

12301 S.W. 132 Court Miami, Florida, 33186
Phone: (305)251-3848 – Fax: (305)251-3849

APPLICATION PROCESS

1. Applications must be complete and filled out completely.
 - a. Please check that all initials and signatures are duly entered.
 - b. Incomplete applications will not be accepted.
 - c. Checklist for forms, documents attached for your convenience.

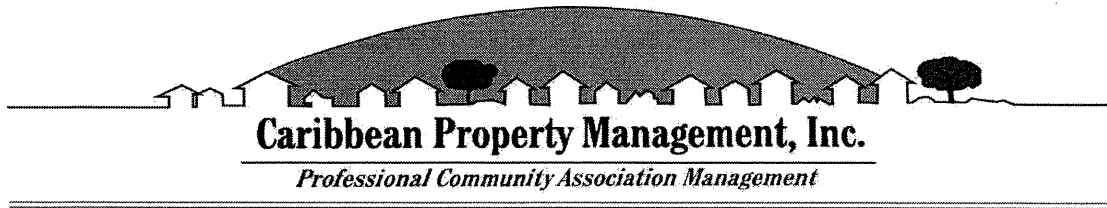
2. Applications are accepted:
 - a. Via email at melissa@caribbeanproperty.cc
 - b. In person at the office:
 - Monday – Friday, 8:00 am to 4:30 pm.
 - Closed for lunch from noon to 1:00 pm.
 - c. We do not offer a RUSH service or fee application processing

3. The processing of your application can take up to 15-20 days, so please plan accordingly. The applicant;
 - a. will be contacted as soon as the application has been received.
 - b. information processed, and any missing information will be requested.
 - c. will be advised in writing as soon as determination has been made.
 - d. owners or renters may not move in until Association approval is granted.

4. Calls to the office to inquire about status will only **delay processing**.
5. Applicants should work through their real estate broker if one is retained.

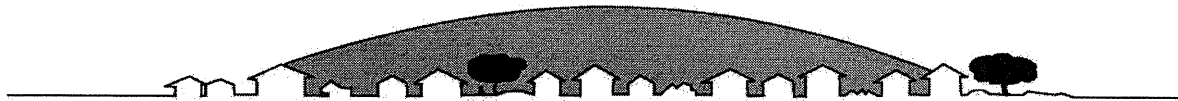
CHECKLIST

6. The following **DOCUMENTS** are required:
 - a. Copy of driver's license front for anyone over 18
 - b. Police records for anyone over 18
 - c. Copy of Marriage Certificate, if applicable
 - d. Copy of sale or lease contract, as applicable
 - e. Corporate Resolution, if applicable



7. The following **PAYMENTS** must be submitted:

- a. **non-refundable fee of \$150 for processing** of each application 18 years of age and older
Payment can be made with debit care, credit card and or money order made out to **Caribbean Property Management.** (Husband and Wife count as one application, must show proof if last name differs. i.e., Marriage Certificate)
- b. **non-refundable fee of \$20 for notary stamp** provided on the approval certificate. Payment can be made with debit care, credit care and or money order made out to **Caribbean Property Management.**
- c. Estoppel payment, if necessary
- d. There will be a 10% processing fee per transaction applied to credit card and debit cards.



Caribbean Property Management, Inc.

Professional Community Association Management

ESTOPPEL DEPARTMENT

When requesting an Estoppel, Pud, Questionnaire or Refinancing please follow the Instruction below:

- **Please ensure that when requesting information, the following are with your documents:**
 - A. Owner/Seller(s) Name:**
 - B. Purchaser/Buyer(s) Name:**
 - C. Property Address:**
 - D. Association Name:**
 - E. Email (Required):**
- Please direct all request to Caribbean Property Management, Inc. Estoppels Department C/o Caribbean Property Management, Inc., 12301 S.W 132 Court, Miami, FL 33186, attention estoppel department.
 - **A processing fee of \$250.00 for a 10- business day turn around or a RUSH fee of \$350.00 for a 3-business day turnaround.**
 - **IF THE ACCOUNT IS IN LEGAL COLLECTION AN ADDITIONAL \$ 150.00 WILL BE REQUIRED.**
- A pre-paid self-address envelope is required to receive original Estoppels. If one is not provided, you will only receive a fax copy of the Estoppel.
- **WE DO NOT WORK WITH FAX COPIES. IN ORDER TO COMPLETE YOUR REQUEST AN ORIGINAL REQUEST FORM MUST BE COMPLETED AND MONEY ORDER/CASHIER CHECK MUST BE ATTACHED MADE PAYABLE TO CARIBBEAN PROPERTY MANAGEMENT, INC.**
- WEEKEND AND HOLIDAYS ARE EXCLUDED.
- Communities requiring association Board of Directors approval and/or interview will take longer to process.
- The processing fee is the same for any transaction Sales, Pud, Questionnaire or Refinancing.
- To update all Estoppel information please fax back the original we sent you to (305) 251-3849. This will be updated within a 48 hour turn around.

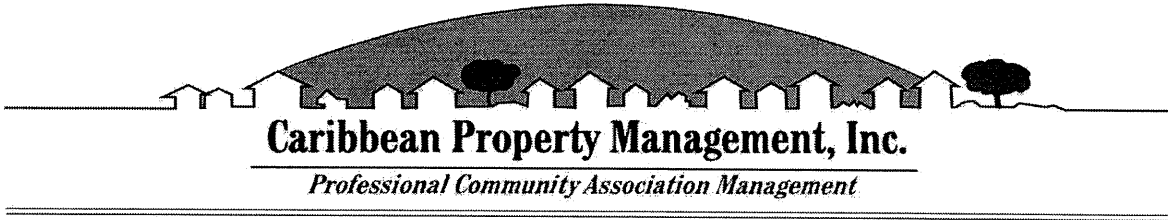
ACCEPTABLE FORMS OF PAYMENT: CREDIT CARD*, DEBIT CARD*, MONEY ORDER OR CASHIER

CHECK

Thank you for your cooperation and if you have any further questions, please do not hesitate to call our office at (305) 251-3849.

ESTOPPEL DEPARTMENT
CARIBBEAN PROPERTY MANAGEMENT

*- There will be a 10% processing fee per transaction applied to credit & debit cards



CONTACT INFORMATION:

Name of the current property owner(s):

Property Address: _____

Circle One: Seller's/Buyer's

Realtor's Name: _____

Realtor's Contact #: _____

ALHAMBRA HOMEOWNERS ASSOCIATION

Occupant Information Sheet

Property Address: _____

Homeowner (s):

Names: _____ D.O.B. _____

Names: _____ D.O.B. _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Home # () _____ Cell # () _____

Email: _____ Email: _____

Tenants (s): (If other than homeowner)

Names: _____ D.O.B. _____

Names: _____ D.O.B. _____

Phone: Home # () _____ Cell # () _____

Email: _____ Email: _____

Children:

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Other Family:

Name: _____ Age: _____ Rel: _____

Name: _____ Age: _____ Rel: _____

Vehicles:

Make: _____ Model: _____ Color: _____

Tag: _____ State: _____ Year: _____

Make: _____ Model: _____ Color: _____

Tag: _____ State: _____ Year: _____

ALHAMBRA HOMEOWNERS ASSOCIATION

Pets:

Breed: _____ Color: _____

Male/Female Dog/Cat Weight: _____

Breed: _____ Color: _____

Male/Female Dog/Cat Weight: _____

Signature: _____ Print Name _____

Signature: _____ Print Name: _____

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In case of an emergency, who should we call? (Should be someone with a key)

Name: _____

Relation: _____

Phone: Home # _____ Cell # _____

First Advantage

Application Form

Application Information		
Name:		
Date of birth:	SSN:	
Phone#:		
Email:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Employment Information		
Current Employer:		
Employer Address:		How many years?
City:	State:	Zip Code:
Phone:		
Position:		Monthly income:
Co-applicant Information		
Name:		
Date of Birth:	SSN:	
Phone#:		
Email:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Co-application Employment Information		
Current employer:		
Employer address:		How many years?
City:	State:	Zip Code:
Phone:		
Position:		Monthly income:
References		
Name:	Address:	Phone:
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.		
Signature of Applicant:		Date:
Signature of co-applicant:		Date:

ALAHAMBRA AT CORAL LAKES HOA
RULES AND REGULATIONS

- The Management Company for the Association is, Caribbean Property Management, 12301 SW 132nd CT Miami, Florida 33186. (305) 251-3848 fax (305)251-3849.
- Before buying or leasing, all prospective applicants MUST fill out an application and be approved by Board. NO ONE may move in without prior approval from the Board failure to comply with these rules will result in legal action.
- No home shall be occupied by more than one family.
- No individual rooms may be rented, and no transient tenants may be accommodated.
- Any modifications to your home must be approved before hand by the Board of Directors.
- When painting the outside of your home, please call the Management Company, or the President of the Association for color specifications.
- No commercial vehicles, boats, trailers, motor homes, trucks are permitted in the community.
- Each unit has three parking spaces. Two in the front and one inside the garage. Parking in the grass is NOT allowed. Parking in the guest space is permitted for 24 hours. You may not park in guest parking spaces if your driveway is empty. Those who violate these rules will have their vehicle towed at the owner's expense.
- Car repair in the community is strictly forbidden. Those seen repairing cars and disposing of fluids down the drains will be fined \$100.00
- Speed limit in the community is 10 miles per hour. Please obey all traffic signs and laws.
- Please read and follow the rules and regulations posted in the pool and tennis court areas.
- Only one pet is allowed per home. Pets must weigh less than 20lbs. All pets are to be kept inside your yard or home.
- All dogs must be walked on a leash in the lake areas.
- Food for animals is not to be left on the streets or in the parking lots.
- All garbage and furniture must be disposed properly. This includes putting trash can away after picking up and storing all trash behind the fence until assigned pick up day.
- All children in the community should be monitored by a responsible adult at all times. This reduces the risk of accidents and damage to the community.
- ADVISE HOW MANY CARS FOR HOUSEHOLD _____
- TYPE OF CARS _____
- DRIVER LICENSE # _____

Remember that the only way to live and maintain a beautiful community is to comply with the Rules and Regulations of the Association.

Accepted By:

Signature

Print Name

ALHAMBRA AT CORAL LAKES

“RULES & POLICIES”

FINES & FEES:

On every infraction, an initial notification letter will be sent to the owner/renter. After 15 calendar days if the situation has not been fixed a \$500 dollar fine will be assessed. You must notify the management company that you are working on a solution and/or that the problem has been resolved.

AWNINGS:

There are four colors available. Blue, Terracotta, Wine and Forest Green.

CARS FOR SALE:

No cars for sale are allowed in the compound. A \$100.00 dollar fine will be assessed to the homeowner having cars with 'FOR SALE' sign.

COMMERCIAL VEHICLES:

No commercial vehicles are allowed in the complex. Any vehicle with commercial marks must have them covered completely.

DRIVEWAYS:

Pavers are allowed.

FENCES:

The association will paint the fences every three years. The homeowner is responsible for keeping the fences in good shape. They should have the same height and be painted white.

GARAGE SALE:

No garage sales are allowed in the compound. A \$500.00 dollar fine will be assessed to the homeowner having a garage sale.

GARBAGE, TRASH & RECYCLING COLLECTION:

Please take your garbage out the night before the pickup day and after 6:00 P.M. Garbage collection is twice per week, Mondays and Thursdays. Recycling is only on Mondays. Trash, including yard clippings, must be canned, bagged or bundled in lengths of up to four feet using twine, rope, or duct tape. Each item must weigh less than 50 pounds. There are three days when there is no garbage collection: Martin Luther King Day, Independence Day (July 4th) and Christmas Day (December 25). Do not bring the garbage out before 7 PM on Sunday and Wednesday.

Neighborhood Trash and Recycling Center: 2200 SW 117 Avenue. Accepts used motor oil; does not accept white goods.

MECHANICAL WORK:

No mechanical work is allowed. An initial notification letter will be sent to the owner/renter. If caught doing mechanical work for a second time a \$500 dollar fine will be assessed.

MOTORCYCLES:

No motorcycles are allowed in the driveway. They must be inside the garage

MOVING IN:

Anyone moving in must have authorization from the association. Moving trucks are not allowed to stay overnight.

NOISE:

Unreasonable loud, excessive, unnecessary, or unusual noises are prohibited. Types of prohibited noises include, but are not limited to:

Radios, TV, musical instruments, stereos, etc, between the hours of 10:30 p.m. and 7:00 a.m.

Dogs, birds, and other animals, if the noise is frequent, habitual, long or continual.

Power tool and landscaping equipment that are used outdoors between the hours of 8:00 p.m. and 8:00 a.m.

PETS:

Pick up after your pet defecates. There is an area on Park Boulevard where the dogs can go for their needs. Dogs must be always on a leash. Maximum two dogs per house

GARDEN:

Garden must be kept clean.

SATELLITE DISHES:

Satellite dishes must be placed on the back of the house.

PAINT:

There are four colors approved by the Association. They are available at To do Color Paints, located at 11865 SW 26 Street (Coral Way). Telephone number: (305) 552-5883. Ask for the Alhambra at Coral Lakes colors.

SECURITY:

Security is provided for 12 hours everyday including holidays from 6:00 P.M. to 6:00 A.M.

SHUTTERS & PANELS:

Shutters can be installed without permission from the Association. The color must be white. During the non-hurricane season the accordion shutters must be kept open.

Shutters and Panels can be up only during the hurricane season (June - November).

VEHICLES:

The Guest parking spaces are only for 24 hours. Any vehicle that is parked for more than 24 hours will be towed. To avoid your vehicle from being towed, do not double park or park on the grass, and follow all parking regulations. The towing company has been authorized to come into the complex at any time, take pictures and tow away any vehicle in violation at the owner's expense.

TRASH BLUK PICK UP:

Should you contact county for a bulk pick up you must attach to the garbage the confirmation number provided by them so the association can affirm that you have called in order for a violation no to be placed.



THE ALHAMBRA AT CORAL LAKES

Date: _____

RE: Rules and Regulations

Dear Association:

I _____, will not rent any room(s) of my house according to the association By-Laws.

I understand that if I violate this rule(s) the association has the authority to proceed with legal action and evict me from my house.

I have understanding and knowledge of this rule and policy.

Sincerely,

Signature:

Print Name:

Date:

