

HOLLYBROOK GOLF & TENNIS CONDOMINIUM, INC.

**EACH APARTMENT LEASED MUST BE OCCUPIED BY
AT LEAST ONE INDIVIDUAL OVER THE AGE OF 55.**

***EFFECTIVE JUNE 1, 2002**

ATTACHED YOU WILL FIND A LEASE PACKET WHICH CONSISTS OF:

- 1) HOLLYBROOK LETTER
(INCLUDES DOCUMENTS NEEDED TO BE SUBMITTED FOR LEASING)
- 2) OWNER'S APPLICATION FOR LEASING
- 3) APPLICATION TO LEASE
- 4) ADDENDUM TO LEASE AGREEMENT

PLEASE INCLUDE PROOF OF AGE. (DRIVER'S LICENSE ETC.)

PLEASE READ AND FILL OUT COMPLETELY.

PLEASE RETURN ALL THESE FORMS **INCLUDING A LEASE** TO THE RECORDS OFFICE AT LEAST **4 WEEKS** IN ADVANCE BEFORE OCCUPANCY DATE. MAKE SURE WE HAVE ALL INFORMATION ON ALL PERSONS WHO WILL BE LISTED IN THE APARTMENT AS RENTERS. ONCE WE RECEIVE ALL THE DOCUMENTS, WE WILL START THE PROCESSING OF YOUR PAPERWORK.

***EFFECTIVE IMMEDIATELY, WE WILL NOT ACCEPT A PARTIAL PACKET. IF THERE IS A FORM MISSING, WE WILL RETURN THE PACKET UNTIL IT IS COMPLETE.**

THANK YOU IN ADVANCE FOR YOUR COOPERATION.



To All Hollybrook Renters.

WELCOME TO HOLLYBROOK

We think it is important for you to know something about Hollybrook before you consider renting a unit.

We are a community of 1,902 condominium units, administered by a single Board of Administration consisting of 20 Directors and 5 officers.

Condominium living is governed by rules and regulations. A summary of some of our more important rules and regulations are as follows:

Hollybrook's Documents

Every renter must obtain a **current copy of Hollybrook's Rules & Regulations.**

PLEASE READ YOUR DOCUMENT BOOK CAREFULLY

All Renters' **must** bring the document book to the Screening Interview.

Is Hollybrook a Legal "Over 55 Community"?

Yes. By signing the attached application, you affirm that you know that our apartments must be occupied by the age of 55 or older, except for spouse.

When you occupy your apartment, and even *after* you occupy your apartment, if you violate this rule, it will be considered a breach of the covenants contained in your application and you authorize Hollybrook, at your expense, (including legal fees, court costs and disbursements), to take any and all action necessary to compel you to comply with this rule.

Are Pets Allowed?

Yes, but certain restrictions apply. You can move in with one (1) dog, which cannot weigh more than 20 pounds when fully grown, or one (1) cat. If you have a pet, you must submit a letter from a licensed veterinarian stating what the current weight and health of the pet is and that your pet will not weigh more than 20 pounds when fully grown. The veterinarian should state the breed and color of the dog on the letter. A picture of the animal must be submitted as well. All dogs and cats must have current vaccinations and licenses as per Broward County law and said documents filed with the Records Office and Animal Control Office of Hollybrook. Once the

documentation is received by Hollybrook, the Animal Control department will review the documents, and advise the admissions committee whether or not the Application should be approved. The Animal Control Department has the right to challenge the information on the veterinarian's letter.

Unauthorized Vehicles for Overnight Parking In Hollybrook

Overnight parking of motorcycles, campers, trailers, etc) listed in Hollybrook's Rules & Regulations, is prohibited. **This rule is strictly enforced.**

All Renters' **must** provide a copy of a valid driver's license and vehicle registration with this application.

Is There A Limit On The Number of People Who Can Occupy A Unit?

Yes. No more than three (3) people can occupy a 1-bedroom unit. No more than four (4) people can occupy a 2-bedroom unit.

When you occupy your apartment, and even after you occupy your apartment, if you violate this rule, it will be considered a breach of covenants contained in your application and you authorize Hollybrook, at your expense, (including legal fees, court costs and disbursements), to take any and all action necessary to compel you to comply with this rule.

