exceptions !!!!

Application and documentation received (Date): _____ by (Representative): _____

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Purchase/Lease Application Page 1 of 2

Dear Applicant(s),

All questions on this application must be completely filled in. Incomplete applications or blank spaces will result in delay and/or denial of approval. Please print legibly or type.

The Release of Information Authorization Form on this application must be signed by each applicant appearing on the Title/Mortgage/Lease and will exclusively be utilized to obtain a release of information including your Credit Report and National Background Check.

Applicant #1: Name _____ Birthdate _____

Social Security # _____ Drivers License # _____

Applicant #2: Name _____ Birthdate _____

Social Security # _____ Drivers License # _____

Applicant #3: Name _____ Birthdate _____

Social Security # _____ Drivers License # _____

Address _____ Unit # _____ City _____

Application for: Purchase ☐ Lease ☐

Unit Owner Acct. # _____ Unit Owner Phone # _____

Desired Date of Occupancy _____

Marital Status: Single ☐ Married ☐ Divorced ☐ Widowed ☐

Number of Adults (over the age of 18) who will permanently reside here _____

Name and date of birth of each Child (under the age of 18) who will permanently reside here:

Pets: Quantity, Type, Breed, Color, Weight _____

Vehicles that will regularly be parked at this address:

Year _____ Make _____ Model _____ License Plate # _____ State _____

Year _____ Make _____ Model _____ License Plate # _____ State _____

Have you ever filed an application here before? _____ If Yes, When? _____

Have you ever had a legal conflict with a landlord? _____ Eviction? _____

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Purchase/Lease Application Page 2 of 2

Residence History:

Current Address _____ How Long _____

City _____ State _____ Zip Code _____ Phone _____

Landlord _____ Phone _____

Previous Address _____ How Long _____

City _____ State _____ Zip Code _____ Phone _____

Landlord _____ Phone _____

Employment Reference:

Applicant #1: Employer _____ Phone# _____

Address _____ How Long? _____

Position _____ Monthly Income _____

Applicant #2: Employer _____ Phone# _____

Address _____ How Long? _____

Position _____ Monthly Income _____

This application is subject to acceptance by the Owner/Association/Landlord. The applicant(s) understand that the Owner/Association/Landlord will authorize Atlas Property Management Services, Inc. to act as their agent to investigate the information supplied by the applicant(s) on this application. Atlas Property Management Services, Inc. (and the Owner/Association/Landlord) will not be liable or responsible for any inaccurate information in the report caused by illegibility or inaccurate information given by the applicant(s). The applicant(s) agree not to hold Atlas Property Management Services, Inc. and the Owner/Association/Landlord liable for any report received by their investigations. All reports will be obtained in compliance with the FCRA – Fair Credit Reporting Act. The applicant(s) agree to sign the Authorization Form required by Atlas Property Management Services, Inc. in order to obtain the necessary Employment Verification, Credit Report and National Background Check referenced in this application. Atlas Property Management Services, Inc. may investigate all given references as deemed necessary, and, may also require a credit report through a credit reporting agency. All investigation reports will be handled in complete confidentiality with results only available to the Owner/Association/Landlord or other authorized persons. By signing this application, the applicant(s) authorize the Owner/Association/Landlord and their agent Atlas Property Management Services, Inc. to investigate the information supplied.

Applicant #1: _____ Signature _____ Date _____

Applicant #2: _____ Signature _____ Date _____

Applicant #3: _____ Signature _____ Date _____

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Dear Applicant(s),

This Authorization to Release Information Form will only be used to confirm information given by you on your attached Purchase/Rental/Lease Application. We will verify and obtain information from your employers, banks, financial institutions and credit institutions that require your authorization via your printed name(s) and signature(s) on this form.

**AUTHORIZATION TO RELEASE MY (OUR)
EMPLOYMENT, BANKING, CREDIT AND RESIDENCE INFORMATION**

The requested information will be used in reference to my (our) Purchase/Rental/Lease Application.

I (We) hereby authorize you to release any and all information concerning my (our) Employment, Banking, Credit and Residence to:

Atlas Property Management Services, Inc.

1450 NW 87th Avenue Suite 204

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I (We) hereby authorize Atlas Property Management Services, Inc. to investigate all statements contained in my (our) application as may be necessary. I (We) understand that I (we) hereby waive any privileges I (we) may have regarding the requested information by releasing it to the above named party. A copy of this form may be used in lieu of the original.

Sincerely,

Applicant -1- Printed Name

Applicant -1- Signature

Date

Applicant -2- Printed Name

Applicant -2- Signature

Date

Applicant -3- Printed Name

Applicant -3- Signature

Date

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