

THE PROCESSING OF PURCHASE  
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

Request for Approval Purchase

**\*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**

**Original application form fully completed. If there are any questions not answered or left blank, the application will **NOT BE PROCESSED**.**

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

1. Payment in the form of Money ORDER or Cashier's check
2. A clear legible copy of the Executed Sales Contract.
3. 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.
4. Include a copy of Registrations and pictures for all cars to be registered to the address.
5. A reference letter from your employer on a Company letterhead verifying position and salary.
6. Include two (2) character reference letters per applicant.

## NOTES

- A) If individual 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.
- B) If individual(s) applying are coming from any other state than Florida or any other foreign country, a criminal report (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 Policia) must be included.

**Return completed application in person to the address below**

**7665 NW 50<sup>th</sup> Street  
Miami, FL 33166**

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

# SONOMA TOWNHOMES AT DORAL

## Request for Approval of Sale

Today's Date: \_\_\_\_\_

You will be purchasing at address: \_\_\_\_\_

Name of Buyer's realtor: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Seller'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 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 Landlord or Mortgage Company)

Address:

\_\_\_\_\_

Name :

Telephone:

\_\_\_\_\_

**CHARACTER REFERENCES OTHER THAN RELATIVES:**

**Name:** \_\_\_\_\_ **Ph/Cel:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Ph /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: \_\_\_\_\_

# **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 COMMUNITY ASSOCIATION, INC.  
Phone (305) 553 9731 e-mail : sonoma@unlimitedpm.com

**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: \_\_\_\_\_, \_\_\_\_\_.

# 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.**



# 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: \_\_\_\_\_