

APPLICATION FOR RESIDENCY – FOR APPROVAL, IT IS IMPORTANT THAT ALL OF THE FOLLOWING INFORMATION BE GIVEN AND NO SPACES LEFT BLANK – (USE FOR ONE APPLICANT ONLY)

RESIDENT SELECTION CRITERIA

As a potential tenant of Lake Villas Q & R Homeowners' Association, it is important that you understand the following. Each individual applicant should initial each statement below. It may take ***up to 10 days*** to process an application before approval, disapproval or a request for more information is asked by the Board of Directors. No one is permitted to move into a unit without approval by the Board. This application must be completed in its entirety. There are to be no areas left blank.

_____ Lake Villas is a Homeowners' Association and not an apartment complex. The difference is that each unit is individually owned and the Association rules and regulations are strictly enforced by the homeowners' association. Each owner is responsible for the tenant(s) actions. The Homeowners' Association has the right to cite and fine owners for their tenants' violations. Continued violations are subject to eviction of the tenant by the owner for failure to follow the rules.

_____ Civil Court Records must not contain eviction filings within the past 3 years.

_____ Criminal records must contain no convictions for felonies within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.

- Application not fully completed
- Any untruthful statements or information
- Negative criminal history

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

_____ This original form, the original application and a copy of one (1) form of identification being photo identification for each person over the age of 18 that will occupy the residence. Acceptable forms of identification are:

- Valid Drivers License from any state
- Identification card issued by any state
- Passport

_____ Any Board Members living on the property ***are not*** the apartment managers. Any problems concerning the villa that you rent are to be handled by your rental company, your owner or the management company employed by the Board of Directors.

_____ Pets have restrictions as per the Rules and Regulations of the Community. Unit Limit are two pets permitted per property (excluding birds and fish), no vicious or biting breeds permitted in the units, NO EXCEPTIONS. Violations or non compliances can be faced with legal action being taken against unit owner.

_____ The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.

_____ I understand that I cannot allow a friend, relative, significant other or any other person to move into the unit without having that person complete the same approval process as a new tenant.

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INSTRUCTION & INFORMATION SHEET

PLEASE READ & SIGN BELOW

This application must be filled out completely with no blank spaces. This is to ensure integrity of the background investigation and criminal history in the best interest of all owners, all tenants and Lake Villas Q & R Homeowners' Association Inc. ALL ADULTS OVER THE AGE OF 18 THAT WILL RESIDE AT THE PROPERTY MUST FILL OUT AN APPLICATION. A copy of each adult Driver's License or State Id is also required to be submitted with this application. If your application(s) is/are accepted, you or your agent must provide a fully executed lease copy to the association's office prior to or at the tenant orientation. If the lease is not in our office the tenant orientation will be cancelled and reschedule for a future time.

IT IS IMPORTANT AS A POTENTIAL RENTER THAT YOU UNDERSTAND THAT THE APPLICATION PROCESS CAN TAKE UP TO 15 DAYS FOR APPROVAL FROM THE DATE SUBMITTED.

Application is made to lease the premises known as _____ Lake Villa Way, Kissimmee, FL 34743.

For the term beginning on the _____ day of _____, 20____ and ending on the _____ day of _____, 20____.

The monthly rental amount of \$_____ is payable in advance on the first day of each month.

The owner of said premises is _____.

Please fill out the application completely and sign the bottom of each and every form in the package. In order for application to be processed you must turn in fee of \$50.00 for each adult applicant. Application fee must be paid by money order made payable to Property Solutions Unlimited, Inc. or cash only.

Special Notations: Any owner violating the application process or who moves a tenant into a villa without prior approval of the Board of Directors, are subject to further legal action until the owner has complied with the application process.

Thirty (30) days prior to a tenant(s) lease renewal, you must submit a renewal request form to the Lake Villas Q & R Homeowners' Association Board of Directors for approval. If approved, a current lease must be sent to the Lake Villas Q & R Homeowners' Association Board of Directors within 15 days of renewal. It is the owner's responsibility to insure 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.

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

The owner will be notified when the Board of Directors feels their tenants 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 Villa occupied by a family member other than the Owner must follow the same procedures as a Tenant. If no lease is made to the adult family member, a letter to the Board of Directors will be accepted STATING THE UNIT IS OCCUPIED BY A FAMILY MEMBER WITHOUT A LEASE AND PROOF OF THE RELATIONSHIP MUST BE SUBMITTED.

It is the owner's responsibility to insure 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.

I HAVE READ, UNDERSTOOD AND AGREE TO THE PROVISIONS AS STATED ABOVE.

Applicant

Date

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Please Tell Us About Yourself

Applicant <small>Last First Middle Maiden</small>				Date of Birth	Social Security #	Driver's License #
Marital Status	Present Phone No. ()		9:00 to 5:00 CONTACT PHONE NO.: () Ext.			
Have you ever had an eviction filed against you?	Yes	No	If yes, please explain:	PEIS (Keeping of pets requires a pet deposit and owner's consent)		
Have you ever been convicted of a felony?	Yes	No		Breed	Age	Weight
Present Address	<small>Street # Name Apt. # City State Zip</small>				Own <input type="checkbox"/>	Since / /
Landlord/Mtg. Co.	<small>Name Address City State Zip</small>				Rent <input type="checkbox"/>	
Previous Address	<small>Street # Name Apt. # City State Zip</small>				Phone No. ()	
Present Employer	<small>Name Business Address City State Zip</small>				Own <input type="checkbox"/>	Since / /
Position	Supervisor	Monthly Income		From / / to / /	Rent <input type="checkbox"/>	
Previous Employer	<small>Name Business Address City State Zip</small>				Phone No. ()	
Position	Supervisor	Monthly Income		From / / to / /		

Please Give Us the Following Information

Emergency Contact	<small>Name Full Address</small>		Phone No. ()			
Automobile 1 st Car	<small>Year Make Model Color Tag #</small>	Automobile 2 nd Car				<small>Year Make Model Color Tag #</small>
Children	<small>Name Age</small>		<small>Name Age</small>		<small>Name Age</small>	
Occupying Bank	<small>Name Location City State</small>				Email	
Ref						

ACKNOWLEDGEMENT

DESIGNATED PARTY: Applicant Screening and Processing

Applicant represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. Applicant understands that a investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the Landlord and or Management Company. Applicant has the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

NON REFUNDABLE APPLICATION FEE--Applicant(s) has paid to Landlord and/or Management company herewith the sum of **\$50.00** as a **NON REFUNDABLE APPLICATION FEE** for costs, expenses and fees in processing the application.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED	MONEY GIVEN/ DUE	\$ _____	OFFICE USE ONLY
	APPLICATION FEE	\$ _____	
RECEIVED BY: _____			COMMUNITY _____
APPROVED BY: _____			HOUSE.# _____
Applicant Signature _____	Date _____		TERM OF LEASE _____
			MOVE-IN DATE _____
			CREDIT REPORT _____
			PHOTO I.D.'s _____