



REAL ESTATE TRANSACTIONS GUIDE

REEF CLUB CONDOMINIUM ASSOCIATION, INC.
16558 NE 26th Avenue - North Miami Beach, Florida 33160
manager@reefclub.us www.ReefClub.us 305-944-1673

DEAR PROSPECTIVE OWNER, RENTER, AND REALTOR

We appreciate your interest in the Reef Club Condominium Association. This guide is intended for all transactions at the Reef Club and will assist you, your clients, and your colleagues as you explore our community.

GENERAL INFORMATION

1. To show a property at the Reef Club, please provide a copy of the contract, the realtor's, owner's, or owners' identification for the unit for sale or lease, and a copy of the real estate licenses of the agent of record. You may add one additional associate. These documents can be submitted to the Management Office via email. The names of the registered agents will be entered into our security database, and only they will be authorized to access the property.
2. One authorized agent must accompany all potential buyers and renters, as well as any other real estate agents showing the unit.
3. Lock boxes are not permitted on Reef Club property. The Association Management Office has a key for every unit, which is reserved for emergency use only.
4. Even if the unit is vacant, electricity and air conditioning must be kept on at a minimum of 78°F at all times.
5. Please ask the Management Office for photos of common areas, as they are the only ones permitted to publish them.
6. The Reef Club has a right of first refusal. All potential new owners and renters must meet the Association's requirements and complete all necessary forms.

FINANCIAL REQUIREMENTS

1. Combined income of \$100,000 or more a year
2. Credit score of at least 675
3. 2 years' income tax, latest
4. 3 bank statements, latest
5. 2 pay stubs, or proof of income, latest
6. 3 balance sheets for Corporations, LLC, and Trusts

OFFERING CONTRACTS TO BUY OR RENT

1. Please schedule an appointment to present complete buyer or rental applications and bring a printed copy to the Management Office.
2. You can pay the fees online at www.ReefClub.us or get a cashier's check. No appointments will be considered without these documents.
3. All individuals whose names appear on the contract of sale or rental contract must be present at the time of the interview. The Management Office will coordinate the meeting for applicants and Building Directors.
4. The Building Directors and the Board of Directors must approve all sales, new rentals, and renewals of rentals before the closing and moving process.
5. The full application must be submitted to the Management Office at least 30 days before the desired occupancy, rental, or closing date.

RENTAL RULES AND REGULATIONS

1. A unit can be leased only once every twelve months. The Board of Directors can approve re-leasing if the unit was leased for a full twelve months before the new lease. Some buildings have a waiting list for rentals. Please check with the Management Office.
2. All leases must contain a rental agreements, initialed and signed by the lessee to be bound by the Condo's Rules and Regulations and its addenda. These Rules are incorporated into the lease by reference.
3. A completed and signed lease addendum must be initialed and signed by every party to the lease agreement before scheduling the screening interview. No exceptions.

FEE SCHEDULE

Pay online at www.ReefClub.us, indicating your Name, Unit, and Building.

Fees are deemed paid once the funds are posted, and the process period begins only then.

Application for Sale or Lease: one (1) Background Check for U.S. citizens and foreign nationals, for every person who will be residing in the unit. Single individuals, Married couples with the same last name, and parents and children under 18 years old are considered one applicant.	\$150
Application: additional check per person	\$150
Questionnaire	\$250
Questionnaire Expedite, 15-day process, per item	\$50
Governing Documents, electronic copy	\$50
Governing Documents, paper copy	\$100
Estoppel: to be produced in 10 days.	\$250
Estoppel Expedite Fee: to be produced in 3 days	\$100
Delinquent amount owed by owners, additional fee.	\$150
Security Deposit: payable by the unit owner or renter, must accompany every signed lease and addendum agreements before scheduling the screening interview. Refundable fee due upon lease termination. Cashier's Check or Money Order only.	\$1000

QUESTIONS?

Please direct any additional questions in writing through the unit owner or real estate agent to the Management Office at manager@ReefClub.us and office@reefclub.us.

Keep in mind that you must schedule an appointment before visiting the Management Office.



SUBMISSION OF APPLICATION

Building _____ Unit _____



Sale



Lease

PROSPECTIVE BUYER / RENTER

name

email

phone

OWNER

name

email

phone

REAL ESTATE AGENT

name

email

phone

Documents received, per applicant:

- ☐ Application signed
- ☐ Contract and addendum
- ☐ Driver's License, Passport copies
- ☐ Background and credit check authorization
- ☐ 2 years' income tax, latest
- ☐ 3 bank statements, latest
- ☐ 2 pay stubs, or proof of income, latest

Notes

Only full package applications will be accepted. No exceptions.

Regular processing time: up to 30 days. Plan accordingly.

