Last updated
May 2026

COSTA DEL SOL ASSOCIATION, INC.

APPLICATION INFORMATION FOR PROSPECTIVE RESIDENTS

Dear Prospective Resident,

Thank you for your interest in living at Costa del Sol. Our community offers a high-quality living environment that we are confident you and your family will enjoy.

Please be advised that the application review and approval process for all new tenants and owners may take up to 30 days. Applications for service members will be processed in accordance with Section 83.683, Florida Statutes.

A completed application, along with all required documentation, must be submitted to the Association for review prior to approval of any sale or lease. Occupancy prior to Board approval is strictly prohibited.

Once your application is approved, you will be notified of the date for a mandatory welcome meeting. Attendance is required to ensure all residents understand the Association's Rules and Regulations prior to move-in.

We look forward to welcoming you to our community.

Sincerely,
Lesley Ulloa
President, Board of Directors
Costa del Sol Association, Inc.

Transponder Requirements:
All residents must obtain a transponder to access the community.

- Owners: Issued upon receipt of the Warranty Deed or Closing Statement
- Renters: Issued after lease approval
- Cost: $35.00 per transponder

To obtain a transponder, you must provide a valid ID, vehicle registration, and proof of insurance. Transponders are non-transferable; all new residents must register their vehicles with the Association.

All maintenance assessments must be paid in full prior to submitting an application.

Please Note:

- There is no expedited ("rush") processing.
- Applications must be completed in full. Missing information or documentation will result in the application being returned and not processed.

Completed applications, along with all required documentation, must be delivered to:

Costa del Sol Association, Inc.
1 Costa del Sol Blvd.
Doral, FL 33178

Office Hours:
Monday - Friday
8:30 AM – 5:00 PM

For questions, contact:
info@cdsassociation.com
305-592-2292

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Instructions

Please read carefully the instructions prior submitting the application

1- A $150 screening fee is required per applicant. All individuals over 18 years of age must complete an application and submit the fee. Payments must be made in the form of a money order or cashier's check only, payable to Costa del Sol Association. Personal checks are not accepted. Married couples who provide a copy of their marriage license are required to pay a single $150 fee.

2- A clear legible copy of the Executed Lease agreement or Sales Contract.

3- A clear legible copy of the Valid Driver's License or a Picture ID from applicant(s) and everyone who is 18 years old or older that will be living in the property.

4- Copies of valid Vehicle Registration (s) that will be within the community and car insurance.

5- If the individual applying does not have a US Social Security Number the following will be required: Valid Passport and Valid Visa. Every adult must sign page #7. Print one page for every adult.

6- Every prospective resident over the age of 18 must complete an application and be subject to the application process.

7- Prospective Tenant(s) must not have been evicted from a property within the past 5 years.

8- A review of each prospective resident's criminal history shall be performed. The Association may deny a prospective resident if a review of such prospective resident's criminal history reflects a felony conviction involving violence to persons or property, or a felony demonstrating dishonesty or moral turpitude.

9- Previous landlord information provided by the prospective tenants must be verifiable and a favorable recommendation must be obtained from previous landlords. Be sure to know the relationship of the recommendation for the prospective tenant(s).

10- If you have pets, please make sure to bring a copy of your pet vaccination and a picture.

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All questions must be answered in full.

Date: _____

Property Info

Address: _____

Lease Term: _____ to _____ Rent: $_____

Closing Date: _____ Sale Price: $_____

Owner: _____ Phone: _____ Email: _____

Realtors (Owner/Tenant): _____ / _____

APPLICANT

Full Name: _____ DOB: _____ SSN: _____

DL#: _____ State: ____

Phone: _____ Email: _____

Residence

Current Address: _____ How Long: _____

☐ Own ☐ Rent Landlord/Phone: _____

Employment

Employer: _____ From: _____ to _____ Income: $_____

Contact/Phone: _____

CO-APPLICANT (if applicable)

Full Name: _____ DOB: _____ SSN: _____

Phone: _____ Email: _____

Status: ☐ Employed ☐ Retired ☐ Unemployed ☐ Other: _____

Employer: _____ from: _____ to _____ Income: $_____

Contact/Phone: _____

OCCUPANTS (18+ require background check) Name | DOB | SSN

- _____
- _____
- _____

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PETS

☐ No ☐ Yes Breed/Weight: _____

(Attach vaccination records & photo)

VEHICLES

Year: _____ Make: _____ Model: _____ Tag#: _____ Transponder#: _____

Year: _____ Make: _____ Model: _____ Tag#: _____ Transponder#: _____

Year: _____ Make: _____ Model: _____ Tag#: _____ Transponder#: _____

Year: _____ Make: _____ Model: _____ Tag#: _____ Transponder#: _____

Year: _____ Make: _____ Model: _____ Tag#: _____ Transponder#: _____

Year: _____ Make: _____ Model: _____ Tag#: _____ Transponder#: _____

Dear Prospective Resident,

The moving truck must enter through the main gate (NW 41st Street – NW 102 Ave) and the size allowed is up to 26 feet. New residents must notify the office of their move-in date.

