



## **360 CONDOMINIUM**

# **PURCHASE SCREENING PACKAGE**

- ***All information and/or documentation required by the Association shall be provided in a timely manner no later than 14 days prior to the CLOSING date.***
- ***The completion of this package is your responsibility.***  
Every form in this package must be completed and returned before the application process will commence.

360 CONDOMINIUM  
7900 Harbor Island Dr. North Bay Village, Florida 33141  
Phone (786)787-6635 Fax (786)787-6636

**LIST OF ITEMS REQUIRED FOR PURCHASE APPROVAL**

Unit # \_\_\_\_\_ Building \_\_\_\_\_

Name of APPLICANT(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Legible Executed Agreement signed by Applicant and Current Owner
- Application for occupancy
- Photo identification of all prospective occupants which includes Driver’s License and Social Security Card or Passport
- Pet registration form, if applicable
- Move In/Out and Delivery Procedures
- Application Fee (\$100.00 per applicant or per married couple)
  - **Money order or cashier’s check only.**

**Contact Person:** \_\_\_\_\_

**(Note the association will direct all communication to the listed person only)**

**Contact Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPROVAL CRITERIA

1. Approval of the Association shall be withheld only by the vote of a majority of the Board. Notwithstanding anything contained herein to the contrary, approval shall not be withheld so as to violate the requirements or restrictions of any applicable Federal, State or local law. In deciding whether to approve or disapprove an applicant, the Board may consider the following factors and may confer freely with counsel in reaching its decision. Good cause for disapproval may include, but not limited to, the following:

a. The person seeking approval, or any proposed occupant, has been convicted of a felony involving violence to persons or property; the sale, distribution or use of a controlled substance; a felony demonstrating dishonesty or moral turpitude; or a charge of such felonies where the person was not acquitted and the charges were not dropped.

b. The application for approval indicates on its face that the person seeking approval, or any proposed occupant, is unable to comply with the covenants and restrictions applicable to the condominium. For example, without limitation, the application of a prospective purchaser or lessee who intends to move in with three large dogs, each weighing more than fifty (50) pounds, demonstrates that the application is inconsistent with the pet restriction contained elsewhere in the Declaration and that approval would violate such restriction.

c. The person seeking approval, or any proposed occupant, has a history of disruptive behavior or disregard for the rights and property of others as evidenced by his conduct in other organizations or associations, or by his conduct in this Condominium as tenant, Owner or occupant of a Unit in other situations.

d. The person seeking approval, or any proposed occupant, failed to provide the information or fees required to process the application in a timely manner.

e. All assessments and other charges against the Unit have not been paid in full.

2. If the Association disapproves the proposed applicant, notice of disapproval shall be promptly sent in writing to the owner or authorized party, and the transaction shall be canceled. The Association will not approve any sale, transfer, or lease until all unpaid assessments and all court costs and attorneys' fees (if any) incurred by the Association and are due and owed by the Unit Owner have been paid.

## ASSOCIATION'S POLICY FOR PURCHASES

- The Board of Directors of the Association has to approve the applicants in writing based upon a completed and acceptable background check. Applicants must submit to the Association a completed Application for Occupancy, available at the Front Desk.
- The Association reserves the right to request any information, which may be necessary to process the application.
- Incomplete applications will not be processed.
- Every potential occupant of a unit, ages 18 and older, must complete a separate application, with the following exceptions: a husband and wife or a parent and dependent children. A non-refundable processing fee of \$100.00 per applicant or per married couple payable to 360 Condominium must accompany each application. Money order or cashier's check only.
- **EXECUTED and READABLE** copy of contract to be presented for review to the Management Office before any further processing.
- Copy of Driver's License and/or Passport, Social Security card, of each applicant and/or potential occupant(s) must be included. Copy of the Marriage Certificate must be provided by spouses with different last names.
- **Pet restrictions: Building A (7900) and Building C (7914 & 7918): Up to two pets not to exceed 50 pounds each at maturity. Pet picture and veterinarian certificates are required. Association representative must meet with pet(s) prior to Association approval. Building B (7910): No dogs permitted.** Up to three (3) cats permitted per unit.
- It is the Unit Owner(s) and/or Realtor's responsibility to show the prospective occupant(s) all Common Areas of 360 Condominium (pool, gym, spa, parking garage, mail room, etc) and to provide them with fobs, keys to the apartment, and mail box.
  - The Front Desk will not accept any keys under any circumstances.
- Prior to move-in date, furnished moves will be required to submit a \$750.00 refundable security deposit payable to 360 Condominium.

