



6882 North Kendall Drive • Miami, Florida 33156 • (305) 662-4869

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**Sale/Lease Application Information**  
**Acknowledgement and agreement**

Owner or contracted realtors acknowledgement and agreement receipt of the below terms are to be signed at the bottom of page #3 and submitted to the office with the completed rental/sale application.

**"All business transactions are to be handled by property owners** as this is a condominium owner's association and not an apartment rental community."

**Unit owners (or their contracted realtors) looking to sell or lease apartments at DGC must provide all information shown on the first page of the application to their prospective tenant or buyer prior to submitting the application to the office. The association will only accept applications for sales/leases from the property owner or their contracted realtor. To eliminate confusion, tenants are no longer allowed to deal directly with management. No exceptions!**

The following information must be submitted to the Board of Directors for consideration BEFORE APPROVAL IS GRANTED for the rental or sale of your unit.

**The following must be completed prior to occupying the unit at Dadeland Grove Condominiums.**

**Each unit is to be inspected by Management/Maintenance DGCA personnel for water leaks and smoke detector(s) prior approval of leasing/sale of the unit.**

**Any delinquent maintenance cost, security deposit, and/or legal fees due to the association must be paid in full prior to submitting the new rental or any existing lease for approval for the rental of a unit.**

Owners renting their unit are required to pay a \$250 security deposit to Dadeland Grove Condominium Association, Inc. to pay for damages or violations caused by tenants. Rental/Renewal of contracts is for only one year. The Association will provide a one year approved rental certificate to the unit owner/contracted realtor. If tenants break the contract, the owner's security deposit will not be refunded and a new \$250 security deposit and \$100 for each adult will be required in order to process a new rental application.

Gate cards and parking permit costs are the responsibility of the owners and can be transferred by owners to tenants. Gate cards and parking permits, if lost, stolen or damaged, are the responsibility of owners to replace.



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- A copy of the executed lease contract or a copy of the executed sales contract is required.
- No more than two adults are permitted to reside at any unit as per the Association Rules and Regulations
- All new residents, renters and buyers, are to fill out an application which can be obtained in the office by the unit owner/contractor realtor during business hours **prior to occupying the unit**. The application fee is \$100 for each adult in the form of a money order or Cashier's Check only. Please make it out to Dadeland Grove Condominium Association. Personal checks will not be accepted. **The application's approval process takes 20 business days (Not including holidays)**. It is important to understand that the application approval process does not begin until all the necessary information is received in the management office. **No one is to move into Dadeland Grove Condominiums before a background check is performed and the board of directors has approved the new resident's application.** There are no exceptions!
- **PLEASE DO NOT CALL THE MANAGEMENT COMPANY TO RUSH.**

**DOG REGISTRATION**

If you own a dog, you must contact the manager office (located inside the clubhouse) prior to occupying the unit to register the dog. There is \$150 yearly fee for the registration. Only one dog up to 15 pounds is allowed **"No exceptions"**; a picture of the dog is also required as part of the registration documents.

**The Association will provide a one year dog registration certificate to the unit owner or contracted realtor who is responsible to provide the \$150 yearly fee and dog registration form to the office.**

Failure to comply with the above Rules & Regulations for dog registration will result in turning the unit account to the attorney for failure to comply with the Rules and Regulations –All fees incurred by the Association for the hiring of an Attorney will become the unit owner's responsibility.



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**PARKING AND VEHICLE REGISTRATION:**

All vehicles must be registered and have a permanent parking permit decal prior to occupying the unit

- In order to register vehicles the following documentation must be brought to the office prior to moving into the unit.
  - 1- A valid driver license.
  - 2- Vehicle registration and insurance (the vehicle must be owned and insured by the occupant of the unit)

Failure to comply with the above Rules and Regulations will result in the towing away of the unregistered vehicle at the owner's expense.

- EVERYONE WHO IS 18 YEARS OF AGE OR OLDER MUST PAY THE REQUIRED FEE AND BE SCREENED.

OCCUPANCY PRIOR TO APPROVAL OF THE BOARD OF DIRECTORS IS PROHIBITED.

- If there are any **questions not answered** or **left blank** on the application, the application will be not processed.

Please provide the owner's address, email and phone number to the office in a written format to: [dadelandgrove@bellsouth.net](mailto:dadelandgrove@bellsouth.net)

**Information for lease renewal**

In the event of a renewal of a lease to previously approved tenants, a new yearly lease along with the Lease Renewal Information Sheet is to be completed and submitted to the office.

**Please contact our office to obtain the Lease Renewal Information Sheet.**

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Signature of owner or contracted realtors acknowledgement and agreement.

\_\_\_\_\_  
Date.



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## Sale/Lease Application

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APPLICATION FOR OCCUPANCY TO BE USED ONLY BY INDIVIDUALS OR MARRIED COUPLES.

Today's date: \_\_\_\_\_

You will be buying or leasing at address: \_\_\_\_\_  
\_\_\_\_\_

Lease Term From: \_\_\_\_\_ To: \_\_\_\_\_

Name of current owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner current address \_\_\_\_\_

Owner current email \_\_\_\_\_

Name of the Realtor: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Applicant:</b> Last _____	First _____	MI _____
DOB _____	SSN _____	DL# _____ State _____
<b>Co-Applicant:</b> Last _____	First _____	MI _____
DOB _____	SSN _____	DL# _____ State _____

Name of people who will occupy your unit:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relation: \_\_\_\_\_



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**Present Employer:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Person to contact: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone #: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Person to contact: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone #: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

## CO-APPLICANT'S EMPLOYMENT INFORMATION

(if joint application)

**Present Employer:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Person to contact: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone #: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Person to contact: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone #: \_\_\_\_\_ Monthly Income: \_\_\_\_\_



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**Present Address:** \_\_\_\_\_ How Long: \_\_\_\_ Owned: Yes No

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_

Name of landlord or management company (if applicable) \_\_\_\_\_

Phone number: \_\_\_\_\_

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**Previous Address:** \_\_\_\_\_ How Long: \_\_\_\_ Owned: Yes No

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_

Name of landlord or management company (if applicable) \_\_\_\_\_

Phone number: \_\_\_\_\_

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### **PERSONAL REFERENCES (NO RELATIVES)**

(These references will be contacted between 9:00 A.M. and 4:00 P.M.)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_



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I, \_\_\_\_\_, do hereby swear that all of the information provided is accurate.

I, \_\_\_\_\_, absolve **Dadeland Grove Condominium Association, Inc.** from doing any wrongdoing and give them my full permission to do a background check, reference check, and credit check. They may use any means that they see fit to obtain all necessary information. Shall this information be false, I, \_\_\_\_\_, will not attempt to deface or embellish **Dadeland Grove Condominium Association, Inc.** for their acquisition of said information.

**Dadeland Grove Condominium Association, Inc.** is under the obligation to its client to do a full criminal investigation when asked. Please provide the following information.

Have you ever been convicted of a felony? \_\_\_\_\_

Have you ever been convicted of a misdemeanor? \_\_\_\_\_

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

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

Applicant has represented all information accurately and has not used an alias on this application. Applicant has read and understands that Dadeland Grove Condominium Association, Inc. will be performing all tasks associated with background investigations including but not limited to: Reference check, Employment check, Residence history, Criminal history, Credit history which will be completed by GLOBAL. Authorization is hereby given to release banking, credit, residence, and other information pertaining to this application.

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

\_\_\_\_\_  
Co-Applicant's Signature

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

