

## **Oxford Condominium- Purchase-Lease**

c/o J & L Property Mgmt. Inc.  
10191 West Sample Road Suite 203  
Coral Springs, Florida 33065

**\*\*It is important that you follow these instructions carefully – It can take up to 30 DAYS FOR APPROVAL AFTER completing your application with Oxford Condominium\*\***

**ANYONE OVER THE AGE OF 18 NEEDS TO COMPLETE A SEPARATE APPLICATION**

**PETS ARE PROHIBITED**

**PLEASE HAVE THE FOLLOWING DOCUMENTS/FORMS READY:**

### **PURCHASE**

- a) Applicant and Co-Applicant Photo Identification that demonstrates proof of Permanent U.S. Residency (US Driver's License, US Passport, Green Card, or Naturalization Certificate)
- b) Purchase Contract Signed by the Applicant(s) and the Owner(s)
- c) W-2 Form or Proof of Income
- d) (1) Bank Statement
- e) Marriage Certificate (if applicable and if married with different last names)
- f) Vehicle Registration (Per Vehicle)

### **LEASE**

- a) Applicant and Co-Applicant Photo Identification that demonstrates proof of Permanent U.S. Residency (US Driver's License, US Passport, Green Card, or Naturalization Certificate)
- b) Lease Agreement Signed by the Applicant(s) and the Owner(s)
- c) Addendum to Lease Agreement (page #7) Signed by the Applicant(s) and the Owner(s)
- d) W-2 Form Proof of Income
- e) (1) Bank Statement
- f) Marriage Certificate (if applicable and if married with different last names)
- g) Vehicle Registration (Per Vehicle)

**PLEASE PRINT THE ADDENDUM TO LEASE AGREEMENT (PAGE #8) AFTER SIGNING IN ORDER TO OBTAIN THE LESSOR(S) SIGNATURE**

**\*\*\*\*\*Please be advised that there is a 3 Step Process. It can take up to 30 days\*\*\*\*\***

**1/ ~ COMPLETING THE APPLICATION ~ BACKGROUND CHECK ~** Once the applicants background check, credit check and required documents are completed with the background check company (Tenant Evaluation), the applicant will receive a text and email from [no-reply@tenantevaluation.com](mailto:reply@tenantevaluation.com) with a link to upload the required documents as well as reminders.

**If you pay for an expedited service, this is only for the background check, NOT for approval.**

**\*\*NOTE\*\*** Please ensure that all required documents are submitted to Tenant Evaluation or this can cause further delays in the preliminary review with the J&L Property ~ Sales & Leasing Dept. If you have any technical issues or questions on your background check, please contact them at (855) 383-6268.\*\*\*

**\*The amount of time that it takes to complete the application does not count as the 30 days.\***

2/ ~ **PROPERTY MANAGEMENT REVIEW** ~ Once your application is completed a preliminary review is conducted by the property management company before submitting to the board. Any communications regarding the application will **ONLY** be with the applicant and the owner of the property.

3/ ~ **BOARD REVIEW & APPROVAL** – Once all the information is gathered, the completed application is sent to the board for review and approval. You will be contacted if there is an in-person interview.

**\*\*WARNING\*\***

Please be advised that it can take up to 30 days once we receive the completed background check and application. PLEASE GIVE YOURSELF AMPLE TIME TO MOVE INTO YOUR NEW PLACE. Board members are volunteers so their time to review can take some time to review, vote and approve. Please do not follow up on an application until 21 business days after your background check is sent to us, the property management company. The best way to follow up is via email so that we can forward your email to all board members as a follow up at one time.

If there is a document missing or discrepancy in the application and we need clarification and/or correction, the application will be considered incomplete. The 30 days will commence once we have received a completed application.

I have read and understand the instructions listed above. \_\_\_\_\_

**ARE YOU READY TO MOVE FORWARD?**

**YOU ARE ONE  
STEP CLOSER TO  
YOUR DREAM HOME**



## Oxford Condominium

### Step 1

(Before you begin note that a valid major credit card is required and allow 15-20 minutes for the completion of this step)



1) Visit: [www.tenantev.com](http://www.tenantev.com)



2) Enter Code : 6368



3) Ready: Begin your online application!

### Step 2

(allow 15-20 minutes for the completion of this step)



4) Upload/Sign: After step 1 we will be sending an email requesting to Upload and Sign the required documents for your application. Some of the documents required are as follow:

- Photo Identification (Driver's License or Passport)
- Pet Photo (if applicable)
- Lease/Purchase Signed by all Parties
- Proof of Permanent U.S. Residency or Citizenship
- And other Documents that are Required

**Customer Support: 1-855-383-6268**

#### Identity Theft:

You can be charged with identity theft if you enter another person's name or social security number, or any other information other than your own on an application. Conviction for identity theft carries with it some potentially hefty penalties. In fact, the Identity Theft Penalty Enhancement Act signed into legislation in 2004 established identity theft as a federal crime. The law sets the penalty for identity theft at up to 15 years in prison and paying as much as \$250,000 in fines.

RULES AND REGULATIONS

FOR

THE OXFORD, a condominium

1. The sidewalks, entrances, and like portions of the common elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the condominium property; nor shall any carts, bicycles, carriages, chairs, tables or any other objects be stored therein.
2. The personal property of unit owners must be stored in their respective units or in storage areas.
3. No garbage cans, supplies, milk bottles or other articles shall be placed on the walkways or other common elements. No linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, fences, walkways, balconies or other portions of the condominium property.
4. No unit owner shall permit anything to fall from a window or door of the condominium property, nor sweep or throw from the condominium property any dirt or other substance into any of the walkways or upon the common elements.
5. Refuse must be deposited in areas designated for such purpose by the board of directors. The requirements of governmental agencies for refuse disposal or collection shall be complied with. All equipment for the storage or disposal of refuse shall be kept in a clean and sanitary condition.
6. Parking areas are solely for non-commercial passenger automobiles with a current passenger vehicle registration.
7. No vehicle which cannot operate on its own power shall remain on condominium property, and no repair of vehicles shall be made on condominium property.
8. No unit owner shall make or permit any disturbing noises in his unit, nor permit conduct by any person that will interfere with the rights, comfort or convenience of other unit owners. No unit owner shall play or permit to be played any musical instrument nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his unit in such a manner as to disturb or annoy other residents. No unit owner shall conduct or permit to be conducted any vocal or instrumental instruction at any time which disturbs other residents.
9. No radio or television installation may be permitted in any unit which interferes with the television or radio reception in another unit.
10. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in or upon any part of the condominium property, except signs used or approved by the Developer. No awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the building or on the common elements.
11. Barbecuing and other outdoor cooking is permitted only in designated areas.
12. No flammable, combustible or explosive substances shall be kept in any unit or on the common elements, except for use in barbecuing or cooking.

13. A unit owner who plans to be absent during the hurricane season must prepare his unit prior to his departure by designating a responsible firm or individual to care for his unit should the unit suffer hurricane damage, and must furnish the Association with the name of such firm or individual. Such firm or individual shall be subject to the approval of the Association.

14. Food and beverages may not be consumed outside of a unit except in designated areas.

15. A unit owner shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, walkways or windows of the building. Curtains and drapes, or linings thereof, which face on exterior windows or glass doors of units shall be subject to disapproval by the board of directors, in which case they shall be removed and replaced with acceptable ones.

16. No structure of a temporary character, no trailer, tent, mobile home or recreational vehicle, shall be permitted on the condominium property at any time as a residence, either temporarily or permanently.

17. No trucks or commercial vehicles, motorcycles, motorbikes, mopeds, mobile homes, motor homes, house trailers or trailers of any other description, recreational vehicles, boats or boat trailers or vans shall be parked or stored at any place on the condominium property. This prohibition shall not apply to temporary parking of trucks and commercial vehicles, for pickup, delivery, or other commercial services; nor to any of the Developer's vehicles.

18. No wall or window air conditioning units may be installed in any unit.

19. No outdoor antenna shall be permitted on the condominium property or on any building thereon.

20. (a) Subject to the exceptions set forth below, no person under 18 years of age shall reside in any condominium unit.

(b) Subdivision (a) above is subject to the following exception: a person under 18 years of age, but not less than 14 years of age, may reside in a condominium unit purchased directly from the Developer, so long as the purchaser who purchased directly from the Developer remains the owner of such unit. Upon a sale of the unit by such purchaser, the minimum age thereafter for residence in the unit shall be 18 years. Should such owner rent out the unit, the minimum age during the renting out shall be 18 years.

(c) Subdivision (a) above is subject also to the following exception: a person under 18 years of age, but not less than 14 years of age, may reside in a unit leased from the Developer.

(d) A unit owner or a unit lessee may have as a guest a person who is underage under the above provisions, for a period not to exceed two weeks, but visits of longer duration must be approved by the board of directors.

21. No dog, cat, or other animal pet, shall be kept in any unit or anywhere else on the condominium property.

22. No unit owner shall install a screen enclosure to or upon the outside walls of the building or on the common elements.