Schedule an appointment before visiting the Management Office, office@reefclub.us

Application received on



Application			
Prospective New Address UNIT			BUILDING
Applicant Information			
Name:		Drivers License #:	
Date of birth:	Phone:		SS#:
Current address:			
City:		State:	ZIP Code:
Own Rent (Please circle)	Monthly payment or rent:		Dates:
Landlord name:		Landlord phone:	
Landlord address:			
Previous address:			
City:		State:	ZIP Code:
Owned Rented (Please circle)	Monthly payment or rent:		Dates:
Landlord name:		Landlord phone:	
Landlord address:			
Employment Information			
Current employer:			
Employer address:			Dates:
Phone:		E-mail:	Fax:
City:		State:	ZIP Code:
Position:		Annual income:	
Supervisor:		Other Income Source:	Other Income \$:
Previous Employment Information			
Previous employer:			
Employer address:			Dates:
Phone:		E-mail:	Fax:
City:		State:	ZIP Code:
Position:		Annual income:	
Emergency Contact			
Name of a person not residing with you:			
Address:			

City:	State:	ZIP Code:	Phone:
Relationship:			
Co-applicant Information (if married)			
Name:		Drivers License #:	
Date of birth:	Phone:	SS#:	
Current address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent:	Dates:	
Landlord name:		Landlord phone:	
Landlord address:			
Previous address:			
City:	State:	ZIP Code:	
Owned Rented (Please circle)	Monthly payment or rent:	Dates:	
Landlord name:		Landlord phone:	
Landlord address:			
Co-applicant Employment Information			
Current employer:			
Employer address:			Dates:
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Position:	Hourly Salary (Please circle)	Annual income:	
Additional Occupants			
Name: Address:		DOB:	Relation:
Name: Address:		DOB:	Relation:
Name: Address:		DOB:	Relation:
Financial Information			
Do you have a checking account: Yes No		Bank / State :	
Do you have a savings account: Yes No		Bank / State :	
Do you have credit card debt: Yes No		Cards & Debt Amount:	
Have you ever:			
Filed for bankruptcy: Yes No		State / County / Year:	
Been arrested or convicted of a felony: Yes No		Describe:	

Been evicted from a rental: Yes No	Describe:		
Defaulted on a lease: Yes No	Describe:		
Been served a late rent notice: Yes No	Describe:		
Other Information			
Do you have renters insurance: Yes No	Company:		
Do you have a water bed: Yes No	Do you have insurance: Yes No		
Do you have a history of drug use: Yes No	Describe:		
Do you own pets: Yes No	Number of Pets:	Type:	
Do any proposed occupants smoke: Yes No			
Have you ever broken a lease: Yes No	Describe:		
Why are you moving / were you asked to move:			
When would you be able to move in:		How long do you expect to stay here:	
Vehicle Information			
Vehicle 1 Make:	Model:	Year:	Color:
Plate #:	State:	Financed: Yes No	Payment \$:
Vehicle 2 Make:	Model:	Year:	Color:
Plate #:	State:	Financed: Yes No	Payment \$:
Do you have any commercial or recreational vehicles (RV, campers, boats, motorcycles, etc): Yes No			
List:			
Personal References (list at least two)			
Name:	Phone:	Relation:	
Name:	Phone:	Relation:	
Name:	Phone:	Relation:	
Agreement & Authorization			
I warrant, to the best of my knowledge, all of the information provided in this Application is true, accurate, complete and correct as of the date of this Application. If any information provided by me is determined to be false, such false statement will be grounds for disapproval of my Application or termination of my Lease with Owner. I hereby authorize Emerald Condominium to verify the information provided and obtain a credit report on me. I understand that this requires a \$100 non-refundable fee per unmarried applicant.			
Signature of applicant:			Date:
Signature of co-applicant:			Date:



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CONSENT TO OBTAIN A CONSUMER REPORT BY BROWN'S BACKGROUND CHECK

On behalf of The Reef Club Condominium Association, Inc.

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800-853-3228. I understand that you may be requesting information from various federal, state, and other agencies or institutions that maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. The Association will review this information, and it may also be reviewed by a unit owner if the unit is a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the information as mentioned above:

Applicant Name _____

Date of Birth _____/_____/_____ Social Security Number _____

Date of Birth is requested in order to obtain accurate retrieval of records.

Co-Applclicant Name _____

Date of Birth _____/_____/_____ Social Security Number _____

Alias/Previous Name(s) _____

Current Physical Address City & State Zip-code _____

California, Minnesota & Oklahoma Applicants Only. Please check here to have a copy of your consumer report sent directly to you. Notice to CALIFORNIA Applicants Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two years preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

Applicant Signature _____ Date _____

Co-Applclicant Signature _____ Date _____