TRUCK SIZE	TANK SIZE
10'	31 GAL
15'	40 GAL
17'	40 GAL
20'	40 GAL
26'	60 GAL

1.7. Trucks / Vans: The 2002 Florida Statute 320 defines a truck as: "*Any motor vehicle with a net weight of 5,000 pounds or less and which is designed principally for the carriage of goods and includes a motor vehicle to which has been added a cabinet box, a platform, a rack, or other equipment for the purpose of carrying goods other than the personal effects of the passengers.*"

A Heavy Truck means "*any motor vehicle with a net vehicle weight of more than 5,000 pounds, which is registered on the basis of gross vehicle weight in accordance with s.320.08(4), and which is designed or used for the carriage of goods or designed or equipped with a connecting device for the purpose of drawing a trailer that is attached.*

I have read and understand the information above.

Applicant Name: _____

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I/We _____, do hereby swear that all of the information provided is accurate.

I/We _____, absolve COSTA DEL SOL ASSOCIATION _____ from doing any wrongdoing and give them my full permission to do a background check. They may use any means that they see fit to obtain any necessary information. Shall this information be false I/We. _____, will not attempt to deface or embellish COSTA DEL SOL ASSOCIATION _____ for their acquisition of said information.

COSTA DEL SOL ASSOCIATION _____ is under the obligation to its client to do a full criminal investigation when asked. Please provide the following information.

Have you ever been charged and or convicted of a felony? _____

Have you ever been charged and or convicted of a misdemeanor? _____

If yes, please explain:

_____
_____
_____
_____
_____
_____
_____
_____

Applicant has represented all the information accurately and has not used an alias on this application. Applicant has read and understands that COSTA DEL SOL ASSOCIATION will be performing tasks associated with background investigations including but not limited to: reference check, employment check, residence history, criminal history, and credit history which will be completed by SARMAS (Screening and Risk Management). The applicant hereby authorizes the release of banking, credit, residential history, and any other information relevant to this application.

_____ _____
Applicant Signature Date

_____ _____
Co-Applicant's Signature Date

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MUST PRINT THIS PAGE FOR EVERY ADULT ON THE APPLICATION

MUST BE FULLY COMPLETED AND SIGNED

UNIT OWNER (LESSOR) AGREEMENT

(**Note:** To be completed by unit owner ONLY when leasing the unit)

RE: Unit Address: _____

I/We acknowledge and agree that **I/We** are responsible for the actions of the Tenant(s) reflected in this Application, that **I/We** have advised the Tenant(s) that he/she/they must comply with all of the terms and conditions set forth in the Declaration of Condominium, Association's Articles of Incorporation, By-Laws, and Rules and Regulations (hereinafter referred to as the Association's "Governing Documents") and further, that **I/We** are responsible for any and all damages caused by the Tenant(s) to the Common Elements and/or Association Property. In addition, **I/We** acknowledge that the Board of Directors ("Board") has the absolute right to reject this Application if (1) the proposed lease is not attached to the Application; (2) approval of this Application would violate any provision of the Association's Governing Documents; (3) I/We have failed to pay any assessments to the Association; (4) I/We or the proposed Tenant(s) submit an incomplete Application or make any material misrepresentation on the Application or any other documents or information requested by the Board, which material misrepresentation includes but is not limited to the failure to disclose the names of all individuals who will reside in the unit during the lease term; and (5) the screening fee is not submitted with this Application. Finally, I/We acknowledge that the application may be rejected due to any unapproved architectural modification or architectural violation.

Note: The approval of this Application is at the sole discretion of the Association and the criteria, policies and procedures it has adopted as part of its screening/welcoming process.
Owners need to get the Certificate of Rental before allowing the tenants occupancy of the property.

Further, I/We may be contacted by the Association if an issue arises regarding the Tenant(s) at the following address and telephone number(s):

_____

_____

PLEASE NOTE: TRANSPONDERS UNDER NO CIRCUMSTANCES ARE TRANFERABLE. TENANTS MUST OBTAIN THEIR OWN TRANSPONDERS. OWNERS ARE TO KEEP THE TRANSPONDERS ALREADY ASSIGNED TO THE ADDRESS.

I/We further state that the following is a list of all the authorized tenants/occupants residing in the above referenced unit: (Name and Age).

_____ _____

_____ _____

_____ _____

_____ _____

Signature of Unit Owner **Signature of Unit Owner**

Print name: _____ **Print Name:** _____

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RE: Exterior Architectural Modification Policy
Costa del Sol Association, Inc.

