

ATTENTION ALL UNIT OWNERS &
PROSPECTIVE RESIDENTS

All new residents (owners and/or tenants) are required to apply with **MIAMI LAKES WINDMILL GATE HOMEOWNERS' ASSOCIATION, INC.** prior to moving in. The application process could take up to ten (10) business days from receipt of all documentation and fees. A proposed buyer or tenant **MUST** be approved before moving in. You **MUST** obtain the required forms from:

PREMIER MANAGEMENT SERVICES
iglmanager2@gmail.com
786-262-3659

All applications **MUST** be submitted to **MIAMI LAKES WINDMILL GATE HOMEOWNERS' ASSOCIATION, INC.** and mailed to: WGHA, P.O. Box 4236, Miami Lakes, FL 33014. All forms must be 100% complete and correct and must be signed by the appropriate parties. Incomplete applications **WILL NOT** be accepted nor processed. The following must be included with the application:

- _____ Application fee of \$150.00 for legally married couples. Any other applicant over 18 year of age must pay an additional \$150.00 per applicant made payable to: **MIAMI LAKES WINDMILL GATE HOMEOWNERS' ASSOCIATION, INC.**
- _____ Signed copy of the Contract for Sale or Lease.
- _____ Signed Background Authorization Verification Form for each applicant, 18 years of age or older.
- _____ Copies of all applicants' driver licenses or photo IDs.

When a complete application package is received we will commence the process for the background screening. Once the background screening is completed, we will forward the application to the Board of Directors for approval.

The application process could take up to ten (10) business days.

Sincerely,

MIAMI LAKES WINDMILL GATE HOMEOWNERS' ASSOCIATION, INC

MIAMI LAKES WINDMILL GATE

INSTRUCTIONS:

- 1- If applicants are not legally married, an application on each person must be completed.
- 2- A Background Authorization Verification Form for each applicant must be submitted, along with copies of driver's licenses.
- 3- Print legibly or type all information. Account, telephone numbers and complete addresses are required.
- 4- If any question is not answered or left blank, this application may be returned, not processed and not approved.
- 5- Missing information will cause delays in processing your application.
- 6- Only the applicants are authorized to sign all forms.
- 7- Application fee is \$150.00 payable to Windmill Gate HOA. Mail to: P.O. Box 4236, Miami Lakes, FL 33014
- 8- A copy of the sale or rental contract is required.
- 9- A certificate of Approval will not be issued to anyone owning or driving a commercial vehicle to be parked on premises.

APPLICATION FOR OCCUPANCY

Purchase _____ or Lease _____

Property Address: _____

Name _____ Date of Birth _____ Soc. Sec. # _____

Phone _____ Email _____ Driver's Lic # _____

Marital Status [] Single [] Married [] Widow (er) [] Separated [] Divorced

Spouse Name _____ Date of Birth _____ Soc. Sec. # _____

Phone _____ Email _____ Driver's Lic # _____

Have you or your spouse ever been arrested for anything other than a minor traffic offense? Yes [] No []

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

Names & Ages of children who will occupy: _____

Pets Yes [] No [] How many? _____ Type _____ Weight _____

Cars/Trucks : Make _____ Model _____ Year _____ Plate No. _____ Color _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____

NO COMMERCIAL VEHICLES ALLOWED

PART I – RESIDENCE HISTORY

PRESENT ADDRESS: _____ Apt # _____ Own [] Rent []

City _____ State _____ Zip _____ Phone _____

PREVIOUS ADDRESS: _____ Apt # _____ Own [] Rent []

City _____ State _____ Zip _____ Phone _____

Name of Landlord (Mortgage Bank) _____ Phone _____

PREVIOUS ADDRESS: _____ Apt # _____ Own [] Rent []

City _____ State _____ Zip _____ Phone _____

Name of Landlord (Mortgage Bank) _____ Phone _____

PART II – EMPLOYMENT & BANK REFERENCES

ARE YOU Self employed Yes [] No [] Retired Yes [] No []

If yes, give your Company's name or your last employer as applicable

Do you use a Commercial Vehicle in your employment or business? Yes () No ()

Your Employer _____ Phone _____

From _____ To _____ Position or Job Title _____ Supervisor _____ Monthly Income _____

Address _____ City _____ State _____ Zip _____

Previous Employer _____ Phone _____

From _____ To _____ Position or Job Title _____ Supervisor _____ Monthly Income _____

Address _____ City _____ State _____ Zip _____

Spouse' Employer _____ Phone _____

From _____ To _____ Position or Job Title _____ Supervisor _____ Monthly Income _____

Address _____ City _____ State _____ Zip _____

Previous Employer _____ Phone _____

From _____ To _____ Position or Job Title _____ Supervisor _____ Monthly Income _____

Address _____ City _____ State _____ Zip _____

Bank Reference _____ Phone _____

City _____ State _____ Zip _____ Acct # _____

PART III- CHARACTER REFERENCES

Name _____ Phone _____ Alt Phone _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone _____ Alt Phone _____

Address _____ City _____ State _____ Zip _____

Applicant represents that all information given is true and correct and understands that as part of our procedure for processing your application, an outside agency will make an investigation from the information given and present their findings to us for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the HOA or its agent liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit resident, employment and other information pertinent to this application.

Applicant acknowledges receipt of the House Rules, as well as the Fourth Amendment to the Deed Restrictions (Purchase/Sales) and General House Rules (Renters).

Dated _____

Signature _____
(Applicant)

Signature _____
(Applicant's Spouse)

**AFTER CLOSING, PLEASE CALL:
305-819-4133 - HOTLINE
TO MAKE ARRANGEMENTS
TO PICK UP WELCOME PACKAGE
AND MAIL ROOM KEYS.**

**FAIR CREDIT REPORTING ACT CONSUMER DISCLOSURE NOTICE AND AUTHORIZATION REGARDING
BACKGROUND CONSUMER AND INVESTIGATIVE CONSUMER REPORTS**

Important: Please read carefully before signing.

DISCLOSURE

A consumer report and/or investigative consumer report, as those terms are defined in the federal Credit Reporting Act as amended (" FCRA") including information concerning your character , employment history, general reputation , personal characteristics , police record, credit , education , qualifications, motor vehicle record, and mode of living may be obtained in connection with your application for and/or continued employment with the company . A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the Company. These reports may include experience information along with reasons for termination of past employment. Information from various Federal, State, local and other agencies which contain your past activities may be requested. Further, understand that an investigative consumer report is a special type of report in which information about your credit background, references, character, general reputation , personal characteristics, past employment, work habits, education, liens, criminal conviction background (consistent with federal and state law) and mode of living is obtained through personal interviews with neighbors, friends or associates or others with whom you are acquainted with or who may have knowledge concerning the foregoing. Such information may also be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies.

The name, address, and telephone number of the Company preparing the report is: Global Backgrounds Screening Inc. d/b/a Global Backgrounds 20900 NE 30th Avenue, Suite 843, Aventura, FL 33180; Toll Free Number : 877-704-5622. Their Privacy Policy can be reviewed at [http:// www .globalbackgrounds.com/privacy-policy](http://www.globalbackgrounds.com/privacy-policy). Before any adverse action is taken, based whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address, and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law .

Please be advised that you have a right to inspect the files that the Consumer Reporting Agency may have on you during normal business hours and upon furnishing proper identification.

AUTHORIZATION

By signing below, you hereby authorize without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned reports at any time during your employment. You also agree that a facsimile or photocopy of this authorization with your signature shall be accepted with the same authority as the original.

By signing below, you hereby authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish Global Backgrounds Screening Inc. d/b/a Global Backgrounds with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

This authorization does not include the release of your medical records.

By signing below, you acknowledge receipt of a summary of your rights under the FCRA.

Printed Name: _____ **Date of Birth:** _____

Address: _____ **City:** _____ **State:** _____ **Zipcode:** _____

Social Security Number: _____

Driver's License#: _____ **Issuing State:** _____

Signature: _____ **Date:** _____



WINDMILL GATES COMMUNITY
P.O. BOX 4236
MIAMI LAKES, FL 33014
305-819-4133

RESIDENT INFORMATION AND VEHICLE REGISTRATION

Owner's / Renter's Information:

Address: _____

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Owner _____

Renter Lease Term: From _____ To _____

Phone Number(s):

_____ Home Cell Work Other

_____ Home Cell Work Other

Email Address: _____

COMMERCIAL VEHICLES NOT PERMITTED

Vehicle #1: Make & Model _____ Year _____ Color _____ Tag# _____

Vehicle #2: Make & Model _____ Year _____ Color _____ Tag# _____

Vehicle #3: Make & Model _____ Year _____ Color _____ Tag# _____

For Office Use Only Section:

Vehicle #1: Decal # _____ Vehicle #2: Decal # _____ Vehicle #3: Decal # _____

GENERAL HOUSE RULES

LANDSCAPING

- Keep curbs clean
- Removal of weeds/overgrown bushes
- Ground covering
- Garden hoses are to be kept on a hanger

PARKING

- No speeding while driving in community
- No visitor parking
- No parking in front of mailrooms or blocking street. Vehicles will be towed
- NO COMMERCIAL VEHICLES ALLOWED**
- No car which is inoperable is permitted in driveway
- No mechanical work allowed in driveways other than changing a tire or washing car
- All vehicles must be registered and have a decal

PETS

- Pet must be on a leash at all times when outside
- Pick up pet waste
- Pets are not allowed in parks
- Noise restrictions for barking
- No feeding of stray cats or ducks anywhere in the community, including driveways

TRASH/RECYCLING - TUESDAYS & FRIDAYS

- No trash bins permitted to be left outside in clear sight
- Trash bins may not be put out before sundown the night before the pickup and must be put away by sundown on same da

RECEIVED: _____

BY: _____

BY: _____