



Townhomes  
Homeowners' Association  
P.O. Box 4236  
Miami Lakes, Florida 33014  
HOTLINE 305- 819-4133 or 786-366-0314  
E-Mail: iglmanager2@gmail.com

### **PROCEDURE FOR RENTER APPROVAL**

- All Renters must fill out an Application for Occupancy and return to:

Windmill Gate HOA  
P.O. Box 4236  
Miami Lakes, Fl 33014

- A check payable to: Windmill Gate HOA in the sum of \$100.00 must accompany your application.
- A copy of your lease agreement.
- A signed receipt of the House Rules and Regulations.
- The application process will take approximately 5 business days from date of receipt of completed package.
- Property will be inspected for violations. In the event of any violations, Certificate of Approval will not be issued until said violations have been cured.
- Occupancy is not allowed until approval is issued
- **COMMERCIAL VEHICLES WILL NOT BE ALLOWED IN THE COMMUNITY.**

NOTE TO HOMEOWNERS/REALTORS:

CERTIFICATE OF APPROVAL WILL NOT BE ISSUED TO ANY INDIVIDUAL OWNING OR DRIVING A COMMERCIAL VEHICLE WHICH WILL BE PARKED ON PREMISES.

# MIAMI LAKES WINDMILL GATE

## INSTRUCTIONS:

- 1- If applicants are not legally married, an application on each person must be completed.
- 2- Print legibly or type all information. Account, telephone numbers and complete addresses are required.
- 3- If any question is not answered or left blank, this application may be returned, not processed and not approved.
- 4- Missing information will cause delays in processing your application.
- 5- Only the applicants are authorized to sign all forms.
- 6- Application fee is \$100.00 payable to Windmill Gate HOA.
- 7- A copy of the sale or rental contract is required.
- 8- 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 # \_\_\_\_\_

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. \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate No. \_\_\_\_\_ State \_\_\_\_\_

## 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 # \_\_\_\_\_

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

**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.**

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.**