**ADDENDUM**

Pursuant to Florida Statutes, Section 718.116(11), if the Unit is occupied by a tenant and the Unit Owner becomes delinquent in paying any monetary obligation due to the Association, the Association may make a written demand to the tenant to pay to the Association the future monetary obligations related to the Unit, and the tenant must make such payment.

In accordance with the foregoing, the Association will demand that the tenant(s) pay your next rent payment to the Association (the "Required Payment"). To the extent that the Required Payment exceeds the monthly rent payment, tenant must remit the full amount of their rent payment. After the Required Payment has been paid in full, the amount of **the owner's monthly assessment fee** is required to be paid to the Association each month thereafter. Please note that the tenant(s) are still responsible to remit the remainder of the rent, if any, directly to the Unit Owner.

Upon this demand, the tenant(s) must pay the monetary obligation described above to the Association until (i) the Association notifies the tenant(s) in writing to pay a different amount, or (ii) the Association releases the tenant(s) from this obligation, or (iii) the tenant(s) discontinue tenancy in the Unit, whichever occurs first.

All rent payments (or portion thereof as determined by the Association) must be paid to the Association, without exception, on time every month until the Association notifies the tenant(s) otherwise in writing. **IF THE TENANT(S) FAIL TO MAKE ANY PAYMENTS TO THE ASSOCIATION AS SET FORTH ABOVE OR BY SUBSEQUENT NOTICE, THE RENTAL AGREEMENT MAY BE TERMINATED AND THE TENANT(S) MAY BE EVICTED FROM THE UNIT BY THE ASSOCIATION.**

Please note that the tenant(s) are still subject to all other terms of your lease and, provided you otherwise comply with the terms of the tenant(s) lease, the tenant(s) may continue to enjoy all rights as a tenant in the Unit. If the landlord attempts to interfere with the demand made in this letter, contact the Association immediately.

OWNER/LESSOR:

\_\_\_\_\_  
\_\_\_\_\_

360 COMMUNITY ASSOCIATION, INC.

By: \_\_\_\_\_

360 CONDOMINIUM  
7900 Harbor Island Dr. North Bay Village, Florida 33141  
Phone (786)787-6635 Fax (786)787-6636

NOTE: Complete all questions and fill in all blanks. If any question is not answered or left blank, this application may be returned, not processed, and/or not approved. Print legibly or type all information. Missing information will cause delays. All information on this application will be verified.

**APPLICATION FOR OCCUPANCY**

360 CONDOMINIUM

Date \_\_\_\_\_ Purchase \_\_\_\_\_ Apt. \_\_\_\_\_ Bldg. \_\_\_\_\_

Property Address: \_\_\_\_\_

1<sup>st</sup> Applicant: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

( ) Single ( ) Married ( ) Separated ( ) Divorced - How Long \_\_\_\_\_

Maiden Name \_\_\_\_\_

Have you ever been convicted of a crime \_\_\_\_\_ Date (s) \_\_\_\_\_ County/State \_\_\_\_\_

Convicted in \_\_\_\_\_

Charge(s) \_\_\_\_\_

2<sup>nd</sup> Applicant: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

( ) Single ( ) Married ( ) Separated ( ) Divorced - How Long \_\_\_\_\_

Maiden Name \_\_\_\_\_

Have you ever been convicted of a crime \_\_\_\_\_ Date (s) \_\_\_\_\_ County/State \_\_\_\_\_

Convicted in \_\_\_\_\_

Charge (s) \_\_\_\_\_

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**APPLICATION FOR OCCUPANCY (continued...)**

Names and ages of others who will occupy unit

\_\_\_\_\_

Applicant(s) Cellular Phone Number \_\_\_\_\_

Applicant(s) Home Phone Number \_\_\_\_\_

Applicant(s) Work Phone Number \_\_\_\_\_

Applicant(s) Email \_\_\_\_\_

In case of emergency notify \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**RESIDENCE HISTORY**

**\*PLEASE PRINT FULL ADDRESS, INCLUDING UNIT/APT NUMBER, CITY, STATE & ZIP CODE\***

A. Present address \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_ Own Home\_\_\_ Parent/Family Member\_\_\_ Rented Home\_\_\_ Rented

Apt\_\_\_ Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Name of Landlord

\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

B. Previous address \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_ Own Home\_\_\_ Parent/Family Member\_\_\_ Rented Home\_\_\_ Rented

Apt\_\_\_ Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Name of Landlord

\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

C. Previous address \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_ Own Home\_\_\_ Parent/Family Member\_\_\_ Rented Home\_\_\_ Rented

Apt\_\_\_ Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Name of Landlord

\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_



**CHARACTER REFERENCES (No Family Members)**

\*Please notify Character References that we will be contacting them to obtain a reference\*

1 Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Cellular Phone \_\_\_\_\_

2 Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Cellular Phone \_\_\_\_\_

3 Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Cellular Phone \_\_\_\_\_

Driver's License Number (1<sup>st</sup> Applicant).

\_\_\_\_\_ State Issued \_\_\_\_\_

Driver's License Number (2<sup>nd</sup> Applicant)

\_\_\_\_\_ State Issued \_\_\_\_\_

Make of Vehicle \_\_\_\_\_ Type \_\_\_\_\_

Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

Make of Vehicle \_\_\_\_\_ Type \_\_\_\_\_

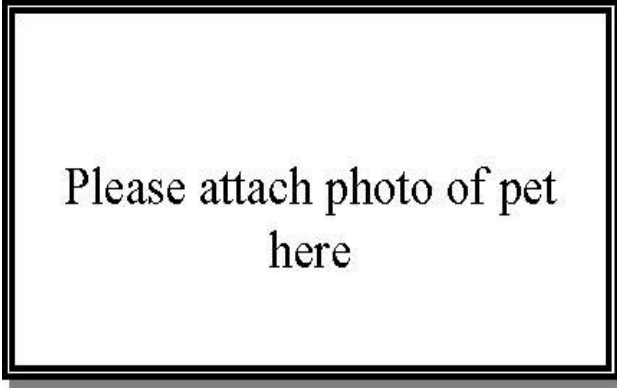
Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

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PET REGISTRATION FORM

**\*PET MATURITY WEIGHT LIMIT IS FIFTY (50) POUNDS PER PET,  
MAXIMUM TWO (2) PETS PERMITTED PER UNIT\***

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



**Pet #1**

Unit Owner or Resident: \_\_\_\_\_

Type of Pet (please circle one): DOG CAT

OTHER: \_\_\_\_\_ (please be specify)

Pet's Name: \_\_\_\_\_ Pet's Age: \_\_\_\_\_

Pet's Weight: \_\_\_\_\_ Pet's License/Tag Number: \_\_\_\_\_

Breed (Be specific – give complete description, color, etc):

\_\_\_\_\_

Owner to Sign Below:

=====  
I am aware of CONDOMINIUM ASSOCIATION'S rules, regulations and restrictions regarding pets on the property and agree to abide by them.

## MOVE IN/OUT AND DELIVERY PROCEDURES

All move ins/outs and deliveries of 360 Condominium **must be scheduled with the Management Office. Only the service elevator** can be used. There may be limitations to the size of furnishing and construction material transported in the service elevator.

Moving/delivering vehicles are permitted to park in designated areas only and must not park on the entrance drive or obstruct any parking areas.

No disposal of any packing materials is permitted on your floor or down the trash chute. Moving/Delivery Company is responsible for the disposal of boxes and packing materials.

### **Move In/Out**

A move is defined as furniture, appliances or boxes taken to a Unit that requires three or more trips in the elevator utilized for a specific Unit in any 24-hour period.

