

THE PROCESSING OF LEASE
APPLICATIONS
WILL TAKE UP TO THIRTY (30) DAYS.

NO EXCEPTIONS!!!

WE WILL NOT PROVIDE AN UPDATE WITHIN THAT TIME. IF THERE IS SOMETHING MISSING YOU WILL BE CONTACTED BY THE PROCESSING DEPT. THE APPLICATION WILL BE PUT ON HOLD UNTIL ALL INFORMATION HAS BEEN RECEIVED. INCOMPLETE APPLICATIONS WILL NOT BE SENT TO THE BOARD OF DIRECTORS.

Name of Applicant: _____

Property Address: _____

Date Received: _____

Due date: _____

I acknowledge receipt of this notice. If I am the owner, realtor, and/or agent I will inform the applicant of this information. We also understand that an update **will not be provided** until the application is ready.

Signature

Print Name

WE WILL CONTACT YOU WHEN WE HAVE A REPLY.

THANK YOU FOR YOUR COOPERATION.

SONOMA TOWNHOMES AT DORAL

THE FOLLOWING INFORMATION MUST BE MET IN ORDER TO LEASE A UNIT.

***OCCUPANCY IS LIMITED TO THOSE NAMES THAT APPEAR ON THE APPLICATION**

***OCCUPANCY PRIOR TO FINAL APPROVAL IS PROHIBITED**

Any application packages that are submitted incomplete will be returned and will not be processed.

Please, read the following list carefully and make sure your package contains all required documents.

If any of the items below are missing, the application will be returned and not processed.

Please understand that processing an application takes time and plan accordingly.

RETURN THE APPLICATION IN PERSON TO THE ADDRESS BELOW

**7665 NW 50 ST
MIAMI FL 33166**

1. **Original application form fully completed. If there are any questions not answered or left blank, the application will **NOT BE PROCESSED**.**
2. A non-refundable APPLICATION FEE in the amount of \$ 150 "Husband and wife and or parent/ Dependent child". Any applicant applying as a dependent and/or married couple must provide proofs of such status (Valid Proofs : marriage certificate , Tax Returns, Unemployment application and full time student); any other adult must pay **additional \$150** (per adult). Payable with money order or cashier's check to DORAL MANAGEMENT
3. **Payment only can be made by money order or cashier's check**
4. A clear legible copy of the Valid Driver's License or a Picture ID from applicant(s) and **everyone who is 18yrs of age or older** must complete an application
5. Include a copy of Registrations and picture for all cars to be registered to the address.
6. A reference letter from your employer on a Company letterhead verifying position and salary.
7. Include two (2) character reference letters per applicant.
8. A clear legible copy of the Executed Rental Contract.

NOTE:

- If individual(s) applying does not have a US social security number, the following will be required: Three character reference letters , along with bank reference letter must be given as well as a copy of a valid passport.
- If individual(s) applying are coming from any other state than Florida or any other foreign country, a criminal report from the last place of residence (Carta de Buena conducta o Certificacion de antecedentes no penales, emitido por el Ministerio de Relaciones Interiores, o la Alcaldia del Municipio o Provincia y/o la Jefatura de Policial) must be included.

Please allow THIRTY (30) business days to process your application.

SONOMA TOWNHOMES AT DORAL

Request for Approval of Lease

Today's Date: _____

You will be leasing at address: _____

Name of tenant's realtor: _

Phone: _

Name of Owner's realtor: _

Phone: _

Applicant: Last_First _____ MI _____ DOB _____ _____ SSN/PASSPORT _____ DL# _____ State _____ Contact Number: _____ Email: _____
Co-Applicant: Last _____ First _____ MI _____ DOB _____ SSN/PASSPORT _____ DL# _____ State _____ Contact Number: _____ Email: _____

Name of all people who will occupy your unit. Anyone over the age of 18 years old will receive a background check.

