

**ROOSEVELT CONDOMINIUM ASSOCIATION, INC.**  
**A Non Profit Corporation**  
**1255 Pennsylvania Avenue, Miami Beach, FL, 33139**

**APPROVAL CHECKLIST FOR NEW RESIDENTS**

Your approval as a tenant/buyer of our building is contingent upon the following conditions:

- An application must be completed separately by each proposed tenant/buyer and must include photocopies of each applicant's driver license and/or passport.

- Tenants: A copy of the proposed one-year lease must be provided and signed by your landlord and each applicant. Leases for less than six months and one day are not permitted.

Buyers: A purchase contract must be provided as well as a credit report.

- A \$100 background fee (non-refundable) per person for verifying the applicant's criminal history and credit history must be paid, and the results must be received, prior to any approval and move-in. Please write "background fee" in the memo line of the \$100 **cashier's check**.

This fee must be included with the application.

- A \$100 moving in/moving out fee (non-refundable) per unit must be paid only once. Please write "moving fee" in the memo line of the **cashier's check**. You will be charged/fined separately for any damages made to the front door, the common areas, including the elevators and hallways, and any debris left in the hallway or common areas during your moving or tenancy; and for any furniture, appliances, lamps, computers or unwanted items left inside our main garbage room or the hallway garbage chute room.

Please bring this fee to the interview.

- A \$300 security deposit (refundable) per unit for tenants. It must be in the form of a **personal check**. At the time of moving out if there are no fines levied against the tenant due to rule violations or property damage caused by the tenant then the deposit will be returned. (Within 15 days after the tenant moves out).

Please bring this fee to the interview.

- After a complete packet is submitted you must allow ten business days for your application to be processed. Processing **time begins once a complete packet is submitted**. Please do not turn in an application until you have provided everything in the checklist excluding the move in fee and security deposit. Only after the interview and final approval are you allowed to physically move into and have your furniture and belongings brought to the the building.

Thank you for your cooperation. If you have any questions, please contact our Property Manager, Josephine Maronier, at 786-290-9639 Monday - Friday 9 AM - 7 PM.