

ROOSEVELT CONDOMINIUM ASSOCIATION, INC.
A Non Profit Corporation
1255 Pennsylvania Avenue, Miami Beach, FL, 33139

APPROVAL CHECKLIST FOR NEW RESIDENTS

Your approval as a tenant/buyer of our building is contingent upon the following conditions:

- An application must be completed separately by each proposed tenant/buyer. Go to: **Tenantev.com** and use code **8016**. You must email copies of each applicant's driver license and/or passport to: Yvan.Maronier@gmail.com
 - Tenants: A copy of the proposed one-year lease or minimum 6 months and one day lease, must be **emailed** and signed by your landlord and each applicant. Leases for less than six months and one day are not permitted. Please complete and sign the **Rules and Regulations Affidavit** form found on **Rooseveltcondo.org**
- Buyers: A purchase contract must be **emailed** as well as a credit report.

- A \$100 background fee (non-refundable) per person for verifying the applicant's criminal history and credit history must be paid when prompted when completing the application on **Tenantev.com**, and the results must be received, prior to any approval and move-in.
- A \$100 moving in/moving out fee (non-refundable) per unit must be paid only once. Please write "moving fee" in the memo line of the **cashier's check**. You will be charged/fined separately for any damages made to the front door, the common areas, including the elevators and hallways, and any debris left in the hallway or common areas during your moving or tenancy; and for any furniture, appliances, lamps, computers or unwanted items left inside our main garbage room or the hallway garbage chute room.

Please bring this fee to the interview. **PAYABLE TO: ROOSEVELT CONDOMINIUM**

- A \$300 security deposit (refundable) per unit for tenants. It must be in the form of a **personal check**. At the time of moving out if there are no fines levied against the tenant due to rule violations or property damage caused by the tenant then the deposit will be returned. (Within 15 days after the tenant moves out).

Please bring this fee to the interview. **PAYABLE TO: ROOSEVELT CONDOMINIUM**

Please put in the memo the unit number and the name who will be reimbursed the deposit after the lease ends and they move out.

- After a complete packet is submitted you must allow ten business days for your application to be processed. Processing **time begins once a complete packet is submitted**. Please do not turn in an application until you have provided everything in the checklist excluding the move in fee and security deposit. Only after the interview and final approval are you allowed to physically move into and have your furniture and belongings brought to the the building.

Note: Please note that new renters must obtain a front gate key either from their landlord, or from the Condo Association (there is a \$100 security deposit required for each front gate key obtained from the Condo Association). In all cases, new renters must obtain keys to actual condominium units and U.S. mailboxes from their landlord.

Thank you for your cooperation. If you have any questions, please contact our Property Manager, Yvan Maronier, at 786-587-4661 Monday - Friday 9 AM - 5 PM.