



COURTYARDS AT NAUTICA CONDOMINIUM ASSOCIATION, INC.

4525 SW 160th Avenue, Miramar, FL 33027 • Phone 954.441.2274
office.courtyardsnautica@gmail.com

OWNERS INSTRUCTIONS TO FILL OUT THE APPLICATION

Hours of Operation - BY APPOINTMENTS ONLY:

Monday, Tuesday & Thursday - 9:00 am - 3:00 pm

Wednesday - 10:00 am - 2:00 pm

Friday - 9:00 am - 12:00 pm

1. **COMPLETE THIS ENTIRE FORM.** Every Line **MUST** be filled or marked "N/A" for Not Applicable.
2. Every page **MUST** be signed including the pet registration.
3. We do not accept application via email/fax. Application must be printed, completed, signed and brought to your appointment.
4. The owner of the unit must call the office to schedule the appointment – (954)-441-2274. Appointment times for decals and application submittals are Tuesday and Thursday from 9 a.m. – 11 a.m. (15 minutes intervals)
5. Applicants must have all the necessary requirements.
 - a. We require a contract if purchasing a unit or a lease if renting.
 - b. Lease: Names of all occupants who will live in the unit must be on the lease.
 - c. \$100 per applicant 18 years and older and \$100 for administration fee. If you bring your marriage certificate, it will be \$100 for both (money order only). For international background, fee is applicable.
 - d. Bring a copy of your driver's license or ID and vehicle registrations.
6. Once your application has been accepted, we will send the application to the national background screening. This can take 15 days or more. International Screening costs differ and can take up to 30 days or more for results.
7. Upon getting the results from Universal Background, we will call you to set up your interview (Wednesdays 9 a.m. – 11 a.m. only). If the office does not contact you, your application is not ready. Please refrain from calling for status.
 - a. We check credit score. Credit score must be 650 and above.
 - b. Approval: All certificates of approval will be given on the following Friday.
 - c. Applicants with less than 5 years of history in the United States, must apply for international background.
8. Bring all cash and money orders for application, decals and/or certificate of approval.
 - a. Certificate of approval letter - \$10.00 (Notarized – cash only)
 - b. Decals are \$15.00
9. No application will be processed without the \$1,000.00 security deposit on file. (Owner(s) may have preexisting deposit on file.)



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APPLICATION FOR RESIDENCY

Circle one: **Purchase** (attach estoppel) or **Rental** (attach lease & AR balance \$_____)

Property address: _____ SW 160 Ave., Unit _____ Miramar, FL 33027

Full name _____ SSN _____ DOB _____

DL # _____ Telephone number(s): _____ (H) _____ (Cell) _____

Email address(es): _____

Marital Status _____ Single _____ Married _____ Divorced _____

Spouse name _____ SSN _____ DOB _____

DL # _____ Telephone number(s): _____ (H) _____ (Cell) _____

Email address(es): _____

All other occupants 18 years and over need a **separate** application and additional \$100 fee/applicant for individual background search. No more than 2 persons per bedroom.

Name _____ DOB _____

Relationship: _____ Age: _____

Name _____ DOB _____

Relationship: _____ Age: _____

Name _____ DOB _____

Relationship: _____ Age: _____

Emergency Contact _____ Telephone # _____

Relationship: _____ Email address: _____

Processing time is up to 15 days.

Every line **must** be completed before application will be processed. If not applicable, write "N/A".
Applicant(s) cannot move in before the Certificate of Approval is signed by the Board of Directors.

Signature _____ Spouse's signature _____ Date _____

Signature _____ Spouse's signature _____ Date _____



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VEHICLE INFORMATION: Submit copy of registration for each vehicle to be parked at property. Registrations **must** match applicants. Maximum of **two (2)** vehicles per unit. Parking decals are non-transferrable.

YEAR	MAKE	MODEL	TAG NUMBER
1.			
2.			

PRESENT ADDRESS (including city, state, and zip code)

Community Name, Bldg. & Unit Number

From Date: _____ Estimated Move Out Date: _____ #Occupants _____

Landlord Name: _____ Telephone: _____

PREVIOUS ADDRESS (including city, state, and zip code)

Community Name, Bldg. & Unit Number

Date moved in _____ Date moved out _____

Landlord Name: _____ Telephone: _____

ADDITIONAL ADDRESS if above is less than 7 years

EMPLOYED BY (company) _____

Telephone # _____ Email _____

Immediate Supervisor _____ Start Date _____

Position / Job Description _____ Salary _____

If you are self-employed, list company name and provide copy of corporate tax filing or Tax ID if a new company: _____



