



HOMEOWNERS ASSOCIATION, INC.

RENTAL RENEWAL APPLICATION CHECKLIST

- **Renewals or extensions of leases are subject to re-approval of the Rental Review Committee. A background check for all tenants will be performed at each annual renewal.**
- Application and authorization forms must be completed in detail by the proposed lessee and all information must be legible (Print or Type). An incomplete application will not be processed and not approved. Application and authorization forms must be returned to the Ashley Park Homeowners Association.
- A \$125.00 non-refundable processing fee, payable to the Ashley Park Homeowners Association, Inc., must be attached to the application. Acceptance of the \$125.00 processing fee does not in any way constitute approval of this transaction. A full background check will be done on every person over the age of eighteen (18). If home is to be occupied by more than two (2) persons who are not husband and wife or parent and dependent child, separate \$50 per person application and screenings fees are required.
- A copy of the current Contract/Lease Agreement (between the Owner and Lessee) must be attached to the application. No Lease shall be for less than twelve (12) months.
- Return completed application, copy of lease and \$125.00 processing fee to:

Ashley Park Homeowners Association, Inc.
22151 Shorewind Drive
Boca Raton, Fl 33428
(561) 451-3899



Candidate Information

Name:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| FIRST | | | | | | | | | | | | | | | | | | | | | Middle | | | | | | | | | | | |
| LAST | | | | | | | | | | | | | | | | | | | | | | Maiden | | | | | | | | | | |

Social Security Number:

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Date of Birth:

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Drivers' License Number:

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(State)

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Current Address:

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(Street) (City) (State/Zip)

Previous Employment:

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(Employer) (City) (State)

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(Contact Name) (Contact Phone Number)

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(Title) (Salary) (Start Date 00/00) (End Date)

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Education:

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(Institution/ School Name) (City) (State)

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(City) (State) (Graduation Date)

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(Highest Degree Obtained) (Major)

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Professional License:

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(Type/Number) (State) (Year)

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|--|--------------------------|-------------------------------------|--------------------------|--|--|--|--|--|--|------------------------|--|--|--|--|--|--|--|--|--|
| Account: Community Management & Construction, Inc. | | | | | | | | | | For Internal Use Only: | | | | | | | | | |
| Administrative Fee | <input type="checkbox"/> | International Credit Report | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| County Criminal Search | <input type="checkbox"/> | International Criminal Court Search | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Employment Credit | <input type="checkbox"/> | National Criminal Database -NCD | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| International Civil Court Search | <input type="checkbox"/> | NATL Sexual Offender Registry | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| State Dept. of Law Enforcement | <input type="checkbox"/> | State Criminal Database | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Social Security Verification | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |

DISCLAIMER: This document is intended for instructional purposes only and is not intended as legal advice. We recommend you consult with an attorney to review this document to ensure your compliance with the Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.) and applicable state laws related to background screening and consumer notices.

DISCLOSURE AND AUTHORIZATION

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Community Management & Construction, Inc. (“the Company”) may obtain information about you for tenants’/buyers’ screening purposes from a third party consumer reporting agency. Thus, you may be the subject of a background investigation report which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), military records, verification of education or employment history, or other background checks. You have the right, upon written request made within a reasonable time, to request disclosure of the nature and scope of any “investigative consumer report” prepared by contacting the Company and Pinkerton Consulting and Investigations, Inc., 11019 McCormick Road, Suite 200, Hunt Valley, MD, 800-635-1649. For information about Pinkerton Consulting and Investigations, Inc.’s privacy practices see www.pinkerton.com.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of this DISCLOSURE REGARDING BACKGROUND INVESTIGATION notice. I hereby authorize the obtaining of a background investigation report(s) by the Company at any time after receipt of this authorization.

Signature: _____

Date: _____

Print Name: _____

Last 4 Digits of SSN: _____

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