

**FOREST HILL GARDENS EAST CONDO ASSOCIATION, 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

# \_\_\_\_\_ Forest Hill Blvd., Unit # \_\_\_\_\_

Desired date of occupancy \_\_\_\_\_ Closing Date if purchase: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Co-applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Allow up to 30 days for processing. 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.  
**NEW BUYERS MUST OCCUPY THE UNIT, NO RENTALS WILL BE PERMITTED.**

***MINIMUM CREDIT SCORE OF 600 REQUIRED. THE LAST FOUR PAYSTUBS AND LETTER OF EMPLOYMENT TO BE PROVIDED IF CREDIT SCORES ARE BELOW 600.***

- A Background Check will be performed. See attached.  
**APPLICATION FEE: \$100.00 \*NON-REFUNDABLE\* Per Applicant 18 yrs of age or older, or Married Couple; Money Order Made payable to Forest Hill Gardens East Condo Association, Inc. Out of state or foreign background checks will incur an additional fee.**
- PROCESSING FEE: \$150.00 \*NON-REFUNDABLE\* Money Order Made payable to CMC MANAGEMENT.**
- Copy of your Driver’s License(s)/Photo I.D./Passport
- Copy of vehicle registration(s)
- Copy of signed purchase or lease contract
- Separate Background Check form for additional applicants 18 years of age or older
- Separate application page for unmarried co-applicants
- Rental Requirement: Owner(s) account must be current and violations corrected**

**Please Note: TITLE COMPANY OR CLOSING ATTORNEY MUST REQUEST AN ESTOPPEL 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.**

***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.*

CURRENT OWNER MUST PROVIDE GOVERNING DOCUMENTS TO BUYER OR THEY CAN BE PURCHASED AT [www.condocerts.com](http://www.condocerts.com)



**FOREST HILL GARDENS EAST CONDOMINIUM ASSOCIATION, INC.**  
**UNMARRIED CO-APPLICANTS USE SEPARATE APPLICATION**

Date \_\_\_\_\_ Phone \_\_\_\_\_ Desired Date Of Occupancy \_\_\_\_\_

Address \_\_\_\_\_ Purchase \_\_\_\_\_ OR Lease \_\_\_\_\_

Name \_\_\_\_\_ SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Last First MI Jr/Sr Prior

Spouse \_\_\_\_\_ SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Last First MI Jr/Sr Prior

Other \_\_\_\_\_ SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Last First MI Jr/Sr Prior

Occupants \_\_\_\_\_ SS # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Present Address \_\_\_\_\_  
 Street Apt # City State Zip Code

Present Landlord \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Length of Residence: \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ #Pets \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_  
 Mo Yr Mo Yr

Previous Landlord \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

Length of Residence \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_  
 Mo Yr Mo Yr

Present Employer \_\_\_\_\_ City & St. \_\_\_\_\_ PH (\_\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ Income \$ \_\_\_\_\_ per \_\_\_\_\_  
 Mo Yr Mo Yr

Previous Employer \_\_\_\_\_ City & St. \_\_\_\_\_ PH (\_\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ Income \$ \_\_\_\_\_ per \_\_\_\_\_  
 Mo Yr Mo Yr

Spouse Present Employer \_\_\_\_\_ City & St \_\_\_\_\_ PH (\_\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ Income \$ \_\_\_\_\_ per \_\_\_\_\_  
 Mo Yr Mo Yr

In Case of Emergency Notify \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Name Relationship Address Phone Number

Vehicle #1 \_\_\_\_\_ #2 \_\_\_\_\_  
 Year Make Model Tag # State Year Make Model Tag # State

Have You ever left owing money to an owner or landlord? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested for a felony? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

**Military Status: Active? YES  NO**

*If you have answered yes to any of the above questions, please explain the circumstances regarding the situation on back of this sheet.*

**AUTHORIZATION OF RELEASE OF INFORMATION:** Applicant(s) represents that all of the above information and statements on the application for rental are true and complete, and hereby authorizes verification of any and all information relating to residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before it can be processed by management. **Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.** NON-REFUNDABLE APPLICATION FEE – No oral agreements have been made.

\_\_\_\_\_  
 Applicant's Signature Date Spouse's Signature Date

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**CONDITION FOR LEASE APPROVAL**

*Please Read Carefully and sign where indicated*

In the event the Owner is delinquent in the payment of assessments (which includes maintenances fees and any other charges owed to the Association, the Association has the right to notify the Lessee of the delinquency and in such event, the Lessee shall be obligated to commence paying all future rent payments to the Association, until the delinquent assessments and related charges are paid in full to the Association. At such time that the Lessee is paying his rent to the Association, the Unit Owner may not evict the Lessee for non-payment of rent. However, if the Lessee does not pay the rent to the Association as required herein, the Association shall have the authority to evict the Lessee. In such an event, the Unit Owner shall be obligated to reimburse the Association for the costs and attorneys fees incurred by the Association.

**\*\*This form must be signed by both the Unit Owner and the Lessee\*\***

**Address: #** \_\_\_\_\_ **WEST PALM BEACH, FL 33415**

**Term of Lease:**      **Start date:** \_\_\_\_\_      **End date:** \_\_\_\_\_

**UNIT OWNER INFORMATION:**

**Name** \_\_\_\_\_  
PRINT

**Phone #** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

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

**TENANT/LESSEE INFORMATION:**

**Name** \_\_\_\_\_  
PRINT

**Phone #** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

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

**FOREST HILL GARDENS EAST CONDOMINIUM ASSOCIATION, INC.**

**PARKING PERMIT APPLICATION FORM**

Your parking decal should be carefully placed on the inside windshield in the lower driver side. The vehicle registration must be in the approved occupants to receive a decal. If you replace your car, please notify the Association immediately. Transferring a decal to another vehicle without notifying the Association can and will result in booting of towing the vehicle for not being registered with the Association.

**Parking is strictly enforced.**

**(CHECK ONE) I AM THE OWNER  OR RENTER**

**PARKING SPACE #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**Vehicle owner Name** \_\_\_\_\_

**Vehicle #1 DECAL #** \_\_\_\_\_

**Tag #** \_\_\_\_\_

**Year/Make/Model** \_\_\_\_\_

**Color** \_\_\_\_\_

**Vehicle owner Name** \_\_\_\_\_

**Vehicle #2 DECAL #** \_\_\_\_\_

**Tag #** \_\_\_\_\_

**Year/Make/Model** \_\_\_\_\_

**Color** \_\_\_\_\_

**NOTE: ANY CAR THAT DOES NOT HAVE A VALID PARKING DECAL OR GUEST PASS WILL BE SUBJECT TO TOWING OR BOOTING. ALL COSTS WILL BE THE RESPONSIBILITY OF THE VEHICLE OWNER.**

**FOREST HILL GARDENS EAST CONDOMINIUM ASSOCIATION**  
C/O CMC MANAGEMENT, INC  
2950 JOG ROAD  
GREENACRES FL 33467  
561-641-1016

**PARKING RULES**

- A Community sticker is required for resident parking on property
- Decal must be displayed on bottom of driver's side of rear window.
- The following violations are subject for immediate towing or booting without warning at owners expense:
  - **parked on the grass, curbside or in the roadway**
  - **blocking emergency access or dumpsters**
  - **no decal displayed**
  - **expired, altered or no tag displayed**
  - **commercial vehicles**
  - **disabled or abandoned vehicles**
  - **cars parked overnight without decal or guest pass**
- Decals registered to one resident may not be used by another.
- Decals or guest passes can be made invalid by board of directors if used outside of these guidelines.

I \_\_\_\_\_ ON \_\_\_\_\_  
PRINT NAME DATE

RECEIVED, REVIEWED AND UNDERSTOOD THE RULES AND REGULATIONS OF RESIDING AT FOREST HILL GARDENS EAST CONDOMINIUM.

\_\_\_\_\_  
SIGNATURE

**FOREST HILL GARDENS EAST CONDOMINIUM ASSOCIATION, INC.**  
**USE RESTRICTIONS AND REGULATIONS**

In accordance with the Declaration of Condominium and By-Laws of Condominium Association, the following Rules and Regulations governing our community have been developed.

The Rules and Regulations outlined explain the policies and guidelines established by the Board of Directors of Condominium Association to help protect and provide a peaceful environment for our community. It is the responsibility of the board of directors to administer and enforce the rules. However, it is the responsibility of each resident to cooperate and adhere to the rules of the Condominium and residents are encouraged to report and violations of these rules to the management company.

**1. For Sale/Purchase/Rentals**

- Sale: A unit owner intending to make a bona fide sale of his or her unit or any interest in it shall give to the Association written notice of such intention, together with the name and address of the intended purchaser, the purchaser price and terms, and such other information concerning the intended purchaser as the Association may reasonably require.
- Lease: In the event that a unit owner wished to make a bona fide lease of a unit the unit owner shall give to the Association written notice of all such intention together with the name and address of the intended lessee, and such other information concerning the intended lease and lessee as the Board of Directors may reasonably require.
- Rentals periods: No more than one (1) lease in any twelve (12) month period as well as the minimum of six (6) months rental.

**2. Landscaping**

- Except with the prior written consent of the Board of Directors, approval shall be required for plants on the balcony or terrace attached to a unit.
- The unit Owner shall be responsible for maintaining his/her own plantings. All plantings are subject to review by the Board of Directors upon complaint of any Unit Owner. The Association has the right to require an owner to remove plantings at any time upon written notification to that effect.

**3. SIGNS**

- No "For Sale/For Lease" signs shall be placed in the windows. No signs of any type shall be placed on the common area, or so as to be visible from the common area, without the permission of the Board of Directors or by court order.

**4. PETS**

- No animal or pets of any kind shall be kept in any unit or on any property of the Condominium.
- **No FEEDING OF DUCKS IS ALLOWED.**

**5. Motor Vehicles**

- No unregistered or inoperable vehicles shall be moved onto or kept Association property.

- No motor vehicle may be disassembled, nor major repairs made on Association property. This includes but is not limited to engine overhauling, exhaust system repairs, brake lining repairs and body work. Under no circumstances may cars be left unattended while on jacks or blocks.
- No vehicle shall be parked in such a manner as to impede or prevent ready access to fire lanes, garages, driveway, or other common or private areas.
- Vehicles, including but not limited to moving vans, may not be driven onto Association lawn areas without prior consent of the Management Company. The Unit owner shall be responsible for the expense of restoring the landscaping or common area to its original condition if any damage occurs.
- Commercial trucks and vans over (1) ton, boats, jeep, trailers, motor homes, busses, pick-up trucks, motorcycles, moped, recreational, loud or noisy vehicles, machine and other such vehicles shall not be allowed to park overnight on areas within the confines of the subdivision. All motor vehicles must be maintained as to not create an eyesore in the community. If, upon receipt from the Association, an offending owner does not remove the vehicle from the property, the Association shall have the right to have the vehicle towed away at the owner's expense. In the event that the owner refuses to pay such costs, the Association may, at its option, impose a lien on said owner's property in the amount of the costs involved in having the vehicle towed away, or file the appropriate legal proceedings to recover all sums expended from the owner, together with all fees and costs incurred in maintaining such action, including reasonable attorney's fees. **HOWEVER**, that this provision shall not preclude the use of delivery trucks or other trucks, equipment or machinery necessary for the maintenance, care or protection of the Condominium property.

#### **6. GUEST/VISITOR**

For the purpose of this rule, the term "Guest" refers to any person permitted by the Unit owner to access the unit, and the term "Occupy" refers to a Guest who stays overnight at the Unit. No Guest may occupy a unit without an owner being present. No Guest may occupy a unit for more than fourteen (14) consecutive nights or more than thirty (30) days in a calendar year, without having first been screened and pre-approved by the Board of Directors. **Any Guest who the unit owner intends, or expects, to Occupy the Unit for more than fourteen (14) consecutive nights or more than thirty (30) days in a calendar year, must be registered with the Board of Directors.** Registration includes providing the Board of Directors with the Guest's name, permanent address, expected dates of occupancy and sufficient personal information to permit the Guest to be screened. **Guests shall be screened and must be approved by the Board of Directors in the same manner, and utilizing the same criteria and procedures, as required for tenants under the provisions of the Declaration of Condominium and all rules and regulations of the Association.** Any unapproved Guest who occupies the Unit for more than fourteen (14) consecutive nights or more than thirty (30) days in a calendar year shall be subject to removal. All Guests are subject to removal for any failure to comply with the Association's covenants, restrictions, or rules and regulations.

## **7. NUISANCE**

- Any use or practice which is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents is prohibited.

## **8. MAINTENANCE**

- All parts of the Condominium shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage allowed to accumulate nor any fire hazard allowed to exist.
- Trash shall be placed in receptacles. For sanitary reasons, all trash and garbage shall be in plastic bags and tied securely before being placed in closed trash receptacles. In no event shall trash be placed outside of the trash receptacles.
- There shall be no assembling or disassembling of motor vehicles except for ordinary maintenance as the changing of a tire, battery, etc.
- Any vehicle that leaks oil or other fluids must be repaired immediately. Any cost incurred for cleanup of oil and fluid stains to the parking area will be charged to the unit owner.

## **9. GRILLS**

- Electrical Grills are allowed on patio enclosures.
- No Gas or Charcoal Grills are allowed.

## **10. BICYCLES**

- Bicycles, toys, or clutter shall not be left outside patios at any time. Bicycles and clutter so left shall be impounded. It is permissible to store bicycles on owner's patio. In the event that such items are impounded by the Association, the homeowner will be assessed a fee of \$5.00 for their release.
- Bicycles may be stored in storage room areas of building 6074, 6100 and 6066.
- Under stairwells of either building is acceptable.

## **11. CAR WASHING**

Cars wash area (s) is only between BUILDING 6086 AND 6080

## **12. CHILDREN**

Parents of minor children and lessees shall be held responsible for all property damage they cause to the common areas.

## **13. EXTERIOR MODIFICATIONS**

- Additions, Alterations, Improvements
- No Unit Owner shall make any structural addition, alteration or improvement to any building, nor shall he/she paint or otherwise decorate or change the appearance of any portion of the exterior of any building without prior written consent of the Executive Board, except as provided for in these Rules and Regulations.
- Owners/Resident may install hurricane shutters provided approval is obtained from the Board of Directors. Hurricane shutters may be either beige roll down/accordion type. (Which are allowed only 48 hours before and after a storm). All hardware permanently attached to the outside of the building must be the color of the exterior.
- Transparent "lumite" screen may be installed to replace present screening in a grey color to confirm present color.



- Individual terrace flooring covering may be dealt with on choice basis by owner.
- Roll-down shades are allowed inside screened porch areas and inside windows in white
- Acceptable window treatments shall be blinds or curtains. All portions of the window treatment visible from the exterior of the unit must be a neutral color. Neutral colors shall be white, ivory, or tan. All blinds or curtains shall be maintained and in good repair at all times.
- No clothes or similar articles shall be hung on balconies or outdoors for any purpose whatsoever.

#### **14. PARKING**

- Owners and/or tenants shall be entitled to the use of and assigned not more than two automobile parking spaces.
- **All owners shall park only in their assigned parking spaces and guests shall park only in parking spaces designated for visitors**
- All owners, tenants, and residents are required to register their vehicles with the Association, and obtain a parking Pass, before their vehicle(s) will be permitted to park in one of the unit's assigned automobile parking spaces. There shall be no more than two (2) parking Passes issued to each unit. An application for vehicle registration can be obtained from the management office. No parking Pass will be issued to persons who have not previously been approved for residency by the Association. Temporary guests and visitors may be issued a visitor's pass. The Association may tow any vehicle parked without a valid parking Pass, and the cost of towing shall be charged to the owner.
- Please leave the spaces marked as "GUEST" nearest the stairwells open for guests, emergency vehicles and taxis.
- Commercial trucks and vans over (1) ton, boats, jeep, trailers, motor homes, busses, pick-up trucks, motorcycles, moped, recreational, loud or noisy vehicles, machine and other such vehicles shall not be allowed to park overnight on areas within the confines of the subdivision. All motor vehicles must be maintained as to not create an eyesore in the community. If, upon receipt from the Association, an offending owner does not remove the vehicle from the property, the Association shall have the right to have the vehicle towed away at the owner's expense. In the event that the owner refuses to pay such costs, the Association may, at its option, impose a lien on said owner's property in the amount of the costs involved in having the vehicle towed away, or file the appropriate legal proceedings to recover all sums expended from the owner, together with all fees and costs incurred in maintaining such action, including reasonable attorney's fees. **HOWEVER**, that this provision shall not preclude the use of delivery trucks or other trucks, equipment or machinery necessary for the maintenance, care or protection of the Condominium property.
- No parking or driving on the grass or sidewalks is allowed.

#### **15. PATIOS AND DECKS**

- Construction of patios/decks requires written permission from the Board of Directors
- The Unit Owner shall be responsible for any damage resulting from the addition or enlargement of patio/deck. The Unit Owner shall be responsible for the expense of maintenance, including but not limited to painting. In the event of removal, the property shall be restored to its original condition by the Unit Owner at his own expense.

16.Maintenance fees

- Owners, who are more than ninety (90) days delinquent in their maintenance fees, fines, or any other monetary obligations to the Association, shall have their rights to the use the recreational areas of the community suspended until such time as these monetary obligations are paid in full.
- Owners who are more than (30) days delinquent in their maintenance fees, fines or any other monetary obligations to the Association may not lease their unit, and any application for approval of a lease may be denied on this basis alone. The Association may garnish the rent of any tenants already residing in a unit that becomes more than (30) days delinquent in payment of maintenance fees, fines, or any other monetary obligations to the Association.
- Owners who are more than (30) days delinquent in their maintenance fees, fines or any other monetary obligations to the Association may not lease their unit, and any application for approval of a lease may be denied on this basis alone. The Association may garnish the rent of any tenants already residing in a unit that becomes more than (30) days delinquent in payment of maintenance fees, fines, or any other monetary obligations to the Association.

In addition to the foregoing, all owners and lessees of the dwelling in the sub-division shall abide by the Declarations and Covenants and Restrictions for **Forest Hill Gardens East Condominium Association**, Inc and the Articles of Incorporation.

BUYER/RENTER OBLIGATION

I, the Buyer(s) / Renter(s) have been furnished with a copy of the By-Laws and Covenants & Restrictions and Rules and Regulations, and have read and understand them in their entirety. I/we also agree to obey the By-Laws, Covenants & Restrictions as they are read.

\_\_\_\_\_  
Buyer/Renter Signature / Date

\_\_\_\_\_  
Buyer/Renter Signature / Date

\_\_\_\_\_  
Buyer/Renter Signature / Date

\_\_\_\_\_  
Buyer/Renter Signature / 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:** \_\_\_\_\_

**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:** \_\_\_\_\_

\*\*\*\*\*

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

**FOREST HILL GARDENS EAST CONDOMINIUM ASSOCIATION, INC.**  
**C/o CENTURY MANAGEMENT CONSULTANTS, INC.**  
**2950 JOG ROAD, GREENACRES, FL 33467**  
**561-641-1016 PHONE ~ 561-641-9118 FAX**  
[INFO@CMCMANAGEMENT.BZ](mailto:INFO@CMCMANAGEMENT.BZ)

**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](http://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](http://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](http://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](http://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](http://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](http://www.consumerfinance.gov/learnmore).
- **You may 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](http://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:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
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
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
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., 8 <sup>th</sup> 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 <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357