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SPOUSE EMPLOYED BY _____

Telephone # _____ **Email** _____

Immediate Supervisor _____ **Starting Date** _____

Position / Job Description _____ **Monthly Salary** _____

PROFESSIONAL REFERENCE _____ **Telephone #** _____

Address _____

PERSONAL REFERENCE _____ **Telephone #** _____

Address _____

Applicant(s) certify that all information submitted is true and complete. Each applicant authorizes the ordering and conducting of an Investigation which may include, but not limited to consumer credit, mortgages, banking, employment, business, tenancy, public records, personal character and characteristics, general reputation and mode of living. Each applicant requests and authorizes all persons and firms to give to any transmission by means included but not limited to communication via telephone, any/all information regarding the above subjects without limitation, including income. Applicants, its members, all persons and firms providing or receiving information (to include employees, officers, directors, brokers, agents and representatives of the foregoing) from any and all claims or liability which might arise from resale, transmission, assembly or interpretation of information, or denial of credit, housing, privilege or extra or unusual deposits. Applicants authorize reliance on this document and specifically agree that providing of false or misleading information constitutes reasonable grounds for denial of application. Applicant(s) authorize reporting of any ongoing residency history to its affiliates on the same terms as above.

Once application is approved, only 1 gate card per registered vehicle and the new resident's phone # shall be active in the tele-entry system. Landlord shall relinquish resident rights to use gate card, pool/clubhouse key, and mailbox key(s) and shall enter property as guest during the tenancy period unless special provision is requested and tenant gives permission in writing below.

Pool/Clubhouse key(s) – Yes / No



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FCRA DISCLOSURE AND ACKNOWLEDGMENT REGARDING BACKGROUND INVESTIGATION

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION

Courtyards at Nautica Condo Assoc. ("the Company") may obtain information about you for tenant purposes from a third-party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. An investigative consumer report may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. Please be advised that the nature and scope of the most common form of investigative consumer report obtained is an investigation into your education and/or employment history. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report, and to request a copy of your report.

The report may be generated by **Universal Background Screening (Post Office Box 5920 Scottsdale, AZ 85261, 1-877-263-8033, www.universalbackground.com** or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

*****Please note:** If you do not have 5 years of U.S. history, an international background check may be required, incurring additional fee(s) and requiring additional information.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION (above) and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT (separate document) and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Universal Background Screening, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature

Date

Full Name (First/Middle/Last)

Spouse Signature

Date

Full Name (First/Middle/Last)



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Date submitted by this office: _____ Order #(s) _____

PET REGISTRATION

Total number of pets and any offspring per residence is limited to 2.

Name: _____ **Owner or Renter** (circle one)

Phone # _____ **Email:** _____

Property Address: _____ SW 160 Ave., **Unit #** _____, Miramar, FL 33027

As unit owner or tenant at Courtyards at Nautica Condominium Association, I/we request permission to bring upon the property and, to keep within the property, a pet which is described as follows:

Name _____ **Dog, Cat or Other** _____

Age, Sex, Weight _____

Breed & Tag number _____

Name _____ **Dog, Cat or Other** _____

Age, Sex, Weight _____

Breed & Tag number _____

_____ I have attached a **color photograph** of each said pet.

_____ I have attached the **vaccination records** of each said pet.

_____ I have attached a copy of **proof of Pedigree or Breed** (if dog) of each said pet.

_____ I have attached the **license/registration** for each said pet.

1. If granted permission, I/we will diligently discipline and supervise said pet as to prevent any objectionable behavior, including excessive barking, and to prevent it from becoming a nuisance.

2. No pets are permitted to run at large. All pets must be kept restrained or on a leash at all times when on any common area of the Association premises.

3. The pet must be in the company of an individual willing and able to fully control it; and that in matters of its exercise and relief, it shall at all times be under prudent control, considerate of the interests and sensibilities of fellow condominium residents, their guests and all others.

4. All damage created by a pet is the sole responsibility of the pet owner or the property owner if the pet owner is a renter.

5. Pet owners shall clean up after pets properly. If necessary, reasonable cleanup costs plus a \$100 fine for each occurrence will be charged to the pet owner or the property owner if the pet owner is a renter.

I/We are aware of the Courtyards at Nautica's rules, regulations and restrictions regarding pets on the property and agree to abide by them.



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APPLICANT'S SIGNATURE _____ Date _____

APPLICANT'S SIGNATURE _____ Date _____

Current Unit Owner's Information

Owner Name (s): _____ Bldg# _____ Unit# _____

Owner Alternate Address: _____

City / State / Zip code: _____

Contact telephone number(s): _____ (H) _____ (Cell) _____ (W)

Email address(es): _____

If owner is using an agent, Agent's Name: _____

Contact telephone number(s): _____ (Cell) _____ (W)

Email address(es): _____

Owner Signature _____ Date _____

Owner Signature _____ Date _____



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PROPERTY RULES AND REGULATIONS

As Residents/Owners of Courtyards at Nautica, we are all governed by rules and regulations.

