



**PALM SPRINGS VILLAS SOUTH MAINTENANCE INC. (HOA)  
Package Checklist SALE / LEASE / OR TRANSFER**

***THE APPLICATION PROCESS TAKES 10-15 WORKING DAYS***  
***Please do not contact our office for an update prior to the 10 working days***  
**ALL ASSESSMENTS MUST BE PAID UP TO DATE FOR APPROVAL**

**Applications without original signatures or missing any of the documents below  
WILL NOT BE ACCEPTED - NO EXCEPTIONS**

**ALL PAGES NEED TO BE ONE SIDED (NO FRONT AND BACK DOCUMENTS ACCEPTED)**  
**All Electronic signatures MUST have e-signature certificate attached.**

1. Complete application with ORIGINAL SIGNATURE(S) leaving no empty spaces.  
(If this is a corporation, LLC etc. please provide corporate documents showing person signing is authorized agent of the corporation.)
2. Police Report of all occupants over 18 years old
3. "Character References" section on item 4 of the application must be completed.  
(MUST STATE TWO REFERENCES WITH NAME, TELEPHONE, AND ADDRESS)
4. Copy of Driver's license or picture ID for each applicant over the age of 18 yrs old
5. Lease Agreement or Purchase Contract/ plus Addendum if Applicable  
(If the property is being purchased/rented by a Corporation or LLC, submit a copy of the corporation documents or LLC documents stating the person that signed the application and/or agreement/contract is an authorized officer to sign)
6. Cash, money order, or cashier check (NO PERSONAL CHECKS) payable to "Your Neighborhood Management Group Inc." for the application fee:  
\$250.00 per Couple (18 years of age or older), \$100 for each additional person and \$300 for a corporation or LLC. The application fee is NON-REFUNDABLE
7. Rental Deposit (if applicable)

**NO EFFICIENCIES – NO SUBLEASING**

Submit the original application with **ORIGINAL SIGNATURES** and all the above documents to:  
**(call before submitting the Application)**

**Your Neighborhood Management Group Inc.  
12901 W.Okeechobee Rd. Suite F11  
Hialeah Gardens Fl 33018  
786-247-4100**



# Your Neighborhood Management Group, Inc

12901 W. Okeechobee Rd. #F11-Hialeah Gardens, Fl 33018 Ph. 786-247-4100 E-mail: nancyfont@gmail.com

Page 1 of 2

## Application Form for PURCHASE/RENTAL of a HOA Home

### 1- General Information.

1.1. Name of Community: **Palm Springs Villas South**

1.2. Addresses of property: \_\_\_\_\_

1.3. Name of applicant: \_\_\_\_\_ Telf: \_\_\_\_\_ Email: \_\_\_\_\_

1.4. Other: \_\_\_\_\_ Telf: \_\_\_\_\_ Email: \_\_\_\_\_

1.5 Other: \_\_\_\_\_ Telf \_\_\_\_\_ Email: \_\_\_\_\_

1.6 Other. adults (over age 18): \_\_\_\_\_

b) No. and names of children: \_\_\_\_\_

c) No. pets (Breed, color, and size) \_\_\_\_\_

### 2- Residence History.

2.1 Present Addresses: \_\_\_\_\_.

2.2  Lease  Own 2.3 Time of occupancy: \_\_\_\_\_.

2.4 If lease, name of landlord: \_\_\_\_\_

2.5 Landlord phone: \_\_\_\_\_.

2.1 Previous Addresses: \_\_\_\_\_.

2.2  Lease  Own 2.3 Time of occupancy: \_\_\_\_\_.

2.4 If lease, name of landlord: \_\_\_\_\_

2.5 Landlord phone: \_\_\_\_\_.

### 3- Employment information.

3.1 Name of Company (as on 1.3) \_\_\_\_\_.

3.2 Addresses: \_\_\_\_\_.

3.3 Position: \_\_\_\_\_ Name of contact: \_\_\_\_\_.

3.4 Telephone of contact: \_\_\_\_\_ 3.5 Income monthly: \_\_\_\_\_

3.1 Name of Company: (as on 1.4) \_\_\_\_\_.

3.2 Addresses: \_\_\_\_\_.

3.3 Position: \_\_\_\_\_ Name of contact: \_\_\_\_\_.

3.4 Telephone of contact: \_\_\_\_\_ 3.5 Income monthly: \_\_\_\_\_

### 4- References.

4.1 Name: \_\_\_\_\_ 4.2 Relationship: \_\_\_\_\_.

4.3 Telephone of contact: \_\_\_\_\_ .Address \_\_\_\_\_

4.1 Name: \_\_\_\_\_ 4.2 Relationship: \_\_\_\_\_.

4.3 Telephone of contact: \_\_\_\_\_ .Address \_\_\_\_\_

**EMERGENCY NAME AND NUMBER** \_\_\_\_\_

**\*\*\*Please use additional page if necessary \*\*\***



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Page 2 of 2

## 5- Vehicle information.

5.1 How many vehicles: \_\_\_\_\_.

5.2 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

5.3 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

5.4 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

## 6- Bank References:

a) Bank Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Type of Account: ( ) Checking ( ) Saving. How long: \_\_\_\_\_

a) Bank Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Type of Account: ( ) Checking ( ) Saving. How long: \_\_\_\_\_

## 7- Background Information:

7.1 Have you ever filed an application here before, if yes when? \_\_\_\_\_

7.2 Have you ever had any legal conflict as eviction? \_\_\_\_\_ or filed bankruptcy? \_\_\_\_\_

7.3 Have you ever been convicted of a crime or felony? \_\_\_\_\_ Any other Legal conflicts? \_\_\_\_\_

7.4 If yes, please include description of legal charges and a detailed explanation of occurrence on a separate page.

**\*\*Please be aware that any false information provided on this application will result in an automatic denial.\*\***

### Authorization to release information about my: Employment, Residence, Banking and Credit.

The requested information will be used in reference to my purchase application. The applicant hereby authorizes you to release all information concerning my employment, residence, and banking and to give this information to:

**Your Neighborhood Management Group, Inc.**

The applicant hereby authorizes Your Neighborhood Management Group to investigate all statements contained in my application as may be necessary. The applicant understands that the applicant hereby waives privileges that he/she may have regarding the requested information to release it to the above-named party. A copy of this form may be used in lieu of the original. The cost of the application process and the interview is \$250.00 (not reimbursable) payable in the form of cash or money order to: Your Neighborhood Management Group, Inc. If for any reason the board of directors do not approve the application, the fee payable to the management will be non-reimbursable. Please note a new application must be completed by all potential applicants each time a unit changes resident. The Approval Certificate will be delivered to applicant and must retain it for the living time on the property.

X  
Applicant's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

X  
Applicant's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

**USE SEPERATE PAGE IF NEEDED**