

## **APPLICATION PROCESS FOR 6917 COLLINS AVENUE, UNIT 1102, MIAMI BEACH, FL**

1. Residential applications are to be emailed ONLY and it must be TYPED.
2. All fees are collected up front. Requirements for applications to be emailed to the applicant are as follows:
  - a. Application fee \$100 per applicant over the age of 18 years old  
(personal check, cashier's check or money order, payable to The Collins Condominium)
  - b. Couples, must provide marriage certificate for additional fee to be waived.
  - c. Executed purchase contract or lease contract.
  - d. Pet fee of \$250 (personal check, cashier's check or money order, payable to The Collins Condominium)
  - e. Impact Fee of \$200 which covers Move In and Move elevator usage  
(personal check, cashier's check or money order, payable to The Collins Condominium)
  - f. Moving Deposit of \$500 (personal check, payable to The Collins Condominium)
3. When application is returned to our office, we must be provided with the following items:
  - a. Application fully filled out.
  - b. If tenant, authorization for association to collect rent must be notarized.
  - c. Copy of vehicle registrations.
  - d. Pet picture, vaccinations report and registration.
  - e. Picture of the bicycle, motorcycle or scooter.
  - f. Copy of driver's license or passport.
4. Applications should take no more than 5 business days to be completed, as screening mostly take 24 hrs.
5. To expedite the process, ensure we receive all required documentation prior to accepting the application onsite.
6. Incomplete applications including missing signatures, missing fees or additional documentation will not be accepted
7. After application has been completed, reviewed and approved by the BOD an orientation must be conducted by management.
8. The date of the orientation access devices will be programmed or provided and move in date will be scheduled.
9. Copy of the condominium Rules and Regulations must be provided to applicant.