- Reservation of the service elevator requires no less than seven (7) business days notice to the Management Office.
- Building A and C: Moving and deliveries shall only be allowed between the hours of 8:00 am to 5:00 pm, Monday through Friday (Holidays excluded) and 9:00 am to 4 pm on Saturdays. No moves or use of service elevators for deliveries allowed on Sundays, no exceptions.
- Building B: Moving and deliveries shall only be allowed between the hours of 8:00 am to 5:00 pm, Monday through Friday (Holidays excluded). No weekend moves allowed.
- Moves shall not be allowed to begin after 3:00 PM on weekdays and 2:00 PM on Saturdays for Building A and C.
- A refundable \$750.00 security deposit is required at the time of reservation. Personal check only.
- A Certificate of Insurance from the Moving Company listing the Association as additionally insured must be submitted prior to the date of the move. The Association requires General Liability and Comprehensive Auto Liability coverage in the minimum amount of **Three Hundred Thousand Dollars (\$300,000)** and Workers Compensation Insurance as required by State Law.
- Immediate notice to the Association is required if there is any delay in the start or completion of the move within the time requested.
- Your move will be monitored by our Security Company to avoid damage to the Common Areas.
- Please notify your moving company that the tile floors from the elevator door to the carpet in the hallway must be covered with cardboard. From the carpet to your unit door must have a protective plastic covering for the move to take place.
- The approximate size of the elevator cab door in Building (A) and in Building (B) is 6' wide by 5' 5" depth by 8' height. The approximate size in of the elevator cab in Building (C) is 6'8" wide by 4'3" depth and 8' height.

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▪ **Deliveries**

Deliveries are defined as a move of any limited amount of objects taken to a unit that can be transported in a maximum of two elevator trips in an elevator utilized exclusively for that purpose.

***Exception:***

*Residents can bring small items such as small appliances, televisions, stereos, etc...as long as exclusive use of the elevator is not required and does not interfere with the day to day activities of the Association's residents. Only the service elevator can be used for that purpose, from 8:00 am to 5:00 pm, Monday through Friday. Groceries and small personal items are excluded from this schedule.*

- All deliveries require a minimum of 48 hour notice and reservation of the service elevator to be accommodated. Failure to do so can result in your delivery being rejected. Delivery reservations can be made only between the hours of 9:00 am to 5:00 pm, Monday through Friday (holidays excluded). Deliveries are not allowed to commence after 3:00 PM on weekdays and 2:00 PM on Saturdays.
- Immediate notice to the Association is required if there is any problem with the delivery or it has been rescheduled.
- Your delivery will be monitored by our Security Company to avoid damage to the Common Areas.
- Please notify your delivery company that the floors from the elevator door to your unit door must have protective covering for the delivery to take place.

**Acknowledgment:**

I acknowledge receipt of the "Move In/Out and Delivery Procedures" and understand that I am liable and assume responsibility for any damages, repairs and other related expenses, etc. due to negligence of my agents, tenants, contractors or employees. I hereby agree to comply with all of the above requirements and to instruct my moving/delivering personnel to comply with these requirements.

**Unit Number #** \_\_\_\_\_

**Building** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

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

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**Mail and/or Packages:**

**Acknowledgment:**

I acknowledge and understand that in no way will 360 Condominium, 360 Property Management Company and any 360 staff member be held liable/responsible for any piece of mail or package received if damaged or lost while in 360 possession. Any item you have delivered to the property is your sole responsibility and liability. The front desk of Building A receives all packages from UPS, USPS, DHL, FedEx, etc. as a courtesy to all residents but is not required to do such and may stop for a particular resident or unit at its own discretion with no prior notice.

**Unit Number #** \_\_\_\_\_

**Building** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

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

If this application is not legible or is not completely and accurately filled out, 360 Condominium will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility. By signing the applicant recognizes that the Association will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, police arrest record and mode of living as applicable. This form is for the exclusive use of 360 Condominium.

**Unit Number #** \_\_\_\_\_

**Building** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

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

**CERTIFICATE OF APPOINTMENT  
OF VOTING MEMBER**

To the Secretary of 360° CONDOMINIUM \_\_ ASSOCIATION, INC. (the "**Association**"):

If the Unit is owned by multiple individuals (other than a husband and wife), the owners shall designate the person entitled to cast the votes for the Unit.

If the Unit is owned by a corporation or other entity, the corporation or other entity shall designate a person, an officer, employee, or agent who shall be treated as the person who can exercise the Voting Interest associated with such Unit.

THIS IS TO CERTIFY that the undersigned, constituting the record Owner of Unit No. \_\_\_\_\_, of 360° Condominium \_\_ Association, has designated \_\_\_\_\_ (*name of Voting Member*) as its representative to cast all votes and to express all approvals that such Owner may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration of Condominium of 360° Condominium \_\_ Association, Articles of Incorporation of the Association, and By-laws of the Association.

**PRINT THE NAME OF THE ONE INDIVIDUAL WHO IS DESIGNATED TO VOTE FOR THE UNIT AND NO ONE ELSE. THIS FORM IS NOT A PROXY.**

This Certificate of Appointment of Voting Member ("**Voting Certificate**") shall revoke all prior Voting Certificates and be valid until revoked by a subsequent Voting Certificate.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of Corporation/LLC/Trust: \_\_\_\_\_

Attest: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

PLEASE NOTE THAT IF YOU HAVE ALREADY FILED A VOTING CERTIFICATE AND DO NOT WISH TO CHANGE YOUR DESIGNEE, NO NEW VOTING CERTIFICATE NEED BE FILED.

## **360 Quick Facts**

1. **Cable Service.**  
Basic cable is provided by Hotwire Communications. Internet and phone service are also provided by Hotwire at an additional cost. Please contact Hotwire at 800-410-1422 to connect service for your unit.
2. **Pets.**  
Each unit may house up to two (2) animals, in the aggregate, which may be domestic cats/dogs with a weight of not more than fifty (50) pounds per animal. Pets shall not be allowed on or about the Common Elements without a leash. The person walking the pet shall clean up all matter created by the pet.
3. **Barbecuing.**  
No barbecues or barbecuing shall be permitted on the Condominium Property.
4. **Bicycles, Motorcycles & Scooters.**  
Residents shall park their bicycles and tricycles only within the Unit in an area where such items are not visible from the exterior of the Building. Motorcycles are to be parked only within your assigned parking space(s) or behind the bumper of your parking space(s). Scooters are to be parked only within your assigned parking space(s) or behind the bumper of your parking space(s).
5. **Parking.**  
All parking spaces are assigned within the parking garages. If you have more vehicles than parking spaces please Valet your vehicle. Valet is complimentary to you and your guests. Valet is onsite Monday-Sunday from 7 a.m. to 11 p.m, (24 hours in Building A on Fridays and Saturdays). Parking decals must be visible at all times while parked onsite.
6. **Pools.**  
Pools are open from sunrise to sunset, Monday-Sunday. No food is permitted in/on the pool/pool decks. Only plastic cups or plastic water bottles are allowed. Minors must be accompanied by an adult at all times. All pool rules are posted on the pool decks.
7. **Gym.**  
Gym hours are 5:30 a.m. to 11 p.m., Monday-Sunday. No food is permitted in the Gym. Only plastic water bottles are allowed in the Gym. Proper Gym attire is required at all times while present in the Gym. Minors must be accompanied by an adult at all times. Equipment is to be handled according to instructions on each machine. Always wipe down equipment after each use. Keep TV volume low or on mute to avoid nuisance to other residents. All Gym rules are posted in the Gym.
8. **Clubhouse.**  
Pool Table and Ping Pong Table are available for all residents to enjoy. Equipment can be picked up at the Front Desk of Building A. Photo I.D. is required in order to use equipment. Clubhouse is also available for rental; please see Management for details and pricing.

GYM

**Acknowledgment:**

Gym hours are 5:30 a.m. to 11 p.m., Monday-Sunday. No food is permitted in the Gym. Only plastic water bottles are allowed in the Gym. Proper Gym attire is required at all times while present in the Gym. Minors must be accompanied by an adult at all times and are NOT to use any equipment in the Gym. Equipment is to be handled according to instructions on each machine. **DO NOT ALLOW WEIGHTS TO FALL OR SLAM ON THE FLOOR OR WALLS.** Units surround the Gym so any dropping or slamming of such weights causes loud noises and vibrations. This is very disturbing and a nuisance to residents in the surrounding units. Always wipe down equipment after each use. Keep TV volume low or on mute to avoid nuisance to other residents. Re-racking of all weights you have used is required every time you use such weights. Wipe down all equipment after your done using such equipment. No resident is to allow their guest to use the Gym unless the resident is present with their guest. If you are found in violation of any rule the Association has the right to suspend your amenity rights with or without notice.

**Unit Number #** \_\_\_\_\_

**Building** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

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