Dear Prospective Resident:

The Costa del Sol Association has a strict policy regarding any and all modifications to the exterior of units in the community. Any and all modifications (both major and minor) to the exterior of any unit in the community require the prior approval of the Association. To obtain the necessary approval for architectural modification, one must request an application packet from the Association Office. This application must be completed and returned to the Association Office for approval at the next Architectural Control Committee Meeting. The Association will inform the applicant, in writing, of the Committee's decision.

The approval is based on the unit owner agreeing to be responsible for all upkeep and replacement related to that modification of the property.

Please DO NOT make the mistake of assuming that because another resident in the community has modified the exterior of their unit, the Association has approved the modification. This modified unit may very well be in the violation, fining, and/or legal action process.

The Association would like to thank you in advance for your cooperation in abiding by this policy.

I _____,

Unit Address_____ understand all the above information and agree to abide by this Association policy.

Signature: _____ Date: _____

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Re : Costa del Sol Condominium Association, Inc, ("Association")

Dear Unit Owner(s):

Please be advised that Section 17.7(E) of Article 17 of the Declarations of Condominium for Condominiums A and B and Section 17.8(E) of Article 17 of the Declarations of Condominium for Condominiums A through W provide as follows:

(E) Leases shall be required to place in escrow with the Association a security deposit in an amount to be established by the Board, which shall not exceed the maximum amount permitted under Chapter 718, Florida Statutes, as amended from time to time.

The security deposit may be used by the Association to repair any damage to the Common Elements resulting from the acts or omissions of the tenant, as determined in the sole discretion of the Board. The unit owner shall be jointly and severally liable with the tenant for any amount more than the security deposit that is required by the Association to complete such repairs or to satisfy any claim for injury or property damage caused by the negligence of the tenant. Such security deposits shall be administered in accordance with Part II of Chapter 83, Florida Statutes.

Based on the above-quoted provision, each lease is required to provide the Association with a security deposit in a sum to be established by the Board. At a duly noticed Board meeting held on July 10, 2007, the Board of Directors voted to begin enforcing this provision on a going-forward basis. At a duly noticed Board meeting held on August 14, 2007, the Board of Directors established that the amount required to be provided to the Association by each lease as a security deposits a sum equal to one (1) month's rent. Accordingly, please be advised that all leases renting a unit in Condominiums A-W shall be required to provide the Association with a security deposit in a sum equal to one (1) month's rent. The security deposit will be placed into an escrow amount maintained by the Association. The security deposit may be used by the Association to repair any damages to the Common Elements resulting from the acts or omissions of a lease as determined in the sole discretion of the Board of Directors.

If you have any questions, please contact the Associations Property Management Office at (305) 592-2292. Thank you for your anticipated cooperation in this matter.

Board of Directors
Costa del Sol Association, Inc.
ONE Costa Del Sol Blvd. Doral, FL 33178
info@cdsassociation.com
TEL (305) 592-2292

Initial _____

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fision
Fiber Optics by Hotw

Are you leaving Costa del Sol?



PLEASE TAKE A MOMENT TO LET US KNOW WHEN YOU ARE MOVING OUT. IT IS YOUR RESPONSIBILITY TO CLOSE YOUR **HOTWIRE COMMUNICATIONS ACCOUNT**, EVEN IF YOU ONLY HAD THE SERVICES PROVIDED IN YOUR AMENITIES PACKAGE

Simply follow these steps and we'll take care of the rest:

1. Contact Hotwire Customer Service at 800-355-5668

2. Speak to a Customer Service representative. You will need to provide the date you wish to have your service terminated and your forwarding address.
   If you **DO NOT** have Hotwire equipment to return; the customer service representative will simply close your account and terminate your service on the date requested.

3. If you **HAVE** Hotwire equipment – the customer service representative will provide details regarding the convenient options to return your equipment.

IMPORTANT NOTE: ***There is a minimum fee of $400 per box for unreturned equipment and this will automatically be applied to your account for each piece of equipment that is not returned to Hotwire Communications in advance of your account being closed***

Applicant Name_____ Signature _____ Date _____

Co-Applicant Name_____ Signature _____Date _____

Multi-Family Ordinance

The Association is a condominium community governed by Chapter 718, Florida Statutes, and its Declaration, Bylaws, and Rules and Regulations.

All leasing and occupancy of units is subject to prior written approval by the Association. No unit may be leased or occupied without compliance with the Association's Governing Documents.

The Association has the authority to regulate leasing procedures, screening requirements, occupancy disclosures, and compliance with community standards to preserve the safety, aesthetics, and peaceful enjoyment of the property.

All occupants must be properly disclosed and approved prior to occupancy. Unauthorized occupants, subleasing, or violations of the Association's Governing Documents may result in enforcement action.

Occupancy and use of units must also comply with applicable municipal codes and state law.