Name: _____ Age _____ DOB _____ SS# _____

Name: _____ Age _____ DOB _____ SS# _____

Name: _____ Age _____ DOB _____ SS# _____

Name: _____ Age _____ DOB _____ SS# _____

Pets: How Many: _____ Type: _____ (dog, cat, other)

Breed: _____ / _____ Weight: _____ / _____

Automobiles: Year: _____ Make: _____ Model: _____ Tag#: _____

Year: _____ Make: _____ Model: _____ Tag#: _____

APPLICANT'S EMPLOYMENT INFORMATION

Present Employer: _____ Employed From: _____ to: _____

Address: _____ City: _____ State: _____ Zip: _____

Person to contact: _____ Phone#: _____ Monthly Income: _____

Previous Employer: _____ Employed From: _____ to: _____

Address: _____ City: _____ State: _____ Zip: _____

Person to contact: _____ Phone#: _____ Monthly Income: _____

CO-APPLICANT OR SPOUSE'S EMPLOYMENT INFORMATION

(Please indicate whether or not co-applicant is employed, retired, disabled, Unemployed, etc.)

Please do not leave Blank

Present Employer: _____ Employed From: _____ to: _____

Address: _____ City: _____ State: _____ Zip: _____

Person to contact: _____ Phone#: _____ Monthly Income: _____

Previous Employer: _____ Employed From: _____ to: _____

Address: _____ State: _____ Zip: _____

Person to contact: _____ Phone#: _____ Monthly Income: _____

APPLICANT'S PRESENT ADDRESS (including Name and Telephone number of actual Landlord or Mortgage Company

Address:

Name:

Telephone :

CHARACTER REFERENCES OTHER THAN RELATIVES:

Name _

Phone / Cel : _

Name . _

Phone /Cel : _

I/We, _____, do hereby swear that all of the information provided is accurate.

I/We, _____, absolve Sonoma Tonwhomes at Doral **and Doral Management** 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/We, _____, will not attempt to deface or embellish Sonoma Tonwhomes at Doral **and Doral Management** for their acquisition of said information.

Sonoma Tonwhomes at Doral and Doral Management is under the obligation to its client to do a full criminal investigation when asked. Please provide the following information.

Have you ever been charged and/or convicted of a felony? _____

Have you ever been charged and/or 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 understood the Rules and Regulations and restrictions contained in the Association's documents

Applicant understands that occupancy of the unit is subject to the prior approval of the Association and applicant will be present when guests, visitors, relatives or children who are not permanent residents occupy the unit.

Applicant has read and understands that Sonoma Tonwhomes at Doral **and Doral Management** 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 Doral Management and/or Core Logic Solutions .

Authorization is hereby given to release banking, credit, residence, and other information pertaining to this application.

Applicant's Signature

Co-Applicant's Signature

Current Owner's Information

Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____ Country: _____

Sonoma Townhomes at Doral Association Inc.

Leases

The documents governing the Sonoma Townhomes at Doral Community Association and its residents' conduct require that each owner, tenant, and guest comply with the rules and regulations of the Association. Compliance is for the benefit of all the owners and residents of the community and the Association has the duty to ensure that all its rules and regulations are followed and respected.

The governing documents of the association Section 13.21 – Leases reads as follows. Homes may be leased, licensed or occupied only in their entirety and no fraction or portion may be rented. No bed and breakfast facility may be operated out of a Home. Individual rooms of a Home may not be leased on any basis. No transient tenants may be accommodated in a Home.

This a formal notice of awareness that a home must occupy a single family for the duration of their tenancy and residence at the community. The use of a home for Air BnB's, Subleasing rooms or a section of the home, bed and breakfasts', short-term tenants, unregistered tenants, etc. is strictly forbidden. Sonoma Townhomes at Doral Association has a zero-tolerance policy for the breach of Governing Documents pertinent to Section 13.21 and will have no hesitation to bring violators to the attention of City of Doral to find resolution in accordance with Sonoma Townhomes Association.

In order to help the Association in its efforts to preserve the documents of the Community and safeguard property values we ask that you abide by the Rules and Regulations at all times.

By signing below, you agree to abide by Sonoma Townhomes Governing Documents and that you understand that under no circumstance does the association allow for the non-compliance of Section 13.21 Leases. You also agree to notify management if you are knowledgeable about this violation occurring in your Home. Non-compliance may affect the association's approval for lease renewal.

Applicant: _____

Date: _____

Print: _____

Co-Applicant: _____

Date: _____

Print: _____

Sonoma Townhomes at Doral Community Association Inc.

