

HIDDEN COVE OF DAVIE CONDOMINIUM ASSOCIATION, INC.

APPLICATION RECEIVED
BY RENAISSANCE ON:

____/____/____

SALE & LEASE APPLICATION

- **Incomplete applications will not be accepted**
- Occupancy prior to board approval is strictly prohibited.
- The association has **30 days** to approve or deny the application from the date the application is **COMPLETE**.
- An application must be completed by **EACH** resident over the age of 18.
- The \$150.00 application fee is non-refundable and required for **EACH** resident over the age of 18.
- Husband and wife should complete one application and pay one application fee.
- Acceptance of the application for processing does not guarantee approval.
- Tenants are responsible for obtaining unit key, pool key, and mailbox key from current owner.
- Buyers are responsible for obtaining Association Documents and all keys from current owner.
- **Occupancy: maximum two (2) persons per bedroom can reside in the unit.**

HOW TO SUBMIT YOUR APPLICATION:

- **OPTION 1:** Email all documents to applications@rmgsouthflorida.com and mail the application fees
- **OPTION 2:** Drop off all documents at the RMG office listed below



PROPERTY MANAGEMENT COMPANY:

- Renaissance Management Group, Inc.
- 1773 N State Road 7 - suite 200, Lauderhill, FL 33313
- Hours: Monday -Friday, 9am – 5pm

PROPERTY YOU ARE APPLYING TO:

Association Name	Hidden Cove of Davie Condominium Association, Inc.		
Property Address			
Real Estate Agent		Agent Phone Number	
Agent Email			

FOR SALES:

Closing Date	
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FOR LEASES:

Lease Start Date		Lease End Date	
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✓ DOCUMENTS CHECKLIST:

Applicant 1 INITIALS	Applicant 1 INITIALS	
		Complete Lease Application
		Copy of <u>Executed Sale Contract</u> OR <u>Executed Lease Contract</u>
		\$150 Application Fee per occupant (<u>Cashier's Check or Money Order ONLY</u>) Payable to <i>Hidden Cove of Davie Condominium Association, Inc.</i>
		Copy of Driver's License or Government Issued ID for all adult occupants
		Birth certificates of ALL children (<i>if applicable</i>)
		Marriage License (<i>married couple applying</i>)
		Copies of Registration and Insurance of all Vehicles
		Copies of last 3 months Bank Statements
		Copies of last 3 months Paystubs or Social Security Administration Letter
		Pet Form + Pet Documents (<i>if applicable</i>)

LIST OF ALL PERSONS WHO WILL LIVE IN THE UNIT:

Full Name	Date of Birth	Relationship

_____ Total Number of Adults who will occupy the home (18 or older)

_____ Total Number of Children who will occupy the home (under 18)

_____ Total Number of Vehicles

_____ Total Number of Pets

APPLICANT(S) INFORMATION

	Applicant 1	Applicant 2
Name		
Phone Number		
Email		
Date of Birth		
Social Security #		
Driver License #		

EMPLOYMENT DETAILS

	Applicant 1	Applicant 2
Employer Name		
Employer Phone		
Supervisor Name		
Annual Salary		
Position Held		
Hire Date		
Other Income		

CHARACTER REFERENCES (No Family Members)

	Applicant 1	Applicant 2
Reference 1 Name		
Phone Number		
Address		
Relationship		
Known How Long		

Reference 2 Name		
Phone Number		
Address		
Relationship		
Known How Long		

RESIDENTIAL HISTORY

Current Address			
Moving Out Reason			
Date of Residency	From	To	Rent Amount \$
Landlord Name		Landlord Phone	

Previous Address			
Moving Out Reason			
Date of Residency	From	To	Rent Amount \$
Landlord Name		Landlord Phone	

VEHICLE INFORMATION

Make & Model:	Year:	License Plate:	Color:

EMERGENCY CONTACT

Name		Phone Number	
Relationship			
Address			

BANK REFERENCES

Bank Name	
Address	
Phone Number	
Account Type	

PETS that will occupy the unit

Name	Type/Breed	Color	Wight (lb)	Age

APPLICANT AUTHORIZATION I

(We) fully authorize investigation of all answers and references given;

(We) acknowledge we cannot occupy the premises without proper authorization from the association;

(We) agree that false or incomplete applications will be rejected;

(We) acknowledge the processing of this application may take 4 weeks;

(We) agree that no transient occupancy is allowed and a copy of each lease and renewal lease agreements must be provided to the association prior to initiation of renewal;

(We) hereby issue authority and permission, while holding harmless the credit bureau and Renaissance Management Group, Inc., releasing them and their agents, employees and members from any losses, expenses or damages sustained directly or indirectly by me or others, from information disclosed in their investigative report whether made orally or in writing.

(WE) CERTIFY THE FOREGOING TO BE TRUE AND CORRECT:

The Association and its Agent, in the event of consent to a Sale, hereby authorizes Renaissance Management Group to act as our agent with full power and authority to take such action as may be required, if necessary, to compel compliance by our Lessee(s) and/or their guests, with provisions of the Declaration of the Association. Its supportive exhibits, rules and regulations of the Associations, or in the instance of any violation of any of the above by the Lessee(s) and/or their guests, under appropriate circumstances, to terminate the Leasehold. The Lessor agrees to reimburse the Association for any attorney fees and costs incurred as Lessor's agent in such enforcement of Lease termination.

Applicant 1 Signature: _____ **Date:** _____

Print Name: _____

Applicant 2 Signature: _____ **Date:** _____

Print Name: _____

APPLICANT AUTHORIZATION II

By physically or electronically signing your full name below, you declare that all your statements in this application are true and complete. If you fail to answer any question or give false information, the property may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy.

By submitting this application, you are directing and authorizing Renaissance Management Group, Inc. & Hidden Cove of Davie Condominium Association, Inc. to verify the information you have provided and obtain additional background information about you through any means, including (i) using a third party consumer reporting agency such as AppFolio, Inc., 50 Castilian Dr. Goleta, CA 93117 - (866) 648-1536 to prepare a consumer report or an investigative consumer report and/or (ii) verifying information by contacting personal and professional references, employers, and other rental housing owners. You further direct and authorize Renaissance Management Group, Inc. & Hidden Cove of Davie Condominium Association, Inc. to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that any such entities may have concerning your status as a registered sex offender (as allowed by law), criminal history (as allowed by law), motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature. Preparation of all consumer reports and investigative consumer reports will follow federal, state and local laws and regulations.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report or investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regards to applicants is an investigation into your prior rental history, education, and employment.

- I am authorizing Renaissance Management Group, Inc. to conduct the background check(s) described above.
- I am consenting to use electronic means to (i) sign this form, (ii) receive the Applicant Authorization appearing above, and (iii) receive any legal notices electronically.

Applicant 1 Signature: _____ **Date:** _____

Print Name: _____

Applicant 2 Signature: _____ **Date:** _____

Print Name: _____

RULES AND REGULATIONS ACKNOWLEDGEMENT

I have read and understand the Rules and Regulations and Architecture Guidelines of
HIDDEN COVE OF DAVIE CONDOMINIUM ASSOCIATION, INC., Inc. that have been presented to me by
the Board of Directors this:

_____ day of _____ 20_____.

Additionally, at no future date will any resident, guest or invitee of my unit indicate that they did not adhere to
said Rules and Regulations of the HIDDEN COVE OF DAVIE CONDOMINIUM ASSOCIATION, INC., Inc.
due to non-awareness of same. I am financially responsible for any cost/damage caused by myself, my guests,
tenants, and invitees to HIDDEN COVE OF DAVIE CONDOMINIUM ASSOCIATION, INC. property.

I have read it in full and thoroughly understand its intent.

I furthermore agree to abide by these “Rules and Regulations”.

Applicant 1 Signature: _____ Date: _____

Print Name: _____

Applicant 2 Signature: _____ Date: _____

Print Name: _____

ELECTRONIC TRANSMISSION OF CONDOMINIUM NOTICES

(BUYERS ONLY – FS 718.112)

If you agree to receive your notices of Special Assessments, meetings, and general association notices via email, please fill out the following form:

I/We, _____ owner(s) of Unit _____ at *HIDDEN COVE OF DAVIE CONDOMINIUM ASSOCIATION, INC.*, do hereby agree to receive notices regarding special assessments, meetings and general association notices via electronic transmission.

Please send any notice of special assessments, meetings, and general association notices to the following emails:

- Applicant 1 Email: _____
- Applicant 2 Email: _____

I agree that if I wish to rescind my agreement to receive my notices via electronic transmission, I will notify the property manager by emailing info@rmgsouthflorida.com a request to update my preferences back to regular mail.

Applicant 1 Signature: _____ Date: _____

Print Name: _____

Applicant 2 Signature: _____ Date: _____

Print Name: _____

VOTING CERTIFICATE

(BUYERS ONLY)

This form is necessary if there is more than one owner of the unit - only ONE unit owner per unit may vote. all unit owners whose name appears on the deed must sign this form. In addition, one must be selected to cast the ballot at the annual Election of Directors.

Unit Address: _____

Designated person who shall exercise the voting rights assigned to said unit at any meeting of *HIDDEN COVE OF DAVIE CONDOMINIUM ASSOCIATION, INC.*, either in person or by proxy:

Signature of all owners on the deed:

(1) _____

(2) _____

(3) _____

Dated this _____ Day of _____, 20_____

- The certificate must be executed for each unit owned by one or more persons or by a corporation or trust. The purpose is to designate the person who may exercise the voting rights assigned to said unit.
- Note: The person designated above must be one of the owners of the unit or in the case of a corporation, an officer, or in the case of a trust, a trustee or beneficiary.

PET REGISTRATION FORM & RULES ACKNOWLEDGEMENT

(This form must be signed by a veterinarian- WEIGHT LIMIT 35lb)

☐ I DO NOT HAVE A PET: _____
SIGNATURE

NECESSARY DOCUMENTS:

Please Initial:	
	Complete Pet Form for EACH pet
	Recent photo of the pet
	Proof of Vaccination
	Emotional Support or Service Animal Card and Letter (if applicable)

Pet Owner's Name	
Pet Owner's Phone	
Unit Address	
Association Name	

Pet's Name		Type/Breed	
Gender		Color	
Weight		Age	
Neutered/Spayed?			
Broward County License			

Veterinarian's Name	
Veterinarian's Phone	
Veterinarian's Email	
Signature:	

I/We hereby certify that the above information is true and correct. I/We understand that I/we am/are fully responsible for the actions of my/our pet(s) and I/We agree to abide by the Pet Rules as it relates to control of the pet(s) so as not to cause a nuisance, to have it on a leash while outside, and I/we agree to clean-up after the pet(s). By signing below, I/we acknowledge that I/we have read and understand the pet rules and regulations. I/We understand that violations of the Rules and Regulations and Governing Documents regarding pets can lead to fines and restriction of my/our rights to have a pet and the expulsion of my/our pet from the Association property.

Pet Owner Signature: _____

Date: _____

HIDDEN COVE CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

PETS:

No farm animals, livestock, or poultry of any kind shall be raised, bred or kept within the residential properties, except in accordance with this Section. Only dogs, cats or other domestic pets shall be kept on or within any lot. Dogs exceeding 30 pounds are prohibited.

A. The keeping of a dog or other domestic pet within the properties is not a right of a unit owner but is a conditional license subject to the Rules and Regulations of the Association. This conditional license is subject to termination at any time by the Board of Directors upon a finding that a pet is vicious, is annoying to other residents, or has in any way become a nuisance. The owner of a pet assumes the liability for all damage to persons or property caused by the pet or resulting from its presence upon the properties.

B. This license is subject to the following conditions:

1. No pet shall be kept, bred or maintained for any commercial purpose.
2. All pets must either be kept on a leash not to exceed 6 feet or within a pet carrier or caged at all times when outside of the owner's dwelling.
3. Pet owners must clean up after their pets immediately after they defecate. Fines may be imposed if an owner fails to clean up after their pet.
4. No owner shall permit his pet to become a nuisance or annoyance to any neighbor.
6. No pet will be permitted inside the pool area, deck, or grass perimeters around the pool.

SPEED LIMIT:

Speed limit in the community is restricted to 15 miles per hour. All traffic signs must be obeyed. Traffic offenders may be subject to fines.

TRASH:

No part of the residential properties shall be used or maintained as a dumping ground for trash, rubbish or garbage. No garbage, refuse, trash or rubbish shall be deposited on any dwelling lot except in receptacles stored in the garage of the dwelling unit or otherwise completely screened from view of any dwelling unit or common area; provided, however, that the requirements, from time to time, of the County of Broward for disposal or collection shall be complied with. All equipment for the storage or disposal of such material shall be kept in a clean and sanitary condition. Receptacles and other garbage, refuse, trash or rubbish shall be placed at the curb no sooner than 5:00 P.M. the evening before a scheduled trash pickup and empty receptacles must be removed to their storage locations (inside garage or inside fence) no later than 10:00 P.M. of the day of trash pickup.

Association will not be responsible for the removal of personal items, such as couches, chairs, bedding, appliances, etc., or any debris not removed by the trash hauler. No such items shall be placed on any

lot unless arrangements are made for immediate pick-up or by city bulk pick up scheduled that week. The trash hauler may provide for pick up of these items either periodically or by personal contract.

PARKING:

- A. Vehicles must be parked in each owner's driveway before overflow parking is permitted. All overflow parking must only be in a guest spot on a first come, first serve basis. Parking shall only be permitted in the homeowners' garage, driveway, or in guest parking.
- B. Parking on the street or on lawn areas is not permitted. Parking must be done in designated areas only.
- C. Blocking of neighbors' driveways or property, as well as access to cul-de-sac circles and traffic lanes is prohibited. Emergency vehicles must be able to access all cul-de-sac areas at all times.
- D. Parking next to a fire hydrant is not permitted.
- E. No boats, trailers, or recreational vehicles are permitted.
- F. No commercial vehicle is allowed within the Associations' common areas. A commercial vehicle is defined as any vehicle with a permanent sign or logo; any vehicle designed for hauling or storage; or any vehicle with visible tools or equipment.
- G. All vehicles must have a valid license tag and be registered to the owner, his lessees, or occupants, or guests. (No storage of cars is permitted on driveways or guest parking).
- H. Vehicles parked in guest spots must be operational and moved every week.
- I. No golf-carts, mini-bikes, or unlicensed motorized vehicles are permitted on Associations' roadways, sidewalks, or parking lots or any other common areas.
- J. Parking at the pool area is for those using the pool only.

SATELLITE DISHES

No Satellite dish is to be installed without prior written consent from the Condo Association. All satellite dishes must be installed only on the rear of the building or on an approved mast behind the home. Unit owners may be required to relocate their satellite dish at their expense if properly approval is not obtained before installation.

BASKETBALL HOOPS:

- A. Portable basketball hoops which have been approved by the Association, are permitted while in use, and are to be located in the driveway, centered on the garage door and facing the street. All basketball hoops must be removed while not in use and stored in the garage, or collapsed and stored in the rear yard behind the fence.
- B. No Markings are permitted on driveways or road areas.

LANDSCAPING:

A. The Association will mow, edge, trim, and fertilize all common areas. Shrubbery will be maintained at a height of 3 feet in front of the houses. Hedges along the outside of fences shall be maintained at a height of 5 feet.

B. Any re-landscaping or additions of tree or plant material must first be approved by the Condominium Association.

Any complaints in reference to the grounds maintenance should be directed to DNS Property Management at 954-584-5258.

POOL RULES:

A. All posted pool rules must be obeyed.

B. Pool use is limited to Hidden Cove residents and guests only. All guests must be accompanied by a unit owner.

C. The pool key will be used for I.D.

D. Any minor entering the pool area must be accompanied by an adult.

E. No one is allowed at pool area after 11:00 p.m.

F. Proper attire is required.

G. Life preservers are to be used for emergencies only.

H. No loitering.

I. No running, diving, or horseplay is permitted.

J. No pets are allowed inside fenced pool area or on the grass perimeter around pool.

K. No loud music.

L. No glass in the pool or pool area.

M. Food must be confined to tables only.

N. Gates and bathroom doors must be closed at all times.

O. Residents and guests must shower before using pool.

P. Pool capacity is limited to 20 persons.

Q. Swim at your own risk. No lifeguard present at any time.

R. No oversized rafts or two man boats allowed.

S. Trash must be disposed in designated containers.

T. No bicycles or skateboards permitted in the pool area.

HURRICAN PREPAREDNESS:

- A. Unit owners must remove loose objects from front and rear yards.
- B. Hurricane shutters can only be used after a hurricane watch is issued, and must be removed within one week after the storm has passed. If there is another named storm by the National Hurricane Center, residents may keep their storm shutters up until the storm has passed or is no longer a threat.
- C. Hurricane shutter specifications can be obtained from the Association.
- D. If a unit owner is going to be away during the hurricane season, the unit owner must make arrangements to designate someone to prepare their home in the event of a storm.
- E. The Association will prepare the pool areas in the event of a hurricane.

RENTAL/LEASING:

If you will be renting your home, you must contact your Condo Association for approval.

NOISE:

- A. No loud car radios
- B. Vehicles with excessively loud or defective muffler systems are prohibited.
- C. Any offensive or disruptive noise is prohibited at any time.

HOME IMPROVEMENTS:

- A. Roof replacement:

All replacement roof tile must be approved by the Condominium Association. Please contact DNS Property Management at 954-584-5258 for additional details.

- B. Any structural changes, additions, porches, balconies, etc., must be approved by Condominium Association.

- C. Unit owners will be required to maintain their homes in accordance with community standards.

VIOLATIONS:

A. NON PAYMENT OF ASSESSMENTS:

1. All maintenance payments are due on the 1st day of each month. All payments must be received on or before the 10th day following the due date to avoid an administrative collection fee. A delinquent owner will be assessed \$25.00 as an administrative collection fee for any late payment or for having an outstanding balance of \$25.00 or more.
2. Any lot owner wishing consideration on a late fee must put that request in writing to the Board of Directors within 30 days of the date of the first late notice mailed by the management agent. Such request shall set forth the reasons for consideration and any special circumstances. As a condition to the Board's consideration of a request (and until such time as the Board has made its decision), the Owner shall remit the late fee in question. The failure of an Owner to request consideration in a timely manner shall be deemed an absolute waiver and no further requests shall be considered. The Board will advise the owner in writing of their decision.

3. Delinquent accounts may be referred to the Associations' attorney or collection agent. Any and all fees incurred for this collection will be assessed to the owner and secured by a continuing lien on the owners' property.

4. All checks returned by the Bank will incur a \$25.00 return check fee, chargeable to the lot owner.

5. All monies received from a lot owner will be credited first to legal fees and costs, then to fines, then to late charges and interest, and finally to the oldest outstanding assessment against their account.

B. NON-MONETARY VIOLATIONS:

A. In addition to all other remedies provided in this Declaration, the Infractions Committee, in its sole discretion, may impose a fine upon a lot owner or his lessee for failure of the lot owner, lessee, his family, guests or invitees, to comply with any provision in this Declaration or the Articles, By-Laws or Rules and Regulations of the Association, provided that the following procedures are followed:

1. The Association shall notify the Owner of the alleged violation in writing. The notice shall include the date and time of the next Infractions Committee meeting at which the Owner shall have the right to present testimony as to why the fine should not be imposed.

2. The noncompliance shall be presented to the Infractions Committee at the meeting described in the notice. At such meeting, a hearing shall be conducted to obtain testimony as to the levying of a fine in the event that it is determined that a violation has in fact occurred. A written decision of the Infractions Committee shall be submitted to the Owner no later than 7 days after the hearing.

3. The Infractions Committee may impose the following fines against the alleged violation of the lot owner in the event a violation is found.

a. Non-Recurring violation. A fine in an amount not in excess of \$100.00

b. Continuing violation. A fine in an amount not in excess of \$100.00 per day for each day the violation continues up to a maximum of \$1,000.00.

4. A fine as provided in these rules and regulations shall be due and owing no later than 30 days after the written decision. Noncompliance may also result in legal action, at the option of the Board of Directors. Violations which are also violations of Davie Ordinances will be referred to the Davie Code Enforcement Board.

5. The lot owner shall ultimately be responsible for the actions of his lessee, family, guests and invitees. All fines will be assessed against the lot owner's account.