These rules and regulations are established by the Florida Statutes and found in our governing documents. We must know and live by these rules and regulations. When the Florida Statutes and our

governing documents are silent on some rules and regulations, the Board of Directors have the right to establish other rules.

As we continue in our effort to make our community the best in the City of Miramar, we are sending this friendly reminder to bring to all of our attention, these rules and regulations.

All-Ways Towing and a Lot Monitoring Company (954-496-6810) has been contracted to monitor the entire parking lot and to help enforce the following Parking rules and to tow when the rules are not followed.

Each unit is assigned two parking spots and are given two decals ONLY. Vehicles with decals MUST park in their assigned spots and must not park in visitor spots, OR YOU WILL BE TOWED.

Any special situation must be arranged through our office...i.e. (long term visitors from out of country with proof)

- **Visitors parking are for Visitors ONLY.** If your visitor is going stay in a visitor's spot **OVERNIGHT**, you must obtain a visitor parking pass from our office. After office hours, your pass can be obtained from security. **The visitor pass must be displayed on the dashboard of the vehicle.** There is a penalty for falsifying a visitor's pass as well as towing of the vehicle. For extended visitor parking passes, the current vehicle registration and a photo ID is required. **Property Security # (954) 362-5400. Hours are; Mon – Thursday 5 pm – 1am. Fri & Saturdays 6 am – 2 am.**
- **No expired tags / expired license plate allowed. All vehicles must be current with all state requirements to be parked in this community.**
- Damaged vehicles are not permitted on common areas
- No major mechanic work
- **Commercial vehicles are not permitted for overnight parking no exceptions your vehicle will be towed.**
- The **Speed Limit** in all of our community is **15 miles** per hour
- **Absolutely NO TAILGATING (fines and towing will apply)**
- Any decal "switch" to an unregistered vehicle will be towed. Decals are NON-TRANSFERRABLE.
- Unauthorized vehicles (no parking permit) will be towed at owner's expense.

Trash - There are thirteen (13) **Trash Bins** in our community. These are for residents use only. Therefore,

- Any resident using these trash bins must be able to place their trash in the bins
- Trash must not be thrown over the enclosure
- Trash must not be left on the floor surrounding the enclosure
- Trash must not be left outside the door to your unit nor on the patio

Bulk items pickup is scheduled on the last Friday of every month. These items must be placed outside the trash enclosures (**not in the trash bins**). If you replace furniture, appliances, or repairs in your unit, your contractor



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must take those items or trash with them. You can also call a charitable organization to take your usable furniture away for free. All boxes must be cut or flattened if you have many please tie and put in dumpster. Absolutely no appliances are to be left in those areas.

CYAN Rules continued:

Clubhouse Rental - A portion of the Clubhouse (the meeting room) may be rented to residents for a non-refundable fee of \$250.00. A separate refundable fee of \$500.00 is necessary as we require that you return the clubhouse to us in similar fashion as you received it (clean and not damaged) You must pay via money orders only and must reserve at least 10 days prior to event. Any refunds MUST be requested 7 days prior to event or you will lose your fee or part of it.

Swimming Pool and Spa - Our Swimming Pool and Spa are provided for your use. The key you use to enter the clubhouse can also be used to enter the pool. All using the pool and spa must wash off any and all sunscreen and or tanning lotions, wet or dry oils included as this clogs the filters and may cause damage to the filters.

- Children must have adult supervision. A shower is for use in pool area, before using pool and spa.
- No Alcohol allowed in the pool area
- No jumping pool gate or fence
- No pool parties of any kind allowed
- No food allowed
- No glass containers allowed

Satellite Dish - Association approval is required for Satellite Dish installations.

- They must be installed within your balcony railing or unit and cannot be adhered to any part of the common area structure
- The cable wires cannot be installed on common areas. If you presently have wires installed on common areas, you must contact your cable carrier to have them relocated

No Timeshare, VRBO, Airbnb, Short-Term Rentals or Subleases: Courtyards at Nautica Condominium Association PROHIBITS its owners from using their units as timeshare rentals, vacation rental by owner, Airbnb, short-term rental (daily/weekly/monthly), room for rent. No Subleases allowed.

Loud Music or Noise is not permitted. The City of Miramar has a **nuisance law** that prohibit loud music after 10:00 pm.