Lease Addendum

THIS ADDENDUM AGREEMENT is made and entered into this _ day of _
_ by and between _ (OWNER), _

(ADDRESS) (hereinafter referred to as
"UNIT OWNER") and _ , (hereinafter referred to as the
"TENANT")

WHEREAS Sonoma Townhomes at Doral Community Association, Inc., (hereinafter
"Association") is a Florida corporation- not-for-profit responsible for the operation and
maintenance of Sonoma Townhomes.

WHEREAS UNIT OWNER and TENANT have entered into a Lease for Unit _____ .

WHEREAS UNIT OWNER and TENANT agree to modify such lease to include the
Addendum.

NOW THEREFORE, in consideration of the following mutual covenants and promises, UNIT
OWNER and TENANT agree as follows:

1. If, at any time during the pendency of the lease, UNIT OWNER shall become thirty (30)
or more days delinquent in the payment of Assessments to the Association, UNIT
OWNER and TENANT agree that Association shall have the power, right and authority to
demand lease payments directly from the TENANT and deduct such past-due
Assessments, costs and attorney fees, if any, as may be delinquent. UNIT OWNER and
TENANT agree that TENANT shall pay full rental to the Association upon demand.
2. UNIT OWNER expressly absolves TENANT from liability to UNIT OWNER for unpaid rent
under the LEASE Agreement if such payment is made directly to the Association upon
demand from the Association.

Sonoma Townhomes at Doral Community Association Inc.

3. The Association shall have the right to notify the Unit Owner of a default in the payment of assessments. In the event that the assessments are not paid in full within ten (10) days of such notification, the Association shall have the right to collect the rent for the Unit from the TENANT.
4. Such notification of the election to collect rent shall be in written form addressed to the TENANT and copied to the UNIT Owner. Such right to collect rent shall continue until the delinquency has been paid in full. At such time as there is no longer a delinquency, the Association shall instruct the TENANT to make future rental payments to the Unit Owner.
5. Should TENANT fail to comply with the Association's demand within three (3) days of receipt of a demand for payment, the Association is hereby granted the authority to obtain a termination of tenancy, in the name of the UNIT OWNER, through eviction proceedings, or to seek injunctive relief or specific performance under the Addendum.
6. UNIT OWNER and TENANT further agree that if such legal action becomes necessary, the Association shall be entitled to recover reasonable attorneys' fees and costs, including appeals, from UNIT OWNER. Any costs shall be deemed a special assessment against the Unit and collectible in the same manner as any special assessment, pursuant to the Declaration of Covenants, Restriction, and Conditions.

IN WITNESS WHEREOF the undersigned have executed this Addendum this _ day of
_ 20 _ .

Tenant's Signature: _ Date: _

Print Name: _

- -

Unit Owner's Signature: _ Date: _

Print Name: _

WELCOME TO SONOMA TOWNHOMES AT DORAL

The Board of Directors has compiled the following important information for you about our Community. We recommend that all members of your household become familiar with this information.

It is the Owner's/Tenant's responsibility to obtain, read, and comply with all governing documents of Sonoma Townhomes at Doral Community Association, Inc. Copies may be obtained from Management Company.

To assure proper record keeping, new owners must submit all closing documents to Unlimited Property Management/Doral Management immediately following the closing

AS A NEW MEMBER OF OUR COMMUNITY, WE RECOMMEND THAT YOU OBTAIN:

- Two or three clickers to enter Sonoma
- Two personal pedestrian gate keys
- One garage key plus a remote control for the garage
- Two mailbox keys (available from prior owner/resident or through US Post Office)

MOVING SCHEDULE AND TRUCK SIZE:

- Permitted Monday thru Friday from 8:00 AM until 6:00 PM
- Permitted Saturday from 10:00 AM to 6:00 PM
- **Not Permitted at all on Sunday**
- **Moving truck may not be larger than 26'**

CONTRACTORS SCHEDULE:

- Permitted Monday thru Friday from 8:00 AM until 6:00 PM
- Permitted Saturday from 10:00 AM to 6:00 PM
- **Not Permitted at all on Sunday**

CITY OF DORAL ORDINANCE:

- Sonoma Townhomes at Doral consists of 233 residential units.
- Sonoma Townhomes are considered "uni-family" or "single-family" homes, with only one family permitted per home.
- Renting of rooms is not permitted.

