THE CHARTER CLUB OF PALM BEACH CONDO ASSN., INC.

C/o Century Management Consultants, Inc., 2950 Jog Road, Greenacres, FL 33467
561-641-1016 ~ 561-641-9118 Fax
www.cmcmanagement.biz

*(Please check one) **Application for** PURCHASE ☐ or LEASE ☐ of **Address#_____ Foxtail Dr, Unit #_____**

Desired date of occupancy _____ **Closing Date if purchase: _____**

Applicant Name: _____ Phone: _____

Co-applicant Name: _____ Phone: _____

Email:_____ Email: _____

Processing may take up to 30 days
The following must accompany this application or it will not be processed
Applications will not be processed if pages are missing or application is incomplete.
Out of State or foreign background checks will incur additional fee
Board approved required prior to occupancy and/or closing

- ☐ **680 Credit score or higher required to qualify**
- ☐ A Background Check will be performed. See attached.
- ☐ **APPLICATION FEE:** $150.00 *NON-REFUNDABLE* Per Applicant 18 yrs. or older, or Married Couple; Check or Money Order Made payable to The Charter Club Condo Association, Inc.
- ☐ **PROCESSING FEE:** $150.00 *NON-REFUNDABLE* Per Applicant 18 yrs. or older or Married Couple; Check or Money Order Made payable to CMC MANAGEMENT.
- ☐ **For Purchase: Transfer fee equal to three months maintenance fee required at closing.**
- ☐ Copy of your Driver's License(s)/Photo I.D./Passport
- ☐ Copy of vehicle registration(s) and Insurance
- ☐ Copy of executed signed purchase or lease contract
- ☐ **Lease Requirement: Owner(s) account must be current and violations corrected. $500.00 Refundable Common area security deposit to be paid by owner.**
- ☐ **Expired Lease: continuing leases must be renewed yearly. Processing fee waived on all renewals. After lease expires, parking permit expires and your car may be towed.**

Please Note: TITLE COMPANY OR CLOSING ATTORNEY MUST REQUEST AN ESTOPPEL at www.condocerts.com BEFORE CLOSING TO DETERMINE MONIES OWED TO THE ASSOCIATION BY THE OWNER OF THE PROPERTY. IF THIS PROCESS IS NEGLECTED, THE NEW OWNER MAY END UP BEING LIABLE FOR DELINQUENCY. CURRENT OWNER MUST PROVIDE GOVERNING DOCUMENTS TO BUYER OR THEY CAN BE PURCHASED AT www.condocerts.com .

A Certificate of Approval, which is required to close and prior to moving in, will be provided to the purchaser or renter after the interview/orientation.

If purchasing, you must supply the Management Company with a copy of your Warranty Deed and mailing address after closing. Purchaser is also required to inform the management company of any changes in mailing address.

CMC PROPERTY MANAGEMENT

OWNER / TENANT INFORMATION

CHARTER CLUB ADDRESS: _____ Foxtail Dr. UNIT # _____ Greenacres, FL. 33415

UNIT OWNER NAME: _____ Phone #: _____

OWNER E-MAIL ADDRESS: _____

MILITARY STATUS: ACTIVE? YES □ NO □

TENANT #1 NAME: _____ Date of Birth: _____

ADDRESS: _____ Phone #: _____

TENANT E-MAIL ADDRESS: _____

MILITARY STATUS: ACTIVE? YES □ NO □

TENANT #2 NAME: _____ Date of Birth: _____

ADDRESS: _____ Phone #: _____

TENANT E-MAIL ADDRESS: _____

MILITARY STATUS: ACTIVE? YES □ NO □

EMERGENCY CONTACT(S)

NAME: _____PHONE: _____ Relationship: _____

Other Persons who will be residing with you:

_____ _____ _____

Print Name Age Relationship

_____ _____ _____

Print Name Age Relationship

Name of Realtor handling lease: _____ Contact Phone #: _____
Realtor e-mail address: _____

LEASE START DATE: _____/ _____/ _____ LEASE ENDING DATE: _____/ _____/ _____

Applicant #1: _____ DATE: _____/ _____/ _____

Applicant #2: _____ DATE: _____/ _____/ _____

FOB (POOL KEY) #: _____ PARKING SPOT #: _____

MAINTENANCE AND LEASE PAYMENTS TO ASSOCIATION
ADDENDUM TO LEASE AGREEMENT BETWEEN OWNER(S) AND TENANT(S)

Owner/Lessee agrees that the terms of the attached lease are within the requirements of the CHARTER CLUB OF PALM BEACH CONDOMINIUM ASSOCIATION, INC. documents.

