

**RIVERVIEW CONDOMINIUM, INC.**

**PROSPECTIVE**

**SALE/RENTAL**

**APPLICATION**

**ONENESS MANAGEMENT, LLC.**

**PHONE. 305-204-5812**

**EMAIL: [mgmt@onenessmgmt.com](mailto:mgmt@onenessmgmt.com)**

**RIVERVIEW CONDOMINIUM, INC.**

*C/o ONENESS MANAGEMENT LLC.*



# ***PROCEDURE THAT YOU MUST FOLLOW TO SELL, TRANSFER***

## ***AND/OR RENT YOUR APARTMENT***

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1. If you plan to sell, transfer and/or rent your apartment, you should notify the Board of Directors or the Management Company, at least one month in advance of your anticipated decision. When you request your Application, you will receive the following forms:

A. Prospective Sale/Rental Application to be completed by the Applicant(s) with authorization to conduct an employment, criminal background and credit check and to verify the references outlined in such application.

B. Authorization for Release of Residence and Employment Information in connection with the above Application and signed by the prospective buyer and/or renter.

C. Copy of the existing "Rules and Regulations" of the CONDOMINIUM so that the prospective resident will be familiar with

2. Once the above documents have been completed and signed, they should be emailed to **mgmt@onenessmgmt.com**

3. To cover the cost of the Screening process, please include with this Application a money order for \$150.00 for each adult, \$150.00 if married (marriage certificate required), \$150 for corporations payable to ONENESS MANAGEMENT, LLC. Please pay by Zelle to: [accounting@onenessmgmt.com](mailto:accounting@onenessmgmt.com)

4. When all of the above is received by the Board of Directors, the investigation process will start and it will take a minimum of fifteen (15) days to be completed. No Application will be processed if the present owner is delinquent with the Association in maintenance fees.

When the investigation is completed, this application will be turned over to the Admission Committee for a physical interview with the Applicant. Only after the approval of the Board's Committee will the Applicant be allowed to move in.

5. The hours permitted to move in and out of the Building are as follows:

Monday through Saturday == From 8:00 a.m. to 4:30 p.m.  
No moving on Sundays.

6. It is very important that the new Applicants, whether they are renters or buyers, that before they move in they know that they have to abide by the by-laws and Rules and Regulations. It is stipulated in the State of Florida Condominium Statutes that when you sign a contract whether it is for rental or buying, you are automatically bound by these governing documents.

**THE BOARD OF DIRECTORS OF  
RIVERVIEW CONDOMINIUM, INC.**

# RIVERVIEW CONDOMINIUM, INC.

C/o ONENESS MANAGEMENT LLC.

TO PREVENT ANY DELAY IN THE PROCESSING OF YOUR APPLICATION PLEASE ENSURE YOU HAVE COMPLETED THE FOLLOWING:

## 1. Requirements to be fulfilled by all applicants

- a) Fill out the Application and complete all of the information Requested in the form.
- b) Write (N/A) if "Not Applicable" or information is "Not Available" and sign it.
- c) Present application with cash, or money order for \$150 for each adult, \$150.00 if married (marriage certificate required) and \$150.00 for Corporations.
- d) Signed the Acknowledgement of the rules and regulation form.

## 2. Documents to be attached to the Application

- a) Authorization to verify employment information and references completed and signed.
- b) Copy of the Lease or Purchase/Sale Contract.
- c) Copy of valid ID with picture and signature of adult occupants.
- d) Signed the Acknowledgement of the rules and regulation form.
- e) Proof of Income (last 3 pay stubs, bank statements or tax returns).

The process of approval may take up to 15 (fifteen) business days.

RIVERVIEW CONDOMINIUM, INC.

C/o ONENESS MANAGEMENT LLC.

PROSPECTIVE RESIDENT/OWNER APPLICATION

\_\_\_\_\_ PURCHASE \_\_\_\_\_ LEASE

APPLICANT(S) NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

D.O.B: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

NAMES OF OTHER ADULTS: \_\_\_\_\_

NAMES OF MINORS: \_\_\_\_\_

\_\_\_\_\_ AGE: \_\_\_\_\_

DRIVER'S LIC. NO.: \_\_\_\_\_

APPLICANTS' OCCUPATION: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOW LONG EMPLOYED: \_\_\_\_\_ (YRS. /MO.) ANNUAL INCOME \$ \_\_\_\_\_

NUMBER OF AUTOMOBILES OWNED BY APPLICANT (S):

TAG \_\_\_\_\_ MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_

TAG \_\_\_\_\_ MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

\_\_\_\_\_

HOW LONG DID YOU RESIDE THERE: \_\_\_\_\_

LANDLORD'S NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

PERSONAL REFERENCES (NO RELATIVES)

NAME ADDRESS TEL. NUMBER

1. \_\_\_\_\_ 2.

\_\_\_\_\_ 3.

\_\_\_\_\_

BANK REFERENCES: BANK'S NAME: \_\_\_\_\_

I understand that any false statement in this application is sufficient grounds for RIVERVIEW CONDOMINIUM, INC. not to approve this application. The applicant hereby authorizes the Association to conduct a background check at its discretion.

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

***SPOUSE INFORMATION***

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Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Employer \_\_\_\_\_

Position \_\_\_\_\_ How Long \_\_\_\_\_

Telephone \_\_\_\_\_

***MINOR INFORMATION***

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Name \_\_\_\_\_ Birth Date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

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***ADDITIONAL PERSONAL REFERENCES***

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Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone: \_\_\_\_\_

***OTHER INFORMATION***

**HAVE YOU EVER**

Filed for Bankruptcy Yes \_\_\_ No \_\_\_ If Yes, when \_\_\_\_\_

Been served an eviction notice or asked to vacate a property you were renting? Yes \_\_\_ No \_\_\_

Willfully or intentionally refused to pay rent when due? Yes \_\_\_ No \_\_\_ If Yes, when? \_\_\_\_\_

Have you ever been arrested and/or convicted of a crime? Yes \_\_\_ No \_\_\_

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**DISCLOSURE**

I/ We, the undersigned, understand that ONENESS MANAGEMENT,LLC. is the agent and representative of RIVERVIEW CONDOMINIUM, INC. and that said agent’s fees for screening this application amounting to \$150.00 for each adult, \$150.00 if married (marriage certificate required) and \$150.00 for Corporations will be paid by us. The undersigned acknowledges that this written notice was received prior to the undersigned receiving a sale and/or lease agreement.

I/We declare the foregoing information is true and correct, and I/We hereby authorize you to conduct an employment, criminal background and credit check and to verify our references.

\_\_\_\_\_

\_\_\_\_\_

**Applicant’s Signature and Date**

**Co-Applicant’s Signature and Date**

The owner/lessee in consideration of the approval of the foregoing Application, hereby agrees to appoint RIVERVIEW CONDOMINIUM, INC. as the owner/lessee authorized Agent and attorney-in-fact for the purpose of bringing and maintaining action for eviction, injunction or such other legal actions necessitated by lessee’s failure to comply with and abide by the terms, provisions, conditions and restrictions of the Declaration of Covenants, Conditions and Restrictions, Bylaws, or Rules and Regulations of RIVERVIEW CONDOMINIUM, INC. presently in effect or as amended from time to time.

Lessee further agrees to reimburse RIVERVIEW CONDOMINIUM, INC. for any and all attorney's fees and costs incurred.

# Rules and Regulations

**Unit #:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Owner, Occupant or Property Manager?** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. ALL BUYERS AND RESIDENTS are required to have an interview/orientation and Board of Directors approval before occupying Suites. Contact Oneness Management for proper paperwork. Applications processing fee is \$150.00 per Adult Occupant.
2. All noise levels within apartments or common elements will at all times be maintained at a low level, so as not to disturb neighbors. This includes radios, stereos, televisions, slamming of doors, etc. No nuisance or illegal acts will be permitted in any unit or on the common elements. Residents or guests coming in and out during the night hours are requested to be considerate of sleeping residents by not running motors, slamming doors, or carry on loud conversations. Please drive in and out of the parking area slowly. Check the Bulletin Board for Pest Control Notices (bi-monthly), Memos, Updates and Calendar.
3. No structural alteration to and in the building is permitted without consultation and approval by the Board of Directors. This is clearly stated in the Declaration of Condominium. Including TV Antennas or Dishes or Decorative items..
4. Children who are residents or guests, shall not be permitted to play in the corridors, stairways, elevator or parking areas.
5. No hanging of clothing or towels is permitted on balconies or railings of Condominium units, or common element hallway railings. Balconies should be attractive and not serve as storage areas for mops, brooms, bicycles, unused furniture, etc. Balconies are expressly for chairs or plants. NO COOKING is permitted on any balconies. This is a Dade County ordinance. A barbecue has been provided by the pool for this purpose. Residents are responsible for cleaning the barbecue and recreation area after use.
6. To receive attention, all requests, complaints, or suggestions should be submitted in writing to the Board of Directors and placed in the Condominium mailbox located in the lobby area, mailed, faxed or emailed to the Board of Directors.
7. Guests at the pool will be limited to six (6) people and a resident of the Condominium must accompany the guests at all times. Any parties over six persons must be approved by the Board of Directors one week in advance. Children under age fourteen (14), when using the pool must be supervised by an adult. The POOL RULES are posted on the sauna. Radios, stereos, or portable televisions at pool side must be played at a low level. The sound from the pool carries directly back and into many apartments. NO one should be in this area before 9 AM or after 10 PM on weekdays or after 11 PM on weekends. PLEASE BE CONSIDERATE OF OTHERS. You are responsible for keeping this area free of glass, garbage etc. Make sure that it useable for your other neighbors.

8. Hallways, lobby and stairways are to be kept clear and unobstructed at all times.
9. All guests will park in VISITOR parking spaces only. Visitors Parking is NOT FREE. Residents are provided ONE parking space only, per the Condominium Declaration. Anyone parking in a space not assigned to them can and will be towed from the property per the posted signs and Florida State Statute 713.07. Vehicles will be towed away at the Owners expense for the following reasons:
  - a. Guests parking in other than VISITOR parking spaces.
  - b. Multiple car owners consistently parking in VISITOR spaces or a space not assigned to them without permission.
  - c. Parking in areas not designated as a parking space.
  - d. Vehicles not displaying a valid or current license tag.
10. Do not litter the hallways or parking area with empty cans or bottles. Containers for cigarettes and cigars are provided at the elevator on each floor and containers are also provided around the building.
11. Please make every effort to keep the Laundry Room clean. The washing machines run for thirty (30) minutes and the dryers for sixty (60) minutes. Please remove your clothes promptly so others may use the machines. The container in the Laundry Room is for lint and small laundry items, not for Garbage.
12. No boats, commercial vehicles, trailers, moving vans or campers are allowed to be parked on the Condominium premises. No washing or rinsing of cars due to the high utility bills.
13. No For Sale, For Rent, or any other type of sign may be displayed from any balconies, or on the exterior of the building by any unit owner, realtor, or resident. Do not pour liquids (grease), throw loose garbage, cans or bottles down the trash chute. Put all trash in bags and closing the tops tightly. **DO NOT PUT BOXES OR BIG ITEMS DOWN THE CHUTE.** This will keep the Association from having to spend the additional time and expense to get it unclogged.
14. Please make sure that all exterior gates and doors are securely closed behind you when entering and exiting the building. Remind any guests you may have visiting. Only owners or lessees of a unit are authorized to have access keys, or gate openers to the grounds and the building. **DO NOT GIVE OR LOAN YOUR KEYS OR GATE OPENER TO ANYONE. SECURITY IS YOUR RESPONSIBILITY.** Do not leave these items in your vehicle—they should be in your personal possession only. Do not let anyone in or out of the property that is not your guest. The Association must have a copy of all keys to the locks on all entry doors per the Condominium declaration and State Law.
15. Positively no mechanical work on vehicles will be permitted upon the Condominium grounds. Remember, there is NO washing or rinsing of cars.
16. Access to the locked roof area will be from 9:00 a.m. to 5:00 p.m., Monday through Friday only. Arrangements are to be made with the Facilities Manager for your air conditioning service company to gain access. Work and cleanup must be completed by 5:00 p.m., as the roof access must be secured at that time. Contact the office for information concerning dish/cable hookups, electrical changeouts, water heaters, air conditioners, etc before having any work done.

13. In general there is a NO PETS rule on these premises. Absolutely NO DOGS, as per the Condominium documents. Suite residents are allowed a housecat inside suite only. No other pets shall be maintained or kept in any of the condominium units other than tropical fish and the like. Guests are also not permitted to bring any pets onto the condominium property.
14. Parking on Premises Costs : Current Visitor or Extra Space Prepaid Parking Fees are as follows: \$3.00 per day/night,\$20. Weekly and \$75 per month pre paid., and a six month special for \$400.00. (The Association does NOT have any extra spaces available). Place contribution in the Condo Slot Door or risk having your car towed. You may park outside for free and only park in your designated parking space. . Mailbox Locks replacement \$10.00.
15. Lock outs--contact a Board Member for access—see bulletin board. Any suggestions please forward them to the office.

It is one of the duties of the Board of Directors to enforce the Documents, and the Rules and Regulations of the Condominium. Many times rule breakers accuse the Board of Directors of harassment. Owners should be very familiar with the Declaration and By- Laws.. Those who have never served on the Board are frequently critical, and should realize that there are hard working individuals spending a great deal of personal time to maintain the premises. We seek to preserve a quiet, safe and harmonious atmosphere. This cannot be accomplished without the cooperation of all of the residents, members and their guests.

## **RIVERVIEW CONDOMINIUM BOARD OF DIRECTORS**

**PLEASE BE RESPECTFUL OF OUR BUILDING AND YOUR NEIGHBORS**

My signature below attests that I have read and understand these rules and agree to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date