ALARM COMPANY:

- The name of the alarm company is OWEN SECURITY
- Call the company at 305-223-2561 to set up the system; there is no fee to get hooked up.
- Contact the **City of Doral Alarm Unit** at 305-593-6699 to register your alarm, or go to the City of Doral Website [athttp://www.cityofdoral.com](http://www.cityofdoral.com) and look for the **Alarm Ordinance Information**.
- Remember that once you register there is no fine for the first two false alarms.

SECURITY GATE AT NW 114TH AVENUE

- Phone Number 305 594 1776
- 24-Hour-a-Day Gatehouse Attendant

ENTRANCE GATE AT NW 112TH AVENUE:

- Residents Only
- Clicker Required for Access

GARBAGE

- Green Container is for Regular Garbage
- Blue Container is for Recycling Materials only
- Regular Garbage is picked up on Mondays and Thursdays
- Recycling is picked up every other Thursday
- You need to store your Garbage and Recycling Containers in your garage or backyard/patio area, and not in the front of the home.

PARKING

Vehicles must be properly parked within the boundaries of the driveway. No part of any vehicle may extend onto grass or roadway areas. **Vehicles violating these rules will be towed at the expense of the vehicle owner.**

- Section 13.26 in Page 20 of the Declaration of Restrictions and Covenants reads as follows:

Parking. Owners' automobiles shall be parked in the garage or driveway. Each Home will have its own garage. No vehicle which cannot operate on its own power shall remain on Sonoma Townhomes at Doral for more than twelve hours, except in the garage of a Home. No repair, except emergency repair, of vehicles shall be made within Sonoma Townhomes at Doral, except in the garage of a Home. No commercial vehicle, recreational vehicle, boat, trailer, including but not limited to boat trailers, house trailers, and trailers of every other type, kind or description, or camper, may be kept with Sonoma Townhomes at Doral except in the garage of a Home. The term commercial vehicle shall not be deemed to include recreational or utility vehicles (i.e. Broncos, Blazers, Explorers, etc.) up to 21'5" in length or clean "non-working" vehicles such as pick-up trucks, vans, or cars if they are used by the Owner on a daily basis for normal transportation. Notwithstanding any other provision in this Declaration to the contrary, the foregoing provisions shall not apply to construction vehicles in connection with the construction, improvement, installation, or repair by Developer or Builders of Homes, Common Areas, or any other Sonoma Townhomes at Doral facility.

- Section 12.8 of the Declaration of Restrictions and Covenants reads as follows:

Guest Parking Spaces. Each Owner shall have a garage and driveway in which to park automobiles. Notwithstanding the foregoing, certain additional parking spaces may be designated as guest parking spaces. Owners may not park in guest parking spaces, unless such Owners are using guest spaces for a designated purpose (i.e., to use the park area).

- **Overnight Visitors** need a pass to park in the visitors parking spaces.

DRIVEWAY OWNER'S RESPONSIBILITIES:

- Paver bricks must be kept weed-free
- Driveways must be kept clean and free of oil stains
- Paver bricks must be level

FRONT GARDEN MAINTENANCE RESPONSIBILITIES:

- Must be maintained in an attractive condition
- Must be maintained free of weeds

PETS:

Dogs are allowed in the Community. Dogs must be leashed at all times when of outside the home. The dog owner is responsible for cleaning up after the dog. Around the Community you will find containers specially designated to keep the community clean.

SONOMA DOES NOT PROVIDE:

- A Community Pool
- A Clubhouse
- Cable TV Service for Units

HURRICANE SHUTTER AND PAVER BRICK INTALLATIONS REOUIRE:

- Prior Approval from Sonoma Townhomes at Doral Community Association, Inc.
- All Permits required by the City of Doral

NOISE ORDINANCE

There is a noise ordinance in effect 24/7. If you are disturbed by noisy neighbors during those hours, you may feel free to call the City of Doral Police Department at (305) 593-6699 for assistance.