MAINTENANCE AND LEASE PAYMENTS TO ASSOCIATION ADDENDUM TO LEASE AGREEMENT BETWEEN OWNER(S) AND TENANT(S) AND OWNER(s)(Tenant(s) are parties to the lease agreement dated 20___ with respect to the leasing of Condominium Unit # _____ Located at Foxtail Drive, Greenacres, FL. The parties agree to amend the Contract/Lease to include the following provision as follows:

1. The Charter Club of the Palm Beach Condominium Association shall have the right to terminate the Contract/Lease upon default by Tenant In observing any of the provisions of the Declaration of Condominium, the Articles of Incorporation, the Bylaws, the Rules and Regulations of the Association or any other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association.

2. The Association shall have the right to collect all rental payments due to Owner and to apply same against unpaid assessments if, and to the extent that, Owner is in default in the payment of assessments to the Association.

3. In the event of any conflict or ambiguity between this Addendum and the Contract/Lease, this Addendum shall control and supersede the Contract/Lease. Further, the undersigned agree that the Association will have the right and authority to contract the delinquent owner's tenant for purposes of collection of such rental payment pursuant to this addendum and Florida Statutes Chapter 718.

OWNER Signature: _____ DATE: _____

CO-OWNER: _____ DATE: _____

TENANT Signature: _____ DATE: _____

CO-TENANT: _____ DATE: _____

COMMON AREA DEPOSIT FORM

Date: _____ Building #: _____ Unit #: _____

OWNERS NAME PRINT: _____

OWNERS: _____
Signature

TENANTS NAME PRINT: _____

TENANTS: _____
Signature

It is agreed by both the Unit Owner and the Tenant the Common Element Security Deposit of $500.00 will be held by The Charter Club of Palm Beach Condominium Association, Inc. for any possible damage to the Association property which will be held during the length of the lease. **LANDLORD IS RESPONSIBLE FOR COMMON AREA DEPOSIT.** Neither the Unit Owner nor the tenant will hold the Association liable for any dispute that occurs over said Common Element Deposit. It will be the responsibility of the Unit Owner to notify the Association when tenant is moving out.

OWNER: _____ DATE: _____
Signature

CO-OWNER: _____ DATE: _____
Signature

TENANT: _____ DATE: _____
Signature

CO-OWNER: _____ DATE: _____
Signature

PET SURVEY
ONE PET PER UNIT NOT TO EXCEED 25 LBS

NAME OF OWNER [ ] TENANT [ ] _____

BUILDING #: _____ UNIT #: _____ PET TYPE: _____

BREED: _____ WEIGHT: _____ COLOR: _____

CURRENT VACCINATION DATE: _____

***** A COLOR PHOTOGRAPH OF THE PET(S) MUST BE ATTACHED TO THIS APPLICATION*****

RULES and REGULATIONS:

1. No pet that is a "nuisance" will be allowed on Condominium property.
2. All pets must be registered and approved by the Association.
3. Proof of all required vaccinations must be provided.
4. Current photograph of your pet must be provided.
5. Owner(s) agree to abide by pet regulations established by the Declaration of Condominium.
6. No pet shall be tied out on the exterior of the unit or left unattended on the balcony or patio.
7. No pet shall be permitted outside except on a leash not to exceed 10 feet in length.
8. ALL pets must be cleaned up after, regardless of the size of feces or location where deposited. A $25 fine will be issued for not picking up after your pet. Kitty litter must be deposed of in a plastic bag, before disposing in dumpster. Kitty litter or box are not to be stored on patio or balcony.
9. One pet per unit and pet is not to exceed 25 tbs.
10. Pets are not allowed in fenced in pool area.
11. Disapproved pets/animals shall not be allowed to re-enter the property or the premises.