Children - Small Children cannot play in the street of the community (park area only). Minor Children are not allowed in pool area or gym

All Pets - If you can walk your pet, you can pick up after your pet. DNA registration is coming. If you don't pick up after your pet, we will identify your pet through DNA and the fine is high.

- Must be on a leash when being walked no exceptions
- Must be registered with the Association and appropriate fees paid. Anyone not registering their dog, will be fined \$600 per dog plus the usual fees.
- Pets must be walked by an Adult only. NO CHILDREN UNDER 18 years of age.
- Pets are not allowed in the following areas
 - Fenced pool area
 - Playground areas
 - Clubhouse area



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- All Gazebos

CYAN Rules continued:

No **Barbequing** is allowed in our community at all! No type of **Bar-B-Q Grills** are permitted on your patio or landing. This is a Miramar Fire Law.

Patio Area

- Allowable **Patio Items** are:
 - Patio furniture
 - Plants
 - Lawn chairs small table
- **Unit Landings** are not to be used for storage and fire devices are not to be blocked. The maximum amount of plants is 3 - 12 inch diameters.
- No other items are allowed on the patios and or landings. **NO STORAGE ITEMS ALLOWED IN COMMON**

Common Area - Common area **Water and Electricity** are reserved for Association use only. If you need special permission to use these utilities, you must contact the Association office

- The **Gazebos** have been upgraded with chairs, lights and painted. They are for all our use and must be maintained
- **Moving into or out of the Property** is allowed between the hours of 8:00 am and 8:00 pm (**weekdays** only unless special permission is granted by the Board of Directors)
- **No Moving Commercial Vehicles are allowed overnight. IT WILL BE TOWED.**

Common Area Deposits

All Owners that rent out their units must collect and maintain a \$1000.00 to be deposited with the Association for the common area use in case of any damage. All damages will be fined and deducted from this common area deposit. All checks must be made payable to Courtyards at Nautica Condo Inc.

All security deposits that have had deductions due to any violations or damages made, must replenish to the original \$1000.00 amount if the owners continue to rent. **All Common Area Deposits will be collected refunded to the renters by the unit owner AND NOT BY THIS OFFICE**

All Violations will be sent to the unit owner if the unit is rented. All fines and fees can be appealed by the UNIT OWNER ONLY within 10 (ten) days of receiving the letter.

Any and all complaints from tenants must be directed to their Unit Owner. The Unit Owner must send email or letter of complaint.

Entry to Clubhouse: You must enter the clubhouse with a key. Office staff will not open the door.



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CYAN Rules continued:

Fees:

- Directory Phone Change - \$25.00
- New or replacement vehicle decals - \$15.00

Plastridge is the new property insurance for certificates. Contact 561-276-5221

Please dial ***1001** to contact office from directory.

For any questions or comments regarding any of the following rules, please contact the unit owner directly.

- For all Unit Owners if fines are posed and not appealed or paid within ten days, account will be sent to the condominium attorney for further collections.
- If a unit has a leak, please be advised that the owners is responsible for their own pipes. Hence, they must contact a licensed plumber directly.

ANY AND ALL COMPLAINTS ARISING FROM A RENTED UNIT MUST ADDRESS TO THE UNIT OWNERS DIRECTLY AND NOT TO THE OFFICE. THE OWNERS AND / OR THEIR MANAGEMENT COMPANY MUST BE THE LIASON BETWEEN THE RENTED UNIT AND THE ASSOCIATION OFFICE. NO EXCEPTIONS!



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Rules and Regulations

I/WE HAVE READ, UNDERSTAND AND ACKNOWLEDGE THE RULES AND REGULATIONS OF THE COURTYARDS AT NAUTICA CONDOMINIUM ASSOCIATION, INC. BY SIGNING EACH PAGE OR INITIALLING WHERE SIGNATURE IS NOT REQUIRED, AND I/WE AGREE TO ABIDE BY THE RULES AND REGULATIONS WITH THE UNDERSTANDING THAT IT IS FOR THE HEALTH; SAFETY AND WELFARE OF ALL RESIDENTS OF COURTYARDS AT NAUTICA.

I/WE ALSO UNDERSTAND AND ACKNOWLEDGE THAT THE RULES AND REGULATIONS EXTEND TO ALL MEMBERS OF MY/OUR FAMILY, GUEST AND INVITEES OF WHOM I/WE ACCEPT RESPONSIBILITY FOR.

APPLICANT'S SIGNATURE _____ Date _____

APPLICANT'S SIGNATURE _____ Date _____

(For Admin. Use Only)

Tenants Estimated Move-In Schedule

Tenant's Name (s): _____ Bldg# _____ Unit# _____

Tenant's Name (s): _____ Bldg# _____ Unit# _____

Estimated Move In Date/Time: _____