MANAGEMENT COMPANY:

The Association is professionally managed by Unlimited Property Management/ Doral Management
7665 NW 50 Street Miami FL 33166 e-mail : sonoma@unlimitedpm.com, Ph: 305 591 8715 and Ph 305 553 9731

OTHER USEFUL PHONE NUMBERS

- **911** - Police Emergency Number
- **311** - Miami-Dade County Information
- **305-593-6725** - City of Doral Information
- **305-4POLICE (305-476-5423)** - Police Non-Emergency Number
- **305-665-7488** - Miami-Dade Water and Sewer Department Information
- **1-800-226-3545** - Florida Power & Light - FPL Customer Service

**I HAVE RECEIVED A COPY OF THIS INFORMATION:
CONFIRMED BY:**

Date: _____

Signature: _____

Sonoma Townhomes at Doral

PET INFORMATION NEEDED:

- A) Pet photo
- B) Vaccines copy
- C) Pet License copy

PET 1 INFORMATION

PET OWNER NAME: _____

PET NAME: _____ PET TYPE: _____

PET SEX: _____ PET BREED: _____

PET AGE: _____

WEIGHT: _____

PET LICENSE: _____

PET DESCRIPTION: _____

PET 2 INFORMATION

PET OWNER NAME: _____

PET NAME _____ PET TYPE: _____

PET SEX: _____ PET BREED: _____

PET AGE: _____

WEIGHT: _____

PET LICENSE: _____

PET DESCRIPTION: _____

SONOMA TOWNHOMES AT DORAL

RESIDENT CONTACT INFORMATION SHEET

Date: _____ Acct #: _____

Homeowner's name(s): _____

Tenant's name(s) (If applicable): _____

Property Address: _____

Mailing Address (If different than property address): _____

Phone numbers:

- Home: (_____) _____
- Work: (_____) _____
- Cell: (_____) _____

Please check this box if you consent to receive notices from the Association via e-mail.

E-mail address: _____

Additional Contact Information:

Name: _____ Phone: (_____) _____

Emergency Contact Information (IMPORTANT):

Name: _____ Phone: (_____) _____

Please note that it is **very important** that you send this form back to us in order to have your file as updated and accurate as possible. It may take up to 2 weeks for any mailing address changes to be updated into our system upon receipt of this form.

Thank you for your cooperation.

SONOMA TOWNHOMES AT DORAL COMMUNITY ASSOCIATION, INC.

Coded Remote Control
Request Form

Date: _____

Name: _____

() Unit Owner () Tenant

Unit Address: _____

Local Phone Number: _____

Amount of Clickers: _____

- **The Association's records will register this current purchase.**
- **If my control remote is lost I will pay a charge of \$45.00 for a replacement.**
- **I am responsible to provide my remote control(s) to the purchaser should I sell my home in the future.**
- **If my remote control is lost and should I later find it, I understand that no returns or refunds are allowed.**
- **In support of the Association's efforts to maintain safety I assure that only family members residing in my property will use this remote control(s) to have access in Sonoma Townhomes at Doral.**

Print Unit Owner/Tenant Name: _____

Signature: _____

Codes of Clicker(s) purchased: _____, _____, _____.



City of Doral

6100 NW 99th Avenue, Doral, Florida 33178
Alarm Office: 305-593-6699 Fax: 305-593-6696
www.doralpd.com

Administrative-Alarm No:

Alarm Registration

Please check one: New Renewal

Please check one: Business House / Townhouse Apartment / Condo

* City Ordinance requires an emergency contact registration for all alarms in the City. Registration and renewal fees are \$25.00

Address: _____
Street address Apartment/Bay/Suite Number Zip Code

Name: _____

Phone Numbers: _____
Day Evening Cell

Email Address: _____ @ _____

RESIDENTIAL:



Last Name: _____

First Name: _____

Mailing Address: _____

Address, City, State, Zip Code

BUSINESS:



Business Name: _____

Mailing Address: _____

Address, City, State, Zip Code

RENTAL PROPERTY: Property Owner

Name: _____

Address: _____ Phone: _____

City: _____ State: Zip Code: _____

EMERGENCY CONTACTS:

Name: _____

Phone Numbers: _____
Day Evening Cell

Name: _____

Phone Numbers: _____
Day Evening Cell

ALARM COMPANY: (Providing Monitoring)

Name: _____ Phone: _____

Date of Installation: _____