

CYPRESS RIDGE HOA, INC.
Tenant Application

NO SHORT TERMS RENTAL ALLOWED

As a potential tenant of CYPRESS RIDGE HOA, INC., it is important that you understand the following. This is a Homeowner's Association, not an apartment complex. All applicants, please initial each statement below.

Once this application is submitted for approval, it may be denied due to any of the following reasons:

- *Application not fully completed
- *Any untruthful statement or information
- *Negative criminal history
- *Rental Terms

_____ If the application is denied for any reason, the monies submitted for criminal history and background investigation will be forfeited.

_____ This original form, the original application, and a copy of two forms of identification, with one being a photo identification for each person over the age of 18 that will occupy the residence. Acceptable forms of identification are:

- *Valid Driver's License from any State
- *Identification Card issued by any State
- *Current Employer Identification
- *Birth Certificate

_____ Board Members living on property are not the managers. Any problems concerning the association where you rent are to be handled by your rental company or your landlord/owner.

_____ I understand that I cannot allow a friend, relative, significant other or any other person(s) to move into the unit without placing that person(s) on the lease and the other person(s) will need to complete the same process as a new tenant.

CYPRESS RIDGE HOA, INC.
Tenant Application

It is important as a potential tenant that you understand that the application process can take up to 30 (thirty) days for approval from the date submitted.

Application is made to lease premises known as _____, Kissimmee, FL 34741, for ___ year(s), beginning on the ___ day of _____, 20__.

I (we) confirm receiving a copy of the rules and regulations of the association. I (we) understand that any violations to the guidelines constitute legal action.

Signature _____ Initials: _____

FOR APPROVAL, IT IS IMPORTANT THAT ALL OF THE FOLLOWING INFORMATION BE GIVEN AND NO SPACES CAN BE LEFT BLANK.

APPLICANT

1. Name (print legibly) _____
Date of Birth _____ Social Security Number _____

2. Current Address _____ Country _____
City _____ State _____ Zip Code _____
Phone Number (w/Area Code) _____
_____ How Long? _____ Name, Address,
Phone Number of Landlord, Rental Agent, or Mortgage Co.

3. Applicant Employed by _____ How Long? _____
Business Address _____ City _____
State _____ Phone Number (w/Area Code) _____
_____ Position _____ Yearly Income _____
Other Income _____ Source _____

CO-APPLICANT/ SPOUSE

1. Co-Applicant/Spouse Name _____
Date of Birth _____ Social Security Number _____
Driver's License Number _____ State _____

2. Current Address _____ Country _____
City _____ State _____ Zip Code _____
Phone Number (w/Area Code) _____ How Long? _____
Name, Address, Phone Number of Landlord, Rental Agent or
Mortgage Co.

3. Co-Applicant/Spouse Employed By _____
_____ How Long? _____ Business Address _____
_____ City _____ State _____
_____ Phone Number (w/Area Code) _____
_____ Position _____ Yearly Income _____
Other Income _____ Source _____

4. List all occupants with date of birth(s) and Social Security Number(s)

5. Credit References
Name _____ Account _____
Name _____ Account _____
Name _____ Account _____

6. Personal References
(Relative) Name _____
Address _____ City _____
State _____ Zip Code _____ Phone Number _____

(Non-Relative) Name _____
Address _____ City _____
State _____ Zip Code _____ Phone Number _____

(Non-Relative) Name _____
Address _____ City _____
State _____ Zip Code _____ Phone Number _____

7. Vehicle Information
Year _____ Make _____ Model _____
License Plate Number _____ License State _____
Is vehicle registered to you or someone else? _____

Year _____ Make _____ Model _____
License Plate Number _____ License State _____
Is vehicle registered to you or someone else? _____

I (we) hereby certify that the foregoing information is true and accurate to the best of my/our knowledge. I (we) hereby authorize CYPRESS RIDGE HOA, INC., or their Agent(s) to investigate the above references and statements to verify my/our credit and financial responsibility.

I (we) understand that the application fee is \$100.00, and it is to cover the cost of the credit report, background investigation and criminal history report and is non-refundable regardless of whether this application is accepted or rejected. I (we) understand that the lease renewal fee is \$25.00.

Please, read the above statement before this application.

_____	_____	_____
Agent	Applicant	Date
	_____	_____
	Co-Applicant/Spouse	Date

ATTENTION OWNER/ AGENT

This application must be filled out completely with no spaces left blank. This is to ensure integrity of the background investigation and criminal history in the best interest of all owners, all tenants, and CYPRESS RIDGE HOA, INC. If your application is accepted, your or your agent must forward a copy of the current lease within 30 (thirty) days of your tenant(s) occupying your villa.

Thirty (30) days prior to a tenant(s) lease renewal, you must submit a renewal request form to the CYPRESS RIDGE Board of Directors for approval. If approved, a current lease must be sent to the CYPRESS RIDGE Board of Directors within 15 (fifteen) days of renewal.

Anytime a tenant takes in a friend, relative, border or any other must be added to the lease and follow all procedures of a new tenant.

The respective owner will be notified when the Board of Directors feel their tenant(s) are in violation of having an unauthorized person(s) living in the unit. Should the respective owner fail to verify occupancy or fail to resolve any issues concerning questions of occupancy to the Board of Directors satisfaction, the owner will incur all costs for any investigative measures needed to confirm occupancy.

Any Lot occupied by a family member other than the owner, must follow the same procedures as a tenant.

Any owners violating the application process or moving a tenant into a Lot without prior approval of the Board of Directors, will be fined \$100.00 (One Hundred Dollars) and \$100.00 (One Hundred Dollars) each month thereafter until the owner has complied with the application process.

It is the owner(s) responsibility to ensure this process is complied with, and to forward all forms and documents when they are due. There will be no reminders sent to owners that overlook the renewal form.

Owner/Agent Signature

Date