I have read and agree to the rules and regulations regarding pets. I agree to provide the association with copies of vaccination papers provided by my veterinarian along with a recent photo and agree to follow the rules**.**

I HEREBY AGREE TO HAVE MY PET ON A LEASH AT ALL TIMES WHEN OUTSIDE OF MY UNIT AND ON ASSOCIATIONS/CONDO PROPERTY. I FURTHER AGREE TO USE A "POOPER SCOOPER" TO IMMEDIATELY CLEAN UP AFTER MY PET IN ALL AREAS.

I FURTHER UNDERSTAND THAT ANY PET DEEMED A "NUISANCE" OR UNSAFE BY THE BOARD OF DIRECTORS IS SUBJECT TO REMOVAL FROM THE COMMUNITY

PET OWNER: _____ DATE: _____
Signature

CO-PET OWNER: _____ DATE: _____
Signature

VEHICLE INFORMATION DISCLOSURE
COMMERCIAL VEHICLES PROHIBITTED

I/we, _____understand and fully agree not to park any commercial vehicles on the Association property at any time for any reason. l/we further agree that we will display a parking permit (2 are allowed-first one is free, second one is $25) on the bottom driver's side rear window. A single "guest pass" can be purchased for $25 and must be used (attached to the rearview mirror inside the car) if a guest is to stay overnight. Guest pass is valid for up to 30 days per year.

Commercial Vehicle definition/examples:

- Vans must have side windows and passenger seats.
- No marketing decals, lettering, solicitation signs, phone numbers, or web addresses/websites may be displayed on a vehicle (not even covered signs).
- No pickup trucks longer than 233".
- No pickup trucks known as super duty, extended bed, or larger than ¾ ton pickup, etc.
- No trucks with any debris, tools, or machinery stored in the back of the vehicle at any time, for example: pipes, ladders, building materials in or above the truck.
- Pickup Trucks with tool boxes on the pickup bed are allowed as long as they don't have any signage.

Parking permits must not be altered.
Vehicles not conforming to the above rules will be towed at owner's expense.

NAME:_____ Owner____ Renter____

ADDRESS:_____

VEHICLE TYPE # 1: AUTO ____ VAN ____ SUV ____ OTHER ____ PKING S. ____

MAKE: _____ MODEL: _____YEAR: _____

COLOR: _____ LICENSE PLATE #: _____ STATE: ____

VEHICLE TYPE # 2: AUTO ____ VAN ____ SUV ____ OTHER ____ PKING S. ____

MAKE: _____ MODEL: _____YEAR: _____

COLOR: _____ LICENSE PLATE #: _____ STATE: ____ GUEST P.____

The Property Managers office is where you obtain your parking sticker.

APPLICANT #1: _____ DATE: _____

APPLICANT #2: _____ DATE: _____

RULES AND REGULATIONS FROM THE CONDOMINIUM BYLAWS

Each applicant must read each item below acknowledging that you are aware of and agree to abide by these restrictions.

Sale & Rental

1. A unit may not be occupied by more than four (4) persons in a two (2) bedroom unit and three (3) persons in a (1) bedroom unit.
2. A unit may not be rented more than twice during any twelve (12) month period. No rental may be less than three (3) month term.
3. A written lease is required for each tenant and must be kept current at the Property Managers Office.
4. A unit owner shall be jointly and severally liable with the tenant for damages done to the Condominium Property or Common Elements.
5. A unit shall be used for residential purposes only.
6. No business, profession, or trade of any type shall be conducted on any portion of the Condominium Property.
7. Upon the sale or transfer of title of any unit, the new owner is responsible to provide Property Manager with a copy of the transfer of Title or Warranty Deed.
8. There is a lien or lien right against each unit owner to secure payment of assessments or other monies coming due for the use, maintenance, upkeep or repair of the Common Elements.
9. Outside cooking is only permitted in the picnic common area. It is unlawful to barbeque on the patio/balconies. (As per Florida Law it is a Fire Hazard).

Access to Units

1. The association will retain a pass/access key to all units for emergency purposes. New owners as well as new tenants must supply a current key to the unit to the Property Managers Office.

Applicant # 1: _____ Date: _____

Applicant # 2: _____ Date: _____

RULES AND REGULATIONS FROM THE CONDOMINIUM BYLAWS

Parking

1. Each unit shall have one (1) assigned parking space.
2. All vehicles in the parking area must have a current license plate at all times.
3. All vehicles must park **"head in parking only".** If vehicle is backed in your vehicle will be immediately towed at owner's expense.
4. All guest parking spaces are on a first come first serve basis.
5. All vehicles that park on the Association Property at any time must display a parking pass or guest parking hanger. (Overnight guest only). **There is a maximum of 1 permanent parking decal allowed per unit.**
6. **Guest parking hangers** are required for all guest vehicles parked overnight and any rental vehicle. In the event a guest pass is used on any one vehicle for more than **thirty (30) days in a calendar year,** the Association will presume the guest is an occupant of the unit. They will no longer be provided with guest parking privileges and be required to comply with the screening process.
7. No maintenance or repairs to motor vehicles shall be made at any time on Condominium Property.
8. Vehicles referring to as working commercial vehicles are not allowed on the Association property at any time unless they are providing a service during regular business hours.
9. No lettering is permitted on vehicles.
10. No business vehicles are allowed.
11. Any non-working vehicle must be removed from the property within twelve (12) hours.
12. Assigned parking spaces are for the sole use of the unit it is assigned to. Please instruct all guests they are to use the guest parking spaces only.
13. Future tenants/owners awaiting screening will not be issued a temporary pass.

Vehicles that fail to abide by the parking rules and regulations are subject to towing at the owner's expense.

Lawful use of Units/Unlawful use

1. No immoral, improper, offensive or unlawful use shall be made on any Charter Club Condominium Property.
2. **Sale and/or use of illegal drugs are not permitted on the Condominium property.** Immediate steps will be taken for removal of persons engaged in such activity from the Charter Club property as well as steps for their immediate prosecution.

Applicant # 1: _____ Date: _____

Applicant # 2: _____ Date: _____

RULES AND REGULATIONS FROM THE CONDOMINIUM BYLAWS

Balconies and Patios

1. All balconies and patios must be kept clear of debris, personal items, toys, bikes, exercise equipment, indoor furniture, cabinets, boxes, clothes, towels etc.
2. No garbage cans, supplies, or other articles, including but not limited to, flags and banners, shall be placed on the balconies or common elements.
3. No linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or any articles are to be hung or shaken from the balconies and patios, windows, doors or stairways.
4. No person shall allow anything whatsoever to fall from the balcony and patio, windows or doors of the premises.
5. Following are the only items allowed on balconies and patio:
    a. Outdoor patio furniture and/ **Standing** lamps.
    b. Plants and flowers.
6. Roll down shades are permitted to shield from the sun. Shades must cover the entire open area and be wide enough that no seams are visible. They must be in a neutral color such as; natural, beige, almond, brown and white.
7. No lattices are permitted.
8. No sign, advertisement, notice or other lettering shall be exhibited from Windows, Balconies or patios.
9. Grills are not permitted (Florida Law).
10. All screens and aluminum shall be kept in good condition.

Windows & Doors

11. Window coverings must be a neutral in color and hung in such a manner as not to be unsightly from the outside of the unit. You must have verticals or horizontal blinds.
12. All window coverings must be kept in well cared for appearance. Not partially falling off the window
13. No signs, advertisement, notice or other lettering shall be exhibited from the windows and or doors.
14. No foil or other material shall be used to cover any windows and/or doors.
15. All window screens shall be kept in good condition and replaced if missing, bent or damaged.
16. All windows shall be kept clean.

Outside Cooking and Picnics

1. Outside cooking is only permitted in the picnic common area. (Florida law) It is unlawful to barbeque on the patio/balconies. (Fire Hazard)
2. Residents are responsible to clean and pick up after using and common areas.

Applicant # 1: _____ Date: _____

Applicant # 2: _____ Date: _____

Pool Rules

1. No children under the age of 18 are permitted in the pool area without an adult.
2. Smoking/vaping is allowed only in the designated area. Cigarette and cigar butts must be placed in receptacles provided.
3. All bathers must shower before entering pool as well as after the application of suntan oil or lotion.
4. There shall be no running, jumping boisterous conduct in and around the pool.
5. Beach balls, diving equipment, floats air mattresses or similar devices of any kind are forbidden in the pool except for safety floatation devices for infants and small children. Donuts are not considered safety equipment; noodles may be used in the pool.
6. All infants with diapers must wear swimmers.
7. No food or glass containers of any kind are allowed in the pool area.
8. No bikes, skateboards, or similar devices are allowed beyond the pool fence area.
9. No beverages are allowed in the pool area.
10. NO ANIMALS ALLOWED INSIDE THE POOL FENCE AREA.
11. NO towels or other articles are allowed to be hung on the fence.
12. There is no reserving of chairs, tables or lounges.
13. Proper swimwear is required to enter the swim area. Cut-off jeans are not allowed for swimming.
14. All unit owners/tenants are responsible to advise their guest of the pool rules.
15. No diving or jumping into the pool.
16. No parties are allowed at the pool at any time.
17. **NO RESIDENT** is allowed to grant access to a person without a pool key to the pool area, unless it is a member of your party.
18. Violators of any of the above Pool Rules will have the pool key deactivated for 30 days for the first offense, 60 days for the 2nd offense, and 90 days for the 3rd offense.

All persons using the pool area do so at their own risk. The Charter Club of Palm Beach Condominium Association Inc., is not responsible for accidents or injuries. The association reserves the right to deny use of the pool and spa to anyone at any time that fails to abide by the rules and regulations of the pool area.

Car Wash

The car wash has been closed due to misuse.

Applicant # 1: _____ Date: _____

Applicant # 2: _____ Date: _____

MOVING IN AND OUT RULES

1. Must notify Property Manager of moving in/out date.

2. Move in times are between 8am through 8pm Monday through Sunday.

3. Backing in a moving truck or any other vehicle into building entrances is prohibited, you will be charged for damage to common elements if not adhered to.

4. Moving truck cannot be on property after 8pm unless Property Manager issues a temporary parking pass. Vehicle cannot be backed in or it will be towed at owner's expense.

5. The stairs and hallways must be covered to protect from damage. Do not damage railings or walls. Any damages will be charged as a violation to the unit owner.

6. Personal property cannot be disposed of in and around dumpsters or left anywhere on condominium property. Large boxes must be broken down and placed in the proper receptacles.

- Florida Power and Light 561-697-8000
- Water-Palm Beach County 561-740-4600
- Garbage 561-471-6110
- Towing/booting 561-832-7878
- Managers Office 561-641-0730
- Management Company (CMC) Office 561-641-1016
- Comcast 800-266-2278

Basic cable is paid for by the association but you must apply and open an account in your name

- Do not forget to get your mailbox key & **Mail Box Number from the landlord or previous owner**. If you do not you will need to go to the Greenacres Post Office and make arrangements ($) for them to put a new lock on your mailbox.

- You also need to stop by the Property Managers Office to pick up your parking pass before you move in. If you do not you will need the towing company's number above

I agree to follow the rules and regulations to move in or out of the unit.

Applicant # 1: _____ Date: _____

Applicant # 2: _____ Date: _____

Policy and Procedure for Disabled/Handicapped Owner or Requester to Request Reasonable Accommodation - Animals

Background: Under the Federal and State Fair Housing Acts, an owner or other requester who is disabled /handicapped may request reasonable accommodation(s) in the Association's rules, policies, practices, or services when such accommodation(s) may be necessary because of his/her disability/handicap. For more information on the rules pertaining to requests for reasonable accommodation, please review the Joint Statement of the Dept. of Housing and Urban Development and the Department of Justice on Reasonable Accommodations under the Fair Housing Act at www.usdoj.gov/crt/housing/jointstatement_ra.htm.

Objective: To establish policies and procedures for meeting the requirements of applicable state, federal and local law relating to disabled or handicapped individuals with respect to animals.

Policy: The policy of the board of directors of the Association, is to make every attempt to provide reasonable accommodations to disabled or handicapped residents in accordance with applicable state and federal law.

PROCEDURE RELATING TO ANIMALS

Submittal of Request: A disabled/handicapped owner or requester should complete the Association's form entitled Request for Reasonable Accommodation and provide documentation from a treating medical provider. If the accommodation is granted, the owner or requester must complete the Animal Registration form. The completed forms should be delivered or mailed to the Association. The Association will consider all requests for a reasonable accommodation no matter how the request is made; however, use of the supplied forms will expedite the process.

Procedure for Reviewing a Request for Reasonable Accommodation: Upon receipt of the requested form (or information supplied) for a disabled/handicapped owner or requester's request for a reasonable accommodation(s) from the pet restriction(s) as may be set forth in the governing documents of the Association, the request forms will be reviewed by the Board of Directors, and the owner or requester will be notified in writing of the Board's decision. If additional information is required by the Board, the submitting owner or requester will be so advised in writing. Additionally, it may be necessary for the Association's legal counsel to review the documentation submitted in support of a request for a reasonable accommodation. If the matter is referred to the Association's legal counsel, the owner or requester will be notified in writing. The Association endeavors to complete its review and provide a response within thirty (30) days of receipt of the Request and any required supporting documentation.

To the extent a disability/handicap is not permanent, the Association may request additional updated medical information as it deems necessary to determine if there is a continued need for the requested accommodation.

The Association may request advice from its legal counsel concerning any requests for a reasonable accommodation. **The requester consents to the disclosure of all documentation in support of the request to the Association's legal counsel.**

Additional Information

An individual's need for an accommodation may change over time as a result of changes in the individual's own level of disability/handicap or impairment, treatments available to mitigate a disability/handicap, and/or other circumstances affecting the individual. What qualifies as reasonable in one set of circumstances may not be reasonable or necessary in another. If and when circumstances change, it is your responsibility to notify the Association if you need, or no longer need, a reasonable accommodation and to update any information concerning the disability/handicap.

Maintaining an Assistive/Emotional Support Animal

Should a request for a reasonable accommodation to any aspect of the Association's pet policy be granted, the Association reserves the right, pursuant to Florida law, to pursue as violations of the governing documents of the Association should the assistive/emotional support animal become a nuisance to others which constitute a violation of the governing documents of the Association, which includes, but is not limited to: barking; biting; aggressive behavior; attacking; owner's failure to properly dispose of excrement or waste; failure to comply with all state and local ordinances and statutes; not maintaining the animal on a leash at all times when outside of the unit. Additionally, the approval of the animal may be withdrawn if the requesting party is no longer disabled/handicapped.

All information received by the Association in conjunction with a disabled/handicapped owner's or requester's request for reasonable accommodation will be kept confidential in compliance with Florida Statute §719.104(2)(c)(4). If any other resident or owner inquires as to why a special accommodation appears to have been made, the Association representative's response will be: "a fair housing reasonable accommodation has been granted." No information will be provided regarding the nature of the disability/handicap.

ACKNOWLEDGEMENT

I have received and read a copy of the Policy and Procedure for Disabled/Handicapped Owner or Resident to Request Reasonable Accommodation — Animals and I agree to abide by the terms as set forth therein.

Signed: **Date:**

_____ _____

Requesting Party

REQUEST FOR REASONABLE ACCOMMODATION

Name of Person Requesting a Reasonable Accommodation: _____

1. I am a person with a disability/handicap as defined by one or more of the following: **A physical or mental impairment that substantially limits one or more major life activities; or a record of having such an impairment; or is regarded as having such an impairment.**

If I am not the person with a disability/handicap, the following member of my household or a visitor has a disability as defined above:

Name: _____

Relationship to you: _____

2. As a result of this disability/handicap, I am requesting an exception to the Association's express, written and strictly Pet Policy set forth in the governing documents to allow an assistive/emotional support animal to reside in or visit my unit as a reasonable accommodation.

3. This request for a reasonable accommodation is such that the animal in question alleviates or ameliorates the effects of the disability.

Circle or indicate only one of the following (a), (b) or (c) that applies:

(a) The disability is physical in nature which is open and obvious, and it is clear which major life activities are impaired and how the animal will alleviate or ameliorate the effects of the disability. The Board may wish to meet with you if this line is checked.

(b) The disability is physical in nature but either the disability is not open and obvious, or it is not clear which major life activities are impaired or how the animal will alleviate or ameliorate the effects of the disability.

(c) The disability is mental or emotional in nature.

If (b) or (c) above is checked, a letter from a treating medical provider must be submitted describing the major life activities impaired and how the animal alleviates or ameliorates the effects of the disability. If (a) above is checked, once the Board meets with you, the Board if appropriate may request such letter from a medical provider.

I understand that the information obtained by the Association will be kept completely confidential as required by Florida Statute §719.104(2)(c)(4) and used solely to evaluate my request for a reasonable accommodation.

Please return this form, along with the Acknowledgment of Policy and Procedure for Disabled Owner or Requester to Request Reasonable Accommodation — Animals and any documentation if required above from a medical provider as promptly as possible so that the Association can evaluate your request.

Signed: **Date:**

_____ _____

Requesting Party

ANIMAL REGISTRATION

OWNER'S NAME _____ ADDRESS _____

ANIMAL'S NAME _____ BREED _____

MALE _____ FEMALE _____ COLOR _____ WEIGHT _____

DATE ANIMAL ACQUIRED _____ ANIMAL'S TAG NUMBER _____

VETERINARIAN _____

IN CASE OF EMERGENCT CONTACT _____

_____ _____

OWNER'S SIGNATURE DATE

ATTACH:

PHOTOGRAPH OF ANIMAL

COPY OF VETERINARIAN'S CERTIFICATION THAT ALL SHOTS/INOCULATIONS ARE UP TO DATE

TO BE FILLED OUT BY APPLICANT(S)
(Please type information or print clearly)
FOR CMC OFFICE USE ONLY

☐ This is a Purchase or ☐ This is a Rental

Association: THE CHARTER CLUB OF PALM BEACH ______________________________

If Purchase, projected closing date: ___________________

If Rental, Lease Term from _____________________ **to** ______________________

Address of Unit: ____

Applicant Name: ____

Co-Applicant Name: ____

Billing Address if different from Unit Address: _____________________________

____

Phone # _____________________________ **Phone #**__________________________

Email: ____

Email: ____

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This form is to be submitted to the Accounting Department by the Manager after approval of application.

THE CHARTER CLUB OF PALM BEACH CONDOMINIUM ASSN., INC.
C/o CENTURY MANAGEMENT CONSULTANTS, INC.
2950 JOG ROAD, GREENACRES, FL 33467
561-641-1016 PHONE ~ 561-641-9118 FAX
INFO@CMCMANAGEMENT.BIZ

ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION AND A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of these documents. I/we hereby authorize the obtaining of "consumer reports" including but not limited to credit, eviction and criminal backgrounds. To this end, I/we hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by Background Screeners of America, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356: Tel. #1-877-251-5656; **www.backgroundscreenersofamerica.com** and/or Employer, Homeowner Association, Condominium Association or Cooperative Association. I further agree that a facsimile (fax), electronic or photographic copy of this Authorization shall be as valid as the original, and will hold harmless CMC Management, their employees agents and/or affiliates, i.e. HOAs etc., and Background Screeners of America, their employees or agents and other organizations that provide information, from any and all liabilities arising out of the use of such information in connection with Background Screeners of America.

BACKGROUND INFORMATION – to be completed by all applicants 18 years of age or older. Unmarried co-applicants must fill out separate Acknowledgement/background information form.

Last Name: _____ First: _____ Middle: _____

Other Name (Alias) _____

Social Security #_____ Date of Birth _____

Driver's License # _____ State issued: _____

Present Address: _____City_____

State: _____ Zip Code _____ Phone: _____

*Email: _____

Signature: _____ Date: _____

SPOUSE:

Last Name: _____ First: _____ Middle: _____

Other Name (Alias) _____

Social Security #_____ Date of Birth _____

Driver's License # _____ State issued: _____

Present Address: _____City_____

State: _____ Zip Code _____ Phone: _____

*Email: _____

Signature: _____ Date: _____

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 the 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 many 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).

- **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:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks 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 c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	 a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357