



Date \_\_\_\_\_ 20\_\_

### APPLICATION FOR LEASE APPROVAL

Community: \_\_\_\_\_ Association Name: \_\_\_\_\_ Unit/Lot #: \_\_\_\_\_

Unit/Lot Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Unit Owner's Name: \_\_\_\_\_  
Last First M.I.

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: Day: (\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_) \_\_\_\_\_

Lease Term: From: \_\_\_\_\_ To: \_\_\_\_\_

Proposed Tenant's Name: \_\_\_\_\_  
Last First M.I.

SSN/ITIN: \_\_\_\_\_ DOB: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ SSN/ITIN: \_\_\_\_\_ DOB: \_\_\_\_\_  
Last First M.I.

Present Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # Day: (\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_) \_\_\_\_\_

### ALL OCCUPANTS 18 YEARS OF AGE OR OLDER MUST COMPLETE A SEPARATE APPLICATION.

Other Occupants: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

How many people will occupy the residence?: \_\_\_\_\_

### VEHICLE INFORMATION

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag#: \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag#: \_\_\_\_\_ State: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## TENANT HISTORY

- (1) Has any proposed occupant ever been charged with, convicted of, or pleaded guilty or "no contest" to a sexual or violent felony or misdemeanor? Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_
- (2) Has any proposed occupant ever been charged with, convicted of, or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not a conviction resulted)? Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_
- (3) Do all proposed occupants have a lawful right to be in the United States? Yes \_\_\_ No \_\_\_ If no, explain: \_\_\_\_\_

### Proposed Tenant and Unit/Lot Owner hereby understand and agree:

- (1) That all information given in this application is true and correct.
- (2) Should any information be false, the Association may reject this application, terminate the right of occupancy and be entitled to keep all deposits and prepaid moneys.
- (3) **To deposit the sum of \$65.00 for the first applicant or married couple and \$50.00 for an additional applicant as a non-refundable application fee.**
- (4) This application is subject to the terms, conditions and restrictions of the Association. The Association shall have the right to terminate the lease upon default by tenant in observing any of the provisions of the Association Declaration or other applicable provisions of any agreement, document or instrument governing the community including but not limited to pet and vehicle restrictions.
- (5) The lease is to be for a minimum of six (6) months.
- (6) Subleases are prohibited.
- (7) The residence may not be leased more than once in any six (6) month period.
- (8) The proposed tenants shall consist of not more than two persons per bedroom.
- (9) The unit/lot owner(s) must be current with all of the assessments for the Association and the Master Association.
- (10) During the term of the lease, all Association and Master Association assessments will continue to be paid directly by the unit/lot owner(s).
- (11) The Association may require the unit/lot owner(s) to place a security deposit with the Association.

"I hereby authorize Association to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect to or in connection with the rental or lease of a residence for which this application was made. I hereby expressly release Association and any procurer or furnisher of information from any liability whatsoever in the use, procurement or furnishing of such information and understand that my application information may be provided to various local, state and/or federal government agencies, various law enforcement agencies without limitation".

Money due upon completion of this application, \$ \_\_\_\_\_ for the application fee.

Proposed Tenant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Spouse's Signature \_\_\_\_\_

Date \_\_\_\_\_

Unit/Lot Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Fieldstone Village HOA Association, Inc.**

### **Guidelines for Review of Proposed Tenants and Occupants**

Pursuant to Section 13 of the Declaration for Fieldstone Village HOA Association, Inc. ("Declaration"), no owner ("Owner") of a home in Fieldstone Village HOA may transfer possession of a home by lease, license or occupancy agreement without the prior written approval of the Fieldstone Village HOA Association, Inc. (the "Association"). Per the authority given to it in the Declaration, the Associations Board of Directors has established these guidelines to implement the procedures to be followed and criteria to be used in reviewing lease, license and occupancy agreement applications. The Association will consider an application for approval of a lease, license or occupancy agreement on the basis of conformity with the Declaration and these guidelines. All proposed tenants or occupants are required to go through the approval process. No lease, license or occupancy agreement will be approved unless the Owner is current in payment of all assessments due to the Association. Applications are only processed upon receipt of the \$\_\_\_\_\_ application fee (the "Application Fee").

An Owner who is intending to enter into a lease, license or occupancy agreement of his/her/its home must provide the Association with the following documents and information:

- (1) Written notice of the Owner's intention of leasing, licensing or entering into another type of occupancy agreement for the home;
- (2) An executed copy of the proposed lease, license or occupancy agreement which indicates that it is subject to the Association's approval;
- (3) The Application Fee;
- (4) A copy of the Authorization to Conduct Credit Check and Criminal Background Check attached to these Guidelines signed by both the Owner and the proposed tenant(s) or occupant(s); and
- (5) Additional information requested by the Association regarding the intended lessee, licensee or occupant.

Upon receipt of all of the documents and information listed above, the Association will review the documents and information provided in order to make a decision to approve or disapprove the proposed lease, license or occupancy agreement. The Association's decision to approve or disapprove a proposed lease, license or occupancy agreement will be based on criteria relating to (a) the protection, preservation, use and enjoyment of other Owners and occupants of Fieldstone Village HOA, (b) the proper operation of Fieldstone HOA and (c) insuring that Fieldstone Village HOA will continue to be an attractive and desirable place to live. The decision to approve or disapprove a proposed lease, license or occupancy agreement will be based on objective criteria relating to factors including a criminal background check and credit rating of the proposed tenant or occupant as well as factors of public health and safety and the ability of the proposed tenant or occupant to timely pay rent or occupancy fees.



The Association has the authority to disapprove any proposed Tenant with a criminal background check showing convictions that could affect the protection, preservation, use and enjoyment of other owners and occupants. These include, but are not limited to, the following convictions relating to (a) violence to persons, (b) sexual battery or abuse, (c) sexual offender, (d) lewd or lascivious behavior, (e) drug offenses, and (f) felonies.

The omission from these Guidelines of any criteria or factors does not mean that additional criteria and factors will not be considered in reviewing applications for leases, licenses and occupancy agreements. All applications, however, will be considered uniformly, based on objective criteria, in a non-discriminatory manner, and in accordance with applicable law.

These Guidelines are meant to supplement the Declaration and to implement the procedure to be followed by the Association in reviewing applications relating to leases, licenses and occupancy agreements and do not replace any provisions in the Declaration. In the event of any conflict between these Guidelines and the Declaration, the Declaration shall control.

By submitting an application and proposed lease, license or occupancy agreement for approval, the proposed tenant or occupant authorizes the Association to verify all information provided and to make credit, employment, rental history and reference inquiries deemed necessary by the Association. The proposed tenant or occupant understands, acknowledges and agrees that the Association will conduct a credit check and criminal background check on the proposed tenant or occupant, and the proposed tenant or occupant authorizes the release of information contained within any application package or sought by any inquiries made by Association including, but not limited to, a credit check and criminal background check.

Each Owner and proposed tenant or occupant understands that the Association is not responsible for obtaining and disclosing any information contained in the Florida Sex Offender Registry. Each Owner and proposed tenant or occupant agrees that no course of action may be brought against the Association for failure to obtain or disclose any information contained in the Florida Sex Offender Registry. Each Owner and proposed tenant or occupant agrees that they each have the sole responsibility to obtain such information.

**AUTHORIZATION TO CONDUCT CREDIT CHECK AND CRIMINAL  
BACKGROUND CHECK**

By submitting an application and proposed lease, license or occupancy agreement for approval by the Fieldstone Village HOA Association, Inc. (the "Association"), the proposed tenant or occupant authorizes the Association to verify all information provided and to make credit, employment, rental history and reference inquiries deemed necessary by the Association. The proposed tenant or occupant understands, acknowledges and agrees that the Association will conduct a credit check and criminal background check on the proposed tenant or occupant, and the proposed tenant or occupant authorizes the release of information contained within any application package or sought by any inquiries made by Association including, but not limited to, a credit check and criminal background check.

Each Owner and proposed tenant or occupant understands that the Association is not responsible for obtaining and disclosing any information contained in the Florida Sex Offender Registry. Each Owner and proposed tenant or occupant agrees that no course of action may be brought against the Association for failure to obtain or disclose any information contained in the Florida Sex Offender Registry. Each Owner and proposed tenant or occupant agrees that they each have the sole responsibility to obtain such information.

Proposed Tenant or Occupant:

Owner:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_



**E-RENTER.COM BACKGROUND SERVICE REQUEST FORM**

PHONE: 772-345-2901

E-RENTER .COM

COMPANY: TOWNPARK HOA

PHONE: 360-332-0078

FAX: 772-345-2902

FAX: 866-614-1444

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Maiden: \_\_\_\_\_ D.O.B. \_\_\_\_\_ S.S.#: \_\_\_\_\_

(PLEASE FILL OUT ONE FORM FOR EACH PERSON APPLYING TO HOA)

**SEARCHES REQUESTED**



FLORIDA CRIMINAL HISTORY (includes sexual predator/offender)



FLORIDA CRIMINAL HISTORY FDLE



NATIONWIDE CRIMINAL CHECK (includes a 50 state sexual predator/offender search)



NATIONWIDE SEXUAL OFFENDER



EVICTIONS LAST SEVEN YEARS

**SIGNATURE REQUIRED TO PROCESS REQUEST**

I hereby authorize E-Renter.com to perform any and all necessary searches for the above named company.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name