Can I Sub-Lease My Apartment?

No. Sub-leasing is strictly prohibited. You cannot rent out a **room** in your apartment, nor can you, (or your Tenant), assign, sublease or "loan" an apartment to a third party. **A guest is not allowed to visit, occupy or reside in an apartment unless the owner is occupying the apartment at that time.**

You hereby appoint Hollybrook as your agent to evict all unauthorized occupants of your unit, at your sole cost and expense, including, but not limited to, legal fees, court costs and all other disbursements incurred by Hollybrook.

Does Hollybrook Have An Income & Credit Score Requirement For Renters?

Yes. ALL Renters' must have two years (tax returns) of consecutive total income equal to, or greater than 10 times Hollybrook's annual maintenance assessment for the subject unit, or a certified net worth of not less than \$250,000.00. FICO Classic 04 Credit Score must be 700 or better.

Presently the income requirements are:

Phase 1-5 & Towers - \$54,760.00

Phase 6 - \$67,560.00

Must I Have a Personal Interview?

Yes. After you complete and return the attached application, **all those named,** and named as Renters', will be notified to meet with the Screening Committee for a personal interview. Non-Florida residents may request a telephone interview. You will need an approval letter before moving in.

All persons named as Renters' shall pay a \$100 processing fee. (For purposes of this section, husband and wife shall be deemed one applicant and shall pay a single processing fee of \$100). Also, Florida residents \$55.00 per person for credit and background check. Out of state residents \$95.00 per person for credit and background check. These are non-refundable fees.

FORMS TO BE SUBMITTED

To be submitted by Owner/Landlord:	Notice of Owner's Intent to Lease.
To be submitted by Renter:	Application to Lease
To be submitted by Renter:	Credit Check Authorization
To be submitted by Renter:	Addendum to Lease Agreement

DOCUMENTS TO BE SUBMITTED

1. Copy of this letter signed by **all** Renters'.
2. Signed copy of Notice of Owner's Intent to Lease.
3. Copy of Application to Lease signed by **all** Renters'.
4. Signed copy of contract of Lease (including Lease Addendum if applicable).
5. Two years Tax Returns or Certified Net Worth as stated on previous page.
6. Copy of all Motor Vehicle registrations and all Drivers' Licenses.
7. Veterinarian's Pet Affidavit (if applicable) and a picture of the animal.
8. Processing fee of \$100.
9. Florida residents \$55.00 per person for credit and background. Out of state residents \$95.00 per person for credit and background check.
10. Income verification as stated on pervious page for all Renters'.
11. Screening Committee Interview Sheet
12. Condo liability insurance minimum \$100,000.00 with Hollybrook named as additional insured.

SCREENING COMMITTEE

The Screening Committee will schedule an appointment. All Renters' must appear in person and be interviewed. Please allow approximately one-half hour for your interview. **Renters' must bring a current copy of the appropriate Rule Book when appearing before the Screening Committee.**

If you have any questions, please call Hollybrook Records Department at 954-431-0600 Ext. 244

HOLLYBROOK GOLF AND TENNIS CONDOMINIUM, INC.
AN OVER "55" COMMUNITY

SALES AND RENTAL OFFICE
900 Hollybrook Drive Pembroke Pines Florida 33025 (954) 431-0600 Ext. 244

OWNERS APPLICATION FOR LEASING

Building Number _____ Apartment Number _____

It is important that all questions be answered. Any blank spaces will slow the processing of this application and will be returned for completion.

PLEASE PRINT CLEARLY

Rental Period: Seasonal y/n _____ Yearly y/n _____ Date Beginning _____ Ending _____

Unit Owner(s) Name (s) _____

Unit Owners Address _____

City _____ State _____ Zip _____ Telephone # _____

I have given a Current Copy of the Rules & Regulations to Lessee. y/n _____

I have attached a copy of the signed Lease to this application? y/n _____

I have attached a check for the Processing Fee in the amount of \$100.00 y/n _____
Addition, Florida residents \$55.00 per person for credit and background check and
Out of state residents \$95.00 per person for credit and background check.

I have notified the Lessee that they (he/she) are required to appear personally at this office for screening and processing of their application? y/n _____

Are there any outstanding charges against this unit? y/n _____

- 1) I acknowledge that approval of this Lease by Hollybrook is not automatic.
- 2) That as the unit owner I am responsible for the actions and any damage to Hollybrook property by the Lessee and or his guests.
- 3) That I have informed the Lessee that no one other than those named on the lease over the age of 55 may occupy the apartment and that trucks are not permitted to park overnight.

The undersigned is (are) authorized to sign the attached lease. Any information contained in both the Lease and the tenant's application is true and correct and that any misinformation may be grounds for rejection of approval and that I (we) may be required to furnish additional information.

Name _____ Date _____

AFFIDAVIT OF OCCUPANCY

State of Florida)

S.S.

County of Broward)

I, the undersigned, a prospective renter of Apartment Unit _____ in Building _____, do hereby swear and affirm that the apartment I am about to rent located in the Hollybrook Golf and Tennis Club Condominium, Inc. will be occupied by one person over the age of fifty-five (55) and there will be no one under the age of eighteen (18).

Further I will pay any legal fees that Hollybrook may incur to enforce this agreement and waive any rights to protest this agreement.

Renter

Renter

Renter

Renter

Sworn to me this ____ day of _____ 20
By the above named individuals, who are known to me.

NOTARY PUBLIC

IMPORTANT ITEMS

We have received and read a copy of the up-to-date Document Book and agree to observe the stated rules and regulations. This also applies to our guests.

The following rules are especially important. Please initial the box after reading and agreeing to observe them.

1. One-person age 55 or over must occupy the unit. No one under 55 except for spouse may occupy. When an occupant is present, the owner must be permanently occupying the unit. Per Declaration, Item X, number 1.
2. No more than 3 people can occupy a 1- bedroom unit; no more than 4 people can occupy a 2-bedroom unit.
3. One dog (no more than 20 pounds) or one cat is permitted. Dogs must be on a leash at all times when outside the unit; it is the owner's responsibility to pick up after it. Dogs must be leashed at all times when outside and are NOT permitted on golf course or pool areas.
4. No unauthorized vehicles such as vans, motorcycles, business logos may park in Hollybrook overnight.
5. An owner must wait a minimum of 9 months before renting. The entire unit may be rented for a minimum period of 60 days once per year. Individual rooms may not be rented at any time.
6. Cooking and grilling are not permitted on balconies or ground floor patios. You may use grills at our 7 pools.
7. All renovations must be submitted to Maintenance for approval with a \$500.00 check. To be refunded when all work is completed.
8. It is mandatory to have someone check the apartment if it is vacant for over 30 days. You must leave the name of the person checking your apartment and a set of keys with Security.
9. Please observe our pool rules: children and adults with DIAPERS are not allowed in the water; food eaten only on the grill side; smoking in special area; NO PETS in the pool areas.
10. Our security staff has the right to issue citations to owners and their guests when rules are not followed.
11. If you have a bike or pet, you must register it with the office.
12. Condo liability insurance minimum \$100,000.00 with Hollybrook named as additional insured.

We authorize Hollybrook to take any action necessary, in order to enforce all rules at our expense including, but not limited to, costs, disbursements, legal fees & fines up to \$1000.00.

SIGNATURE: _____

DATE: _____

Renter _____

Please Print Name _____

Renter _____

Please Print Name _____

Renter _____

Please Print Name _____

Renter _____

Please Print Name _____

Dated: _____

GOOD LUCK AND WELCOME TO HOLLYBROOK

BUILDING # _____

APT# _____

**HOLLYBROOK GOLF AND TENNIS CLUB CONDOMINIUM, INC.
AN OVER "55" COMMUNITY**

900 Hollybrook Drive
Pembroke Pines, FL 33025
(954) 431-0600 (Ext. 244)

APPLICATION TO LEASE

Building Number _____ **Apartment Number** _____

Landlord's Name: _____

1. All Renters' must complete this application. The Processing Fee \$100.00. Florida residents \$55.00 per person for credit and background check. Out of state residents \$95.00 per person for credit and background check. These are non-refundable fees.
2. If any question is not answered, or is left blank, or if all required documents are not submitted, this application will be rejected.
3. Landlord shall provide Renter with a current copy of Hollybrook's Rules & Regulations (Available from the Association for \$25.00).
4. All Renters' **MUST** appear for a personal interview prior to Board approval. Non-Florida residents may request a telephone interview.
5. **OCCUPANCY PRIOR TO BOARD APPROVAL IS PROHIBITED.**

Hollybrook is a legal "over 55 community".

6. No more than three (3) people can occupy a 1-bedroom apartment and no more than four (4) people can occupy a 2-bedroom apartment.
7. No commercial vehicle, boat, trailer, motor home, camper, motorcycle, moped, etc... is permitted to park in Hollybrook overnight. (See Rules & Regulation).
8. No pet can be kept in or about an apartment without the express written consent of the Landlord. If Landlord consents, Tenant may have one (1) domestic cat or one (1) dog, which when fully grown, cannot weigh more than 20 pounds. A letter attesting to the weight of the pet, signed by a Veterinarian, must be attached to this application. A picture of the animal must be submitted as well.

I have [] do not have [] a pet. Type: _____ Weight: _____.

9. Provide current registration certificate for every passenger vehicle to be registered and parked overnight in Hollybrook. (If not listed here, vehicle will not be issued a decal or bar code).

Year _____ Make _____ Model _____ License # _____ State _____

Year _____ Make _____ Model _____ License # _____ State _____

Year _____ Make _____ Model _____ License # _____ State _____

Year _____ Make _____ Model _____ License # _____ State _____

***** Every vehicle registered in Hollybrook by a Renter shall be required to deposit the sum of \$500.00 per vehicle. When the Renter vacates the leased premises, and returns all ID and vehicle identification material, (decal and/or bar code stickers), the sum of \$475.00 per vehicle shall be refunded/mailed to the Renter.**

***** Every Renter who does not register a vehicle in Hollybrook shall nevertheless pay a deposit of \$500.00 to Hollybrook. At the expiration, or other termination of the lease, Hollybrook will refund/mail \$500.00 to the Renter.**

10. LIST EVERYONE WHO WILL BE OCCUPYING THE APARTMENT. THEY MUST ALSO BE LISTED ON THE LEASE:

Name _____
Age: _____ Tel # _____
Present Address: _____
Relationship: _____

Name _____
Age: _____ Tel # _____
Present Address: _____
Relationship: _____

Name _____
Age: _____ Tel # _____
Present Address: _____
Relationship: _____

Name _____

Age: _____ Tel # _____

Present Address: _____

Relationship: _____

11. How many Renters play Golf _____ Tennis _____.

12. Has anyone listed above, ever been convicted of a crime? Yes _____ No _____ If Yes, please explain. (Attach separate sheet if necessary)

13. List past Landlords for reference check.

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

14. All Renters' hereby agree to abide by all Hollybrook Rules & Regulations and any amendments and additions thereto.

15. The Screening Committee will notify all Renters' that their application has been either approved or denied.

16. If approved, **before occupying the apartment**, we will provide Hollybrook with a duly executed copy of the proposed lease, including Hollybrook's Addendum to Lease Agreement.

17. Acceptance of this application is conditioned upon all questions being answered truthfully and accurately, and upon approval of the Board of Directors ("The Board"). Any misrepresentation or false information contained in this, or any other form of document submitted with this application, will result in an automatic rejection of your application.

18. **I hereby authorize Hollybrook to order a credit check and/or other investigation into Renters' background if necessary. All information supplied on this or any other form, submitted herewith, may be used in such investigation. The Officers and Management of Hollybrook, and Hollybrook, are hereby held harmless from and against any and all actions or claims in connection with the use of any information contained herein, or any investigation conducted by The Board.**

19. Renters' has been advised that the decision of Hollybrook is final. The Board may appoint a Committee to screen all applicants and render a decision on its behalf. Tenant agrees to be bound by the Board's (Committee's) decision.

20. **The term "Tenant" or "Renter" when used in this application, shall in every case include all Occupants listed herein and they jointly and severally agree to be bound by the information provided and the representations made herein.**

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

CONDOMINIUM LEASE

THIS LEASE, made this _____ day of _____ A.D., 20____, by and between or _____, (Owner) or _____ his duly authorized agent, both of _____, hereinafter called the Lessor, and _____ of _____ hereinafter called the Lessee.

WITNESSETH, That in consideration of the sum of _____ Dollars paid by the Lessee, which said sum is hereby acknowledged to have been received as part payment of rents accruing under this Lease, and in the further consideration of the covenants, agreements and conditions herein contained, on the part of the Lessee to be kept, done and performed, the said Lessor does hereby lease to the Lessee _____ of _____ Condominium Unit No. _____ situated _____, with the full understanding that _____ family consists of _____ adults and _____ children and no more.

TO HAVE AND TO HOLD THE SAME for the full term of _____ from the _____ day of _____ A.D., 20____, to the _____ day of _____, 20____, the said Lessee yielding and paying to the Lessor therefore the total rent of _____ dollars. And the said Lessee covenant with the Lessor to pay said rent in advance in _____ payments, the first payment of _____ Dollars on the _____ day of _____ A.D., 20____. Which said sum has been paid and acknowledged herein, and the remaining payments as follows, namely:

AND THE SAID LESSEE covenant with Lessor to pay any and all condominium recreation lease and/or maintenance payments for the terms of this lease. Said payments are presently in the amount of \$ _____ per month and are payable to

_____ at _____
Lessee agrees to pay for any additional increases in recreation or maintenance costs that may occur during the term of this lease.

AND THE SAID LESSEE further covenant and agree not to use or permit to be used the premises leased for any illegal, immoral or improper purposes; not to make nor permit any disturbance, noise or annoyance whatsoever detrimental to the premises or to the comfort and peace of any of the inhabitants of said building or its neighbors, and particularly, said Lessee agree that under no circumstances will they allow or permit their child or children to play in the halls, lobbies, porches or staircases of said building or in any other way to annoy the tenants of the other Units, and the Lessor does hereby reserve the right to terminate this lease at any time this condition is permitted to exist; not to assign this lease nor sub-let any part of the premises here leased, except with the written consent of the owner and only at a price which shall be an amount not less than the proportional rate for the full term; not to use said premises for any other purpose than as a private dwelling for the members of _____ family; to pay the cost of repairing all damage to the apartment occasioned by the Lessee _____ or any of _____ family; and especially the cost of removing foreign substances from toilets and drains.

AND THE LESSEE agrees to lease the above described premises subject to the terms and conditions as recorded in the Declaration of Condominium and exhibits attached thereto recorded in Official Records Book _____ at page _____ public records of _____ County, State of _____.

AND THE LESSEE hereby covenant and agree that if default is made in the payment of the rent as above set forth or any part thereof, or if said Lessee or family shall violate any of the covenants, agreements and conditions of this lease, then the Lessee shall become a tenant at sufferance, the entire rent for the rental period next ensuing shall at once be due and payable, and the Lessee will at the end of term without demand quietly and peaceably deliver up the possession of said premises in as good condition as they now are (ordinary wear and the decay and damage by fire or the elements only excepted).

SAID LESSEE hereby acknowledges receipt of the articles enumerated on the reverse side of this lease and by agreement made a part hereof and further covenants and agrees to assume full responsibility for said articles and to make good any damage or deficiency therein at the expiration of this lease; to return all linens clean and pay for cleaning of same upon termination of lease.

AND THE LESSOR, upon performance of said covenants, agreements and conditions by said Lessee, hereby covenants that the said Lessee shall have the quiet and peaceable enjoyment of said premises, herein reserving the right to inspect said premises so often as shall be deemed necessary and to show the Condominium Unit at reasonable hours to prospective tenants during the thirty days next prior to the expiration of this lease.

Witness our hands and seals this _____ day of _____ A.D., 20____.

Signed and sealed in the presence of:

_____	_____ (Seal)
	Lessor
_____	_____ (Seal)
	Agent for Lessor
_____	_____ (Seal)
	Lessee

ADDENDUM TO LEASE AGREEMENT

THIS ADDENDUM shall serve to modify and/or supplement that certain Lease Agreement dated this _____ day of _____, 20____, by and between _____ (hereinafter referred to as "Owner/Lessor" or Lessor"), being the Owner(s) of Building _____, Apartment _____ of Hollybrook Golf and Tennis Club Condominium, Inc. (hereinafter referred to as "HOLLYBROOK" or the "Association"), and _____ (hereinafter referred to as "Lessee" or "Tenant").

Notwithstanding anything to the contrary contained in the aforementioned Lease Agreement, the parties hereto agree as follows:

1. HOLLYBROOK and/or its authorized agent(s) shall have the irrevocable right to have access to the leased apartment as may be necessary for inspection, maintenance, repair or replacement of any common element therein or accessible there from, or for the purpose of making such emergency repairs therein as many be necessary to prevent damage in or to the common elements or to another unit or units. Lessee shall give Security keys to all of the locks to the apartment. Said keys will be kept under lock and key and shall only be available to Hollybrook's Maintenance department only when accompanied by a member of Hollybrook's Security Department.
2. Lessee shall not assign, mortgage or encumber this lease. Lessee shall not sublet the leased property nor permit any part thereof to be used or occupied by any other person or persons, without the prior written consent of HOLLYBROOK, which may be arbitrarily refused.
3. Lessee agrees not to use the demised premises, or keep anything in the unit, which will increase the insurance rates of the unit or **interfere with the rights of other residents of the Association.**
4. Lessee acknowledges receipt of a copy of the **most current** Hollybrook Rules & Regulations and covenants to abide by said Rules & Regulations and the terms and conditions of the Declaration of Condominium, Articles of Incorporation and By-Laws of the Association, (hereinafter referred to as the "Condominium Documents"), and further agrees to be bound by all rules and regulations which may become effective from time to time during the tenancy. Copies of all Condominium Documents are available for inspection by Lessee upon request.
5. The parties hereto specifically acknowledge and agree that the Association is hereby empowered to act as agent of the Owner/Lessor, with full power and authority to take such action as may be required to compel compliance by the Lessee and/or Lessee's family, guests, or invitees, with the Condominium Documents, including the power to take legal action to evict the Lessee.

6. Approval of the proposed Lease Agreement by the Association is expressly conditioned upon Lessee's observance of the provisions contained in this Addendum. Any breach of these terms hereof shall give the Association the authority to take immediate steps to cure the breach, prevent further breaches and/or terminate the Lease Agreement. Owner/Lessor acknowledges that he/she remains ultimately liable and responsible for the acts of the Lessee, Lessee's family, guests and invitees. Owner/Lessor and Lessee agree that they remain jointly and severally liable for any costs incurred by the Association, including reasonable attorney's fees, in remedying violations of this Lease Agreement, this Addendum and/or violations of the Condominium Documents.

7. There shall be no changes to the Lease Agreement, or any extension or renewal thereof, without the express prior written consent of the Association.

8. Nothing contained in the Lease Agreement, this Addendum or the Condominium Documents shall in any manner (i) be deemed to make the Association a party to the Lease Agreement (except to the extent necessary, if at all, to enable the Association to enforce its rights hereunder or under the Condominium Documents), (ii) create any obligation or liability on the part of the Association to the Owner/Lessor or to the Lessee (including, without limitation, any obligation as a landlord under applicable law, or any liability based on the Association's approval of Lessee pursuant to the Declaration of Condominium, such approval being solely for the benefit of the Association, or (iii) create any rights or privileges in Lessee under the Lease Agreement, this Addendum or the Condominium Documents in, or as to, the Association.

9. The Association shall have the right to collect, and the Lessee shall be required to pay to the Association, all rental payments, and the Association shall apply same against unpaid assessments (as defined in the Declaration of Condominium), and/or outstanding fines, together with interest, costs, late fees and reasonable attorney's fees, if, and to the extent that the Owner/Lessor is delinquent in the payment of assessments and/or outstanding fines to the Association. Failure of the Lessee to pay said amounts to the Association on demand shall be deemed a breach of this Addendum and shall subject Lessee to termination of the Lease Agreement by the Association as if for the non payment of rent, and/or other legal action to collect amounts due together with reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this _____ day of _____, 20____.

Owner/Lessor: _____

Lessee/Tenant: _____

Hollybrook Golf & Tennis Condominium, Inc.:
An Over "55" Community

INSTRUCTIONS:

- 1 -All applicants are processed as separate investigations.
- 2 -Print legibly or type all information. Account and telephone numbers and complete addresses are required.
- 3 -If any question is not answered or left blank, this application may be returned, not processed or not approved.
- 4 -Missing information will cause delays in processing your application.
- 5 -Any misrepresentation, falsification or omission of information may result in your disqualification.
- 6- Only the applicants are authorized to sign all forms on page 2.

APPLICATION FOR OCCUPANCY/APPROVAL

PRINT OR TYPE (Use Black Ink)

Purchase _____ or Lease _____ (How long)

Apt. No. _____ Bldg No. _____ Special Address or Unit _____

Date _____ 20____ Desired date of occupancy _____

Name (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec No. _____

(mm/dd/yy) (Social Insurance No.)

Spouse (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec No. _____

(mm/dd/yy) (Social Insurance No.)

[] Sngl. [] Married [] Widow(er) [] Sep. _____ [] Div. _____ Maiden Name _____

Number of people who will occupy. Adults (over age 18) ^(How long) _____ Children (over 18) ^(How long) _____ Children (under 18) _____

Names & ages of children who will occupy: _____

Description of Pets (Breed, Size, Color, Weight, Etc.) _____

In case of emergency notify: _____

Name Address Telephone

PRINT OR TYPE (Use Black Ink)

RESIDENCE HISTORY

A. Present Address _____ Phone (____) _____

Name of Apt. /Condo (Street Address, Apt No., City, State, Zip) _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

B. Previous Address _____ Your Apt No. _____

(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

C. Prior Address _____ Your Apt No. _____

Name of Apt. /Condo (Street Address, Apt No., City, State, Zip) _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

PRINT OR TYPE (Use Black Ink)

EMPLOYMENT & BANK REFERENCES

A. Employed By (Business Name) _____ Phone (____) _____

(or retired from) How long _____ Dept. or Position _____ Mo. Income _____

Address _____ Zip _____

B. Spouse's Employment (Business Name) _____ Phone (____) _____

(or retired from) How long _____ Dept. or Position _____ Mo. Income _____

Address _____ Zip _____

C. Bank Reference _____ Phone (____) _____

How long _____ Ck. Acct. No. _____ Sav. Acct. No. _____

Address _____ Zip _____

D. Bank Reference _____ Phone (____) _____

How long _____ Ck. Acct. No. _____ Sav. Acct. No. _____

Address _____ Zip _____

PRINT OR TYPE (Use Black Ink)

CHARACTER REFERENCES

1. Name Address Phone (Residential & Office)

2. Name Address Phone (Residential & Office)

3. Name Address Phone (Residential & Office)

Driver's Lic. No. #1 _____ #2 _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____ State _____

If this application is NOT legible or is not completely and accurately filled out, Applicant Information (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility. By signing, the applicant recognizes that the Association or their agent, Applicant Information may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, criminal background and mode of living as applicable. I may request, in writing, within a reasonable time, a complete and accurate disclosure of the nature and scope of any investigation.

Signature _____ Applicant Signature _____ Applicant's Spouse

APPLICANT(S): Most banks, financial institutions, mortgage companies and employers require your signature and name printed. Make sure Authorization Form is completed as indicated.

AUTHORIZATION TO RELEASE BANKING, CREDIT, RESIDENCE, EMPLOYMENT, AND CRIMINAL BACKGROUND

I have named you as a reference on my application for residency.

You are hereby authorized to release and give to the below mentioned party(s) or their Attorney or Representative, any and all information they request concerning my banking, credit, residence, employment, and background in reference with my /our application made for residency.

DESIGNATED PARTY: Applicant Information

I hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid party(s).

Photocopies of this Authorization may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this Authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

(Applicant's Signature)

(Applicant's Name Printed)

(Spouse's Signature)

(Spouse's Name Printed)

DATE _____

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION



Because of obligations under Canadian data protection laws, Applicant Information Company, requires a country specific release form in order to provide a Canadian Credit Report. The Canadian Credit Report cannot be used for employment purposes

PLEASE PRINT (APPLICANT TO COMPLETE)

Surname <i>(Provide previous last name/s prior to application, if applicable):</i>			First Name:		Middle (Second) Name:	
Maiden Name or Other Surnames Used <i>(if applicable):</i>			Place of Birth <i>(if other than Canada, please also note date entry):</i>			
Date of Birth <i>(YYYY-MM-DD or 2011-Jan-01)</i>	Sex <i>MF</i>	Phone #	SIN #			
# Number	Street Name	Apt / Unit #:	City:	Province:	Country:	Postal Code:

PREVIOUS ADDRESSES: *(Provide if you did not reside at above address for more than five (5) years)*

# Number	Street Name	Apt / Unit #:	City:	Province:	Country:	Postal Code:
# Number	Street Name	Apt / Unit #:	City:	Province:	Country:	Postal Code:

THIS RELEASE IS FOR THE PURPOSE OF RESIDENCY AT THE NAMED LOCATION ONLY

<p>RELEASE AUTHORIZATION AND WAIVER</p> <p>By signing this form, I certify that the information set out by me in this application is true and correct to the best of my ability. I am aware and give consent to the release of a Credit Report through Canadian Employment Screening, and its partner to disseminate and transmit the results electronically or in hard copy to a location in/ or outside of Canada. The information is collected and disclosed according to the Federal Privacy Act, MFIPPA, PIPA, PIPEDA and Quebec Privacy Laws. It may also be subjected to applicable International privacy legislation ie. U.S. Patriot Act.</p> <p>I hereby release and forever discharge all members and employees of Canadian Employment Screening, and its Partners from any and all actions, claims and demands for damages, loss or injury which may hereafter be sustained by myself, as a result of the disclosure of information by Canadian Employment Screening and its partners.</p>	<p>I HEREBY CONSENT TO THE SEARCH AND RELEASE OF:</p> <p>A. Credit report.</p> <p>Signed this _____ day of _____, 20_____</p> <p style="text-align: center;">_____ SIGNATURE OF APPLICANT</p>
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CONSENT TO DISCLOSURE OF PERSONAL INFORMATION



Because of obligations under Canadian data protection laws, Applicant Information Company, requires a country specific release form in order to provide a Canadian Credit Report. The Canadian Credit Report cannot be used for employment purposes

PLEASE PRINT (APPLICANT TO COMPLETE)

Surname <i>(Provide previous last name/s prior to application, if applicable):</i>			First Name:		Middle (Second) Name:	
Maiden Name or Other Surnames Used <i>(If applicable):</i>			Place of Birth <i>(If other than Canada, please also note date entry):</i>			
Date of Birth <i>(YYYY-MM-DD or 2011-Jan-01)</i>	Sex <i>M/F</i>	Phone #	SIN #			
# Number	Street Name	Apt / Unit #:	City:	Province:	Country:	Postal Code:

PREVIOUS ADDRESSES: *(Provide if you did not reside at above address for more than five (5) years)*

# Number	Street Name	Apt / Unit #:	City:	Province:	Country:	Postal Code:
# Number	Street Name	Apt / Unit #:	City:	Province:	Country:	Postal Code:

THIS RELEASE IS FOR THE PURPOSE OF RESIDENCY AT THE NAMED LOCATION ONLY

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<p>RELEASE AUTHORIZATION AND WAIVER</p> <p>By signing this form, I certify that the information set out by me in this application is true and correct to the best of my ability. I am aware and give consent to the release of a Credit Report through Canadian Employment Screening, and its partner to disseminate and transmit the results electronically or in hard copy to a location in/ or outside of Canada. The information is collected and disclosed according to the Federal Privacy Act, MFIPPA, PIPA, PIPEDA and Quebec Privacy Laws. It may also be subjected to applicable International privacy legislation ie. U.S. Patriot Act.</p> <p>I hereby release and forever discharge all members and employees of Canadian Employment Screening, and its Partners from any and all actions, claims and demands for damages, loss or injury which may hereafter be sustained by myself, as a result of the disclosure of information by Canadian Employment Screening and its partners.</p>	<p>I HEREBY CONSENT TO THE SEARCH AND RELEASE OF:</p> <p>A. Credit report.</p> <p>Signed this _____ day of _____, 20_____</p> <p style="text-align: center;">_____ SIGNATURE OF APPLICANT</p>
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Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>