

Maybury Mansions Association, Inc.

**APPLICATION PACKET
NEW LEASE**

MAYBURY MANSIONS OFFICE

2451 NE 51st STREET, Fort Lauderdale, FL 33308

Phone: 954-771-9100

Fax: 954-771-9270

Email: Mayburyoffice@gmail.com

Applications accepted Monday through Friday 10am to 4pm

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND
FURTHER DELAY PROCESSING**

MAYBURY MANSIONS CONDOMINIUM ASSOCIATION

APPLICATION/CHECKLIST INSTRUCTIONS

One application per person (18 years or older) must be fully completed. Married couples and/or Domestic Partners may fill out one application for both parties listed.

INTERNATIONAL APPLICANTS MUST CONTACT THE OFFICE FOR ADDITIONAL FORMS

Application Screening fees must be paid in full and in the form of a Cashiers' Check made payable to Maybury Mansions Condominium Association, with the application(s). Applications received without payment or with incorrect payment amounts will not be accepted. Applications/Screening Fees are NON-REFUNDABLE.

Fee Schedule US Citizens:	Single	\$150.00
	Married/Domestic Partnerships	\$300.00
	RUSH – Additional;	\$ 50.00
For Non-US Citizens:	Please inquire with the office.	

MINIMUM FICO SCORE OF 650 IS REQUIRED
NO PETS

Processing Application may take up to 2 to 4 Weeks (up to 30 days), plan accordingly.

ALL CORRESPONDENCE IN REGARD TO ANY APPLICATION WILL BE WITH THE RESPECTIVE APPLICANT ONLY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE INFORMATION TO OTHERS WHO MAY BE IN THE NEED TO KNOW.

Once all reports and/or supplemental information requested, if any, are received and it is deemed for an IN-PERSON interview and orientation, prospective applicant will be contacted to arrange a date and time for such.

ALL OCCUPANTS REQUIRE AN IN-PERSON INTERVIEW

The Maybury Mansions Board of Directors has the final and full authority to either accept, decline, or request further investigation of the application(s).

The Maybury Mansions Board of Directors reserves the right to demand rent from any Lessee in a unit not current on regular maintenance and/or assessment charges.

Maybury Mansions Condominium Association has the RIGHT OF FIRST REFUSAL for Leasing and/or Purchasing of any units governed by Maybury Mansions Condominium Association. Please refer to: ARTICLE XXV in the Declaration of Condominium.

Maybury Mansions Condominium Association has unit "use" restrictions in place – No subleasing of unit. No unit shall be used for other than residential purposes. NO UNIT MAY BE USED FOR TRANSIENT/HOTEL/OR COMMERCIAL PURPOSES.

AUTHORIZATION FOR FILE DISCLOSURE

PLEASE ATTACH DRIVER'S LICENSE OR PHOTO ID TO THIS FORM

APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results will be provided to

X _____
Signature Date

Full Name - First, Middle, and Last Name (Please Print)

Home Address (Unit # if applicable) APPLICANTS CONTACT #(REQUIRED)

CITY STATE ZIP

Social Security Number Date of Birth Driver's License Number and State Issued

MAYBURY MANSIONS CONDOMINIUM ASSOCIATION

ADVISORY NOTICE

Bldg/Unit _____

Acceptance of the application(s) by the Maybury Mansions Board of Directors does not constitute the guarantee of an interview nor approval of occupancy for the respective unit or any unit thereof.

I/We understand there are Application/Screening fees associated with the application(s) process and said fees are NON-REFUNDABLE.

Maybury Mansions Board of Directors reserves the right of denial based on items found in Background Checks, including but not limited to Credit History, Police/Criminal Records, Personal References, Present and Previous Residency and Employment History.

Application(s) that are not LEGIBLE or filled out incorrectly will not be processed for approval.

**ANY MISREPRESENTATION, FALSIFICATION OR
OMMISSION OF INFORMATION WILL RESULT IN
DISQUALIFICATION.**

Prospective Purchaser/Lessee (A) _____
Signature Date

Prospective Purchaser/Lessee (B) _____
Signature Date

MAYBURY MANSIONS CONDOMINIUM ASSOCIATION

INTRODUCTION – Page 1

BLDG/UNIT NO: _____

Dear Applicant:

Thank you for your interest in becoming a resident of Maybury Mansions Condominiums. Maybury Mansions Condominium Association consists of 312 residential condominium homes located on approximately 8.5 acres in the northern city of Fort Lauderdale.

Although a large portion of Maybury Condominiums are owner occupied, all residents who live at Maybury desire and work to maintain a community that is safe and properly maintained. This means that prospective residents have to demonstrate not only to be both financially responsible and can demonstrate that they will be a responsible citizen of our community, but also show a willingness to follow Maybury Mansions Condominiums Rules and Restrictions. Therefore, Maybury Mansions Condominiums requires all prospective residents including prospective residents moving in with a previous "association approved resident" (current owner or tenant), to go through an application and screening process as well as a formal, in-person interview with the members of the Board of Directors of Maybury Mansions Condominiums

In addition, each applicant is required to pay a NON-REFUNDABLE processing fee (also known as an Application Fee). Said fee is for administrative purposes including but not limited to the running of credit, background, and reference reports. The processing time is 3 to 4 weeks, however, be advised the process may take longer for out-of-state inquires. Interviews will NOT be scheduled and/or conducted until all reports and a complete application has been received by Maybury Mansions Condominium Association Office. **BE ADVISED INCOMPLETE APPLICATION PACKETS WILL BE AUTOMATICALLY REJECTED.** *It is up to you to ensure all forms and/or requested information are filled out entirely, turned in accordingly along with any request for supplement information.*

Maybury Mansions Condominium Association, like all condominium associations in the state of Florida, have reasonable Rules and Restrictions that are in place to best serve the interests of our residents/community. A book of Rules and Restrictions is given to successful applicants and any abuse of such will result in arbitration and/or lease termination.

For example:

NO TOLERANCE policy regarding illegal drug use and/or related activities. Maybury Mansions Condominium Association does and will continue to work with law enforcement regarding such.

No Dogs Allowed; other pet restrictions may apply.

Thoughtfulness and consideration for your neighbors; unreasonable disturbances (noise or otherwise) affecting other residents will not be tolerated.

MAYBURY MANSIONS CONDOMINIUM ASSOCIATION

INTRODUCTION – Page 2

Parking is limited and assigned. One space is allocated per unit. NO COMMERCIAL vehicles or RV's. All vehicles must be parked facing IN. Owners/Tenants with more than 2 (two) vehicles may park on a first come first serve basis, utilizing the guest spots behind A & B buildings; should there be no space available, one must find other alternatives. Each vehicle must have a parking decal or risk being towed at the vehicle owner's expense. Parking decals will be issued at the conclusion of the approved interview. A copy of your driver's license, insurance, registration, and vehicle photo will be required. Guest Parking is for guests, and one must obtain a guest Parking Pass from the office (a vehicle photo will be required)

Patio furniture is allowed on the outside balcony as well as up to 3 plants. However, there are size and neatness restrictions, inquire with the office for further information.

Due to Insurance purposes the following MUST be adhered to:

No bike riding, rollerblading, skateboarding, or children playing in the stairwells or along the railings. No running, diving, rough-housing, food, or GLASS are permitted in the pool/jacuzzi area. Individuals under the age of 18 MUST be accompanied by an adult when using the pool and clubhouse – No one under the age of 14 is permitted in the exercise room.

Maybury Mansions Condominium Association hopes this gives you some insight into the process and what is expected of prospective and current residents.

If you have any questions, please feel free to contact the office. Office hours are from 10am to 4pm, Monday through Friday.

Thank you,

Maybury Mansions Condominium Association

ACKNOWLEDGEMENT –

I/We have read and understood the information provided in this instrument and have had the opportunity to clarify all questions. We are submitting our application, required application fee(s), as well as all supplemental information requested with the return of this instrument.

Prospective Owner or Lessee (A) _____
Signature Date

Prospective Owner or Lessee (B) _____
Signature Date

Phone Number: _____

Email: _____

INSTRUCTIONS:

- 1 - All applicants are processed as separate investigations.
- 2 - Print legibly or type all information. Account and telephone numbers and complete addresses are required.
- 3 - If any question is not answered or left blank, this application may be returned, not processed or not approved.
- 4 - Missing information will cause delays in processing your application.
- 5 - Any misrepresentation, falsification or omission of information may result in your disqualification.
- 6 - Only the applicants are authorized to sign all forms on page 2.

APPLICATION FOR OCCUPANCY/APPROVAL

PRINT OR TYPE (Use Black Ink)

Purchase _____ or Lease _____ (How long)

Apt No. _____ Bldg No. _____ Special Address or Unit _____

Date _____ 20____ Desired date of occupancy _____

Name (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec No. _____
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)

Spouse (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec No. _____
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)

[] Sngl. [] Married [] Widow(er) [] Sep. _____ [] Div. _____ Maiden Name _____
(How long) (How long)

Number of people who will occupy Adults (over age 18) _____ Children (over 18) _____ Children (under 18) _____

Names & ages of children who will occupy: _____

Description of Pets (Breed, Size, Color, Weight, Etc.) _____

In case of emergency notify: _____

Name Address Telephone

PRINT OR TYPE (Use Black Ink)

RESIDENCE HISTORY

A. Present Address _____ Phone (____) _____
(Street Address Apt No., City, State, Zip)

Name of Apt./Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co _____ Phone (____) _____

Address _____ Mtg. No. _____

B. Previous Address _____ Your Apt No. _____
(Street Address, Apt No., City, State, Zip)

Name of Apt./Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

C. Prior Address _____ Your Apt No. _____
(Street Address, Apt No., City, State, Zip)

Name of Apt./Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

PRINT OR TYPE (Use Black Ink)

EMPLOYMENT & BANK REFERENCES

A. Employed By (Business Name) _____ Phone (____) _____
(or retired from)

How long _____ Dept. or Position _____ Mo. Income _____

Address _____ Zip _____

B. Spouse's Employment (Business Name) _____ Phone (____) _____
(or retired from)

How long _____ Dept. or Position _____ Mo. Income _____

Address _____ Zip _____

C. Bank Reference _____ Phone (____) _____

How long _____ Ck. Acct. No. _____ Sav. Acct. No. _____

Address _____ Zip _____

D. Bank Reference _____ Phone (____) _____

How long _____ Ck. Acct. No. _____ Sav. Acct. No. _____

Address _____ Zip _____

(Continued on Back)

Maybury Mansions Association
2451 NE 51st Street
Fort Lauderdale Florida 33308

The undersigned agrees and will follow Maybury Mansions rules of no pets allowed and all other Association rules set by their documents.

As landlord, I understand the rules of the association. I also understand that if my tenant doesn't follow Maybury Mansions rules I give the Association the power to act as attorney on my behalf and evict my tenant / tenants without recourse.

As tenant, I understand the Association that represents my landlord has the power to evict me without the authority of my landlord.

I will abide by all rules set forth and I totally understand what I am signing.

OWNER _____ DATE

TENANT _____ DATE

**THIS FORM MUST BE COMPLETED AND NOTARIZED BY
THE OWNER OF THE CONDOMINIUM UNIT –
NOT THE LESSEE OR REALTOR**

**AUTHORIZATION FOR ASSOCIATION TO COLLECT RENT UPON
DELINQUENCY IN MAINTENANCE PAYMENTS**

WHEREAS, _____ (hereinafter “Owner”), is/are the record owner(s) of Unit _____ located at Maybury Mansions Condominium, in Fort Lauderdale, Florida, as described in the Declaration of Condominium for Maybury Mansions, as amended, recorded in the Public Records of Broward County, in Official Records Book 3034, page 118; and

WHEREAS, Maybury Mansions Association (hereinafter “Association” or “Condominium”) is the entity responsible for the operation and management of the Condominium; and

WHEREAS, Owner desires to lease the unit to _____ (hereinafter “Lessee”) pursuant to a lease submitted herewith; and

WHEREAS, Owner, Lessee and Association have agreed to enter this Authorization for the Association to Collect Rent upon Delinquency in Maintenance Payments (hereinafter “Authorization Agreement”); and

WHEREAS, the terms of this Authorization Agreement shall be incorporated into any agreement for the lease of the unit.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, the parties agree as follows:

1. The terms of the Authorization Agreement shall be incorporated into the agreement to lease the unit at Maybury Mansions Condominium and the Association may enforce the provisions thereof.
2. If, at any time during the term or pendency of the lease, the Owner becomes delinquent in payment of regular maintenance and/or special assessments to the Association, the Owner and Lessee agree that Association shall have the right and authority, at its sole discretion, to demand that Lessee pay lease payment directly to the Association. The Association shall provide, by regular and certified mail, ten (10) days written notice to the Owner and Lessee that the subsequent lease payment ae to be forwarded to the Association. The Owner and Lessee agree that upon provision of such notice from the Association, the Lessee shall pay the lease payments accruing thereafter directly to the Association until otherwise notified. The Association shall apply lease payment received from Lessee toward regular maintenance and/or special assessments, costs, and attorney’s fees due as of the date of receipt of the payment. The Owner expressly releases Association and Lessee from any liability to Owner for unpaid rent under the Lease Agreement if such

payment is made directly to Association upon demand from the Association. If any funds are left over after the Association deducts the amount owned it, the Association may apply remainder of the lease payment toward future regular maintenance and/or special assessments.

3. Should Lessee fail to comply with the Association's demand by payment of the lease payment next due directly to the Association, the Association is hereby authorized to bring legal action against Lessee for immediate termination of the lease and/or tenancy arrangement. Any such action for termination of the lease and/or tendency arrangement may be brought by the Association in the mane of the Owner, through eviction proceedings. In addition, or as an alternative to termination of the lease and/or tenancy arrangement, the Association may seek injunctive relief or specific performance under this Agreement. The Owner and lessee further agree that, if such legal action becomes necessary, the Association shall be entitled to recover reasonable attorney's fees and coats, including appellate fees and costs, from the Owner and Lessee. Any such costs shall be deemed to be a special assessment against the unit and collectible in the same manner as any special assessment levied pursuant to the Declaration of Condominium.

OWNER SECTION –

Owner (A) _____ Owner (B) _____

Agreed to this _____ day of _____, 2023.

State of Florida)
County of Broward)

The foregoing was acknowledged before me, the undersigned authority this _____ day of _____, 2023, by _____, and _____, who are/is personally known to me or produced the following identification _____.

Notary Stamp:

Notary Signature

Notary Printed Name

AUTHORIZATION FOR ASSOCIATION TO COLLECT RENT UPON
DELINQUENCY IN MAINTENANCE PAYMENTS

LESSEE SECTION –

Lessee (A) _____ Lessee (B) _____

Agreed to this _____ day of _____, 2023.

State of Florida)
County of Broward)

The foregoing was acknowledged before me, the undersigned authority this _____ day
of _____, 2023, by _____, and
_____, who are/is personally known to me or produced the
following identification _____.

Notary Stamp:

Notary Signature

Notary Printed Name