

Windmill Point 4 Tenant Application

As a potential tenant of Windmill Point 4 Homeowners' Association, it is important that you understand the following. All applicants should initial each statement below. It may take up to 15 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.

_____ Windmill Point 4 Homeowners' Association and not an apartment complex. The difference is that each home is individually owned and the Association rules and regulations are strictly enforced by the homeowners' association. Each owner is responsible for their tenant(s)' actions. Continued violations are subject to eviction of the tenant by the owner for failure to follow the rules.

_____ This application must be completed in its entirety. There are to be no areas left blank. Once this application is submitted for approval, it may be denied due to any of the following reasons:

- 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 will be forfeited.

_____ This original form, the original application and a copy of two (2) forms of identification with one 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
- Current Employer Identification
- Social Security Card
- Birth Certificate

_____ 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.

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

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

**WINDMILL POINT 4
TENANT APPLICATION**

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 _____
For _____ year(s) or month(s), beginning on the _____ day of _____,
200____, for the monthly rental of \$_____ payable in advance on the first day of each
month. The owner of said premises is _____
_____.

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

APPLICANT

1. **Applicants' name (print legibly)** _____
Date of Birth _____ **Social Security #** _____
Drivers' License Number _____ **State** _____
2. **Current Address** _____ **County** _____
City _____ **State** _____ **Zipcode** _____
Area Code and Phone Number _____ **How Long** _____
Name, Address, Phone Number of Landlord, Rental Agent or Mortgage Co.

3. **Applicant Employed by:** _____ **How Long** _____
Business Address _____ **City** _____
State _____ **Area code and Phone Number** _____
Position _____ **Yearly Income** _____
Other Income _____ **Source** _____
4. **Has application ever been convicted of a felony crime? If so, what crime and in what county and state?** _____

CO-APPLICANT/SPOUSE

5. Applicants' name (print legibly) _____
Date of Birth _____ Social Security # _____
Drivers' License Number _____ State _____
Current Address _____ County _____
City _____ State _____ Zipcode _____
Area Code and Phone Number _____ How Long _____
Name, Address, Phone Number of Landlord, Rental Agent or Mortgage Co.

6. Co-Applicant/Spouse Employed by: _____ How Long _____
Business Address _____ City _____
State _____ Area code and Phone Number _____
Position _____ Yearly Income _____
Other Income _____ Source _____
7. Please list all occupants with date of birth(s) and Social Security Number(s)

8. Has Co-Applicant or any occupants ever been convicted of a felony crime? _____
If so, what crime and in what county and _____
9. Credit References:
Name _____ Account Number _____
Name _____ Account Number _____
Name _____ Account Number _____
10. Personal References:
(Relative) Name _____
Address _____ City _____
State _____ Zipcode _____ Phone Number _____

(Non-Relative) Name _____

Address _____ City _____

State ____ Zipcode _____ Phone Number _____

(Non-Relative) Name _____

Address _____ City _____

State ____ Zipcode _____ Phone Number _____

11. Vehicle Information:

Year _____ Make _____ Model _____

License Plate _____ License State _____

Is vehicle registered to you or someone else? _____

Year _____ Make _____ Model _____

License Plate _____ 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 Windmill Point 4 Homeowners' Association or their Agent to investigate the above references and statements in order to verify my (our) credit and financial responsibility. I (We) understand that the fee of **\$55.00 per person over 18 years of age (\$95 for married couple)** credit report, background investigation and criminal history fee is non-refundable regardless of whether this application is accepted or rejected.

Personal checks will not be accepted. Cash, Money Order or Certified Funds only.

Please read above statement before signing this application.

Agent

Applicant

Date

Applicant

Date

ATTENTION OWNER/AGENT:

This application must be filled out completely with no blank spaces. This is to insure integrity of the background investigation and criminal history in the best interest of all owners, all tenants and Windmill Point 4 Homeowners' Association. If your applicant(s) is/are accepted, you or your agent must forward a copy of the current lease within 15 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 Windmill Point 4 Homeowners' Association Board of Directors for approval. If approved, a current lease must be sent to the Windmill Point 4 Homeowners' Association' Association Board of Directors within 15 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 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 AN ADULT FAMILY MEMBER OR 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 STATING THE UNIT IS OCCUPIED BY A FAMILY MEMBER WITHOUT A LEASE AND PROOF OF THE RELATIONSHIP MUST BE SUBMITTED.

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.

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.

Owner or Owner's Agent

Applicant

RELEASE

DESIGNATED PARTY: Applicant Screening and Processing

I hereby authorize your company or any agent of your company, to contact any of my references, previous employers, companies, credit bureaus, corporations, law enforcement agencies, persons and educational institutions to supply any information concerning my background. I also hereby release any of the above from any liability and responsibility arising from their doing so. This research may be performed for information dating back for the past ten years. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or forfeiture of deposit and may constitute a criminal offense under the laws of this state. I believe to the best of my knowledge that all information I have provided is accurate and that I fully understand the terms of this release.

Photocopies of this authorