



# St. Andrews Purchase Application

## Application Checklist

Before any potential owner is issued a Certificate of Approval to move in the St. Andrews of Miramar Condominium Association community, a screening must be conducted. A screening date cannot be set up until the following documents are submitted to St. Andrews of Miramar Condominium Association Management Office:

- 1) Fully **completed** purchase application
- 2) Cashier Check or Money Order (non-refundable) made payable to St. Andrews of Miramar Condo Association for screening, in the amount of:
  - \$150 per each person over the age of 18 living in the property/listed on lease
  - \$150 for married couples on the lease agreement (Marriage Certificate Required)
- 3) Copy of the executed purchase agreement with all amendments, signed by owner(s)
- 4) Copy of Picture Identification (Driver’s License/Passport) required.
  - Application process takes 7 to 10 business days (No rush requests accepted)
    - Application will not be processed unless it is fully completed by all parties
  - Management will call/email you once the application is processed to provide status results

After the screening is completed a Certificate of Approval will be issued to the owner or realtor. In addition, the owner or realtor must provide St. Andrews Condominium Association with a copy of the closing documents to process the change in ownership.

Please sign and date this document if you agree with the terms and conditions of St. Andrews of Miramar Condominium Association, Inc. purchase procedures:

Realtor/Agent name: \_\_\_\_\_; Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ St. Andrews Place, building: \_\_\_\_\_, unit: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant (Print name): \_\_\_\_\_



**OWNER- INFORMATION SHEET**

BUILDING # \_\_\_\_\_ UNIT # \_\_\_\_\_

THE UNIT OCCUPIED BY OWNER OR RENTER? \_\_\_\_\_ OWNER \_\_\_\_\_ RENTER

**OWNER'S NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

CELLULAR #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ (required)

**OWNER EMERGENCY CONTACT INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

CELLULAR #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

**OCCUPANCY LIST**

THE NAMES AND AGES OF ALL OCCUPANTS RESIDING IN THE UNIT ARE REQUIRED

1. NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

3. NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

**VEHICLE (S)**

MAKE: \_\_\_\_\_ COLOR: \_\_\_\_\_ TAG NO: \_\_\_\_\_

MAKE: \_\_\_\_\_ COLOR: \_\_\_\_\_ TAG NO: \_\_\_\_\_

**ALL MEMBERS OF MY FAMILY, MY GUESTS AND I WILL ABIDE BY THE RULES AND REGULATIONS OF THE ST. ANDREWS CONDOMINIUM ASSOCIATION.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



**RESIDENTIAL SCREENING REQUEST**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Window

**Current Employer**

Company: \_\_\_\_\_ Tel#: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_

**Current Landlord**

Company: \_\_\_\_\_ Tel#: \_\_\_\_\_

Landlord: \_\_\_\_\_ Rent: \_\_\_\_\_

Rented From: \_\_\_\_\_ To: \_\_\_\_\_

I have read and signed the Disclosure and Authorization Agreement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**LEASE ADDENDUM**

THIS LEASE ADDENDUM, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, as Owner of Unit No. \_\_\_\_\_ (the "Unit") of St. Andrews, a Condominium (hereinafter referred to as "Lessor"), and \_\_\_\_\_ (hereinafter referred to as "Lessee"), supplements and modifies that certain Lease Agreement dated \_\_\_\_\_ by and between Lessor and Lessee for the leasing of said Unit. The parties hereby agree as follows:

1. **RULES AND REGULATIONS.** Lessee, and his/her/their guests, invitees, licensees and servants, agree to take subject to, assume and abide by the Declaration of Condominium of St. Andrews, a Condominium (the "Declaration of Condominium"), its Articles of Incorporation, By-Laws, Rules and Regulations, and all exhibits and amendments thereto of St. Andrews, a Condominium (hereinafter collectively referred to as the "Association Documents"). By execution of this Lease Addendum, Lessee acknowledges that Lessee has received copies of the foregoing Association Documents from Lessor, and that Lessee understands that Lessee takes subject to same and agrees to abide by all provisions of the Association Documents, as same may be amended from time to time, and that the breach by Lessee (or Lessee's guests, invitees, licensees and servants) of any such Condominium Documents shall constitute a breach of a substantial obligation under the Lease. Failure of Lessee to abide by said Association Documents of St. Andrews of Miramar Condominium Association, Inc. (the "Association") shall entitle the Association to all the rights of Lessor to terminate the Lease and evict Lessee. The Board of Directors of the Association shall have the power, but shall not in any manner be obligated, to terminate the Lease and/or to bring summary proceedings to evict Lessee, in the name of Lessor and/or itself, in the event of (i) a default by Lessee in the performance of Lessee's obligations under the Lease, or (ii) a foreclosure of a lien placed on the Unit by the Association in accordance with the Association Documents. In the event the Association brings any action, proceeding or litigation to terminate the Lease and/or to evict Lessee, the Association shall recover from Lessor and/or Lessee all costs and reasonable attorneys' fees incurred therefore.

2. **USE AND OCCUPANCY.** The Unit shall be used solely as a private residence for Lessee, and the following individuals, as listed below:

\_\_\_\_\_

(List each occupant stating name, age and relationship to Lessee)

The Unit shall not be occupied by more than \_\_\_\_\_ persons. In addition, Lessee hereby specifically agrees to abide by any and all rules, regulations, covenants and restrictions contained in the Condominium Documents pertaining to guests within the Unit and/or upon Condominium property, as same may be amended from time to time. Lessee agrees not to use the Unit, or permit the Unit or any portion of the Condominium Property to be used, for any illegal, immoral, improper, offensive, hazardous or unlawful purpose. All valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed by Lessee. Lessee further agrees not to make, nor permit to be made, any disturbance, noise or annoyance of any kind which is detrimental to the Unit or any portion of the Condominium Property, or to the comfort of any of the other inhabitants of the Condominium.

3. **PROHIBITION OF SUBLETTING.** Lessee shall not sublet the Unit or any part thereof, nor shall the Lease Agreement be assigned by Lessee.

4. **RIGHT TO RENT.** In the event the Unit Owner/Lessor becomes more than thirty (30) days delinquent in his/her/their payment of Association assessments, special assessments, or other obligations, the Association shall be empowered, in its sole discretion, to direct the delinquent Unit Owner's Lessee, in writing, to make rental payments payable to the Association until such time as all such delinquencies, (including accrued interest, late fees; and attorneys' fees and costs attributable to



enforcement) have been paid in full. If required by the Association, a prospective Lessee shall sign a written acknowledgment of this obligation prior to being approved, but this provision shall be enforceable even in the absence of such written acknowledgment. This right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against Lessee or Lessor.

5. COMMON AREA SECURITY DEPOSIT. The parties acknowledge that the Association has the power to impose and has required that, as to the lease of any unit in the Condominium, and specifically, as to the Lease of the subject Unit, a security deposit in the amount of one month's rent, (or such larger amount as may be permitted by law, as amended from time to time), shall be collected. Said security deposit will be held pursuant to Section 718.112(2)(i), Florida Statutes, by the Association in a separate account and will be used to offset the cost of any damage to Association property or to the common elements of the Condominium caused by Lessee, his/her/their family, licensees, invitees and guests. Lessor shall pay to the Association said common area security deposit upon execution hereof. Upon the termination of the Lease, any unused portion of the security deposit shall be returned to Lessor. The Association shall not be responsible for any portion of the security deposit that is not returned by Lessor to Lessee. This security deposit shall be held by the Association in an account bearing no interest to the Lessor or Lessee. Claims against the deposit, refunds and disputes regarding the disposition of the deposit will be handled in the same fashion as provided in Part II of Chapter 83, Florida Statutes.

The Unit Owner/Lessor shall be jointly and severally liable with the Lessee to the Association for any amount which is required by the Association to repair any damage to the Common Elements resulting from acts or omissions of Lessee or Lessee's family, licensees, invitees, and guests (as determined in the sole discretion of the Association), and to pay any claim for injury, or damage to property caused by the negligence of the Lessee or any said Lessee's family, licensees, invitees, and guests, and special charges may be levied against the Unit, Unit Owner/Lessor, and/or Lessee therefore.

6. RIGHT OF ENTRY. The Association, its employees or their agents shall have the right to enter the Unit at all reasonable hours to examine the Unit, to make all repairs deemed necessary for the safety of the other residents of the Condominium or the preservation of the Condominium property (or any portion thereof), or to do whatever is deemed necessary to assure orderly use and proper maintenance of the Unit or any portion of the Condominium property.

7. SUBORDINATION. The Lease is hereby expressly made subject and subordinate to all Condominium assessments, ground or underlying leases, mortgages, building loan agreements and all advances which may now or hereafter affect or become a lien upon the Condominium real property of which the Unit forms a part, and to any renewals, modifications, consolidations, replacements or extensions thereof.

8. INDEMNIFICATION. Lessee agrees to indemnify and hold harmless the Association from and against any claims for damages to person or property arising from Lessee's use of the Unit, or from any activity or work permitted or suffered by Lessee in or about the Unit. The Association shall not be liable for personal injury or damages to Lessee's personal property from theft, vandalism, fire, water, rain storms, smoke, explosions, riots or other causes whatsoever. The provisions of this paragraph shall survive the termination of the Lease.

9. MODIFICATION OF LEASE. The Lease may not be modified, amended, or extended without the prior written consent of the Board of Directors of the Association.

10. Nothing contained in the Lease, this Lease Addendum, or the Association Documents, shall in any manner (i) be deemed to make the Association a party to the Lease or this Lease Addendum (except to the extent, if any, necessary to enable the Association to enforce its rights hereunder or under the Association Documents, or (ii) create any rights or privileges of Lessee under the Association Documents or in or as to the Association.

11. Unit Owner, Lessor, and Lessee as used herein shall include singular and plural.

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**12100 St. Andrews Place, Miramar, FL 33025**  
**Phones: (954) 885 9484; (954) 438 9428 – Fax: (954) 885 9414 – Email: [admin@standrewsofmiramar.com](mailto:admin@standrewsofmiramar.com)**



**ACKNOWLEDGEMENT OF LEASE ADDENDUM**

I, \_\_\_\_\_, PURCHASER OF \_\_\_\_\_ UNIT  
\_\_\_\_\_, HEREBY ACKNOWLEDGE THE LEASE ADDENDUM AND HAVE READ THE  
ADDENDUM IN ITS ENTIRITY.

I, \_\_\_\_\_, ACKNOWLEDGE THE LEASE ADDENDUM’S  
TERMS, CONDITIONS, RULES AND REGULATIONS THAT HAVE BEEN CREATED IN  
ACCORDANCE WITH THE DECLARATION OF CONDOMINIUM.

I, \_\_\_\_\_, HEREBY ACKNOWLEDGE THAT I HAVE A  
CLEAR AND CONCISE UNDERSTANDING OF THE LEASE ADDENDUM’S TERMS,  
CONDITIONS, RULES AND REGULATIONS, AND I WILL COMPLY ACCORDINGLY.

PURCHASER’S SIGNATURE: \_\_\_\_\_

PURCHASER’S NAME IN PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_

## PET REGISTRATION FORM

BUILDING: \_\_\_\_\_ UNIT NO#: \_\_\_\_\_

WILL THERE BE A PET IN THE HOUSEHOLD?

YES     NO

**IF YES,**

OWNER / RENTER NAME: \_\_\_\_\_

TYPE OF PET:        DOG \_\_\_\_\_        CAT \_\_\_\_\_

BREED: \_\_\_\_\_        COLOR(S): \_\_\_\_\_        WEIGHT: \_\_\_\_\_

PET'S NAME: \_\_\_\_\_

**INSERT PHOTO AND LATEST COPY OF PETS VACCINE  
(MANDATORY)**

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By signing below, I understand that **any** pet, visiting or otherwise, not registered with the association, staying on property, will not be allowed. This violation is subject to a fine starting at \$100 per occurrence.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_