

Caribbean Property Management, Inc.

Professional Community Association Management

12301 S.W. 132 Court • Miami, Florida, 33186

Phone: (305) 251-3848 • Fax: (305) 251-3849

Please Take Note!

WE ACCEPT APPLICATIONS

MONDAY- FRIDAY

8:00 AM – 4:30 PM

CLOSED FROM 12:00 PM – 1:00 PM

WE WILL NOT ACCEPT APPLICATIONS

AFTER 4:30 PM

- APPLICATIONS MUST BE FILLED OUT COMPLETELY

YOU MUST BRING IN ALL REQUIRED

DOCUMENTS:

- Copy of drivers' license for anyone over 18
 - Police records for anyone over 18
- Copy of Marriage Certificate if applicable
 - Copy of sale or lease contract

IF YOU ARE IN NEED OF COPIES THERE IS A CHARGE OF
.25 EACH

**WE DO NOT PROCESS INCOMPLETE
APPLICATIONS**



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ATTENTION APPLICANTS!

**UNDER NO CIRCUMSTANCES WILL AN APPLICATION
BE PROCESSED IN LESS THAN THE 15 BUSINESS
DAYS REQUIRED!**

**YOU WILL BE CONTACTED AS SOON AS THE
APPLICATION HAS BEEN COMPLETED AND
RETURNED WITH THE DETERMINATION OF THE
ASSOCIATION.**

NO EXCEPTIONS MADE

PLEASE AVOID CALLING THE ESTOPPEL DEPARTMENT
TO INQUIRE ABOUT THE STATUS OF YOUR
APPLICATION, SINCE THIS WILL ONLY DELAY FOR THE
WORK TO BE COMPLETED IN A TIMELY MATTER.

ONLY CALL IF THERE IS INFORMATION MISSING AND IS
NEEDED TO COMPLETE THE PROCESS OF YOUR
APPLICATION.

Acknowledgment Signature: _____

Date: _____

Thanking you in advance for your full cooperation.

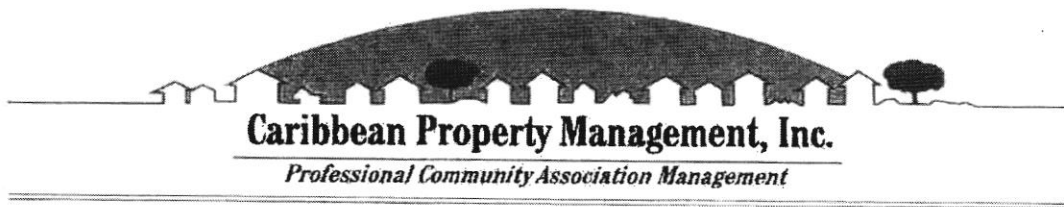
The Management.

Key Largo Ocean Resort Condominium Association, Inc.
C/o Caribbean Property Management
12301 SW 132nd Court, Suite # 102
Miami, Florida 33186
(305) 251-3848

Application for Lease Approval

1. Application must be submitted at least **15 business days** prior to the expected move – in date. Moving of furniture must be done only on **weekdays** and within the hours of **9:00 a.m. -7:00 p.m.**
2. The attached application **must** be filled completely. If anyone other than husband and wife will be occupying the unit, an additional *applicant information sheet* must be filled.
3. If any sections are left blank or not answered the application will be returned and will not be processed. Should this happen, the time constraints will not begin until the fully completed application has been returned to Caribbean Property Management.
4. A copy of the **Lease Agreement** must be submitted along with the application.
5. There is a **non-refundable fee of \$150.00** for the processing of each applicant 18 years of age and older. Payment can be made with debit*, credit card* or a money order made out to **Caribbean Property Management**. (Husband & wife count as one applicant, must show proof if last names are different Marriage Certificate)
6. Applications must be submitted with a legible copy of all applicants' driver's license. This application takes fifteen (15) to (20) twenty working days to process. **Please refrain from calling to ask for exceptions or rush options as none are available. NO EXCEPTIONS**
7. A police record (**Background Clearance Letter**) is required from anyone over 18 years of age. Character references on the application may not be family members.
8. There is a **non –refundable fee of \$20.00** for the notary stamp provided on the approval certificate. Payment can be made with debit*, credit card* or a money order made out to **Caribbean Property Management**.
9. There is a **security rental deposit of one (1) months' rent** for all leases pay by money order made out to **Key Largo Ocean Resort**.
10. The acceptance of any processing fees does not stipulate an approval of the application.

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



CONTACT INFORMATION:

Name of the current property owner(s):

Property Address: _____

Circle One: Seller's/Buyer's

Realtor's Name: _____

Realtor's Contract #: _____