

# WINDCREST AT MEADOW WOODS HOA, INC. TENANT APPLICATION

## NO SHORT TERMS RENTAL ALLOWED

As a potential tenant of WINDCREST AT MEADOW WOODS 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.

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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 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 Drivers 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) 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.

**WINDCREST AT NMEADOW WOODS 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 \_\_\_\_\_,  
Orlando, FL 32824, 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. Applicants' name (print legibly) \_\_\_\_\_  
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. 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 WINDCREST AT MEADOW WOODS HOA, INC. or their Agent(s) to investigate the above references and statements in order to verify my/our credit and financial responsibility.

**I (we) understand that the application fee is \$100.00 per person over the age of 18 (eighteen) 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.**

Please read the above statement before this application.

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_____	_____	_____
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 WINDCREST AT MEADOW WOODS HOA, INC. If your application is accepted, you 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 WINDCREST Board of Directors for approval. If approved, a current lease must be sent to the WINDCREST Board of Directors within 15 (fifteen) days of renewal.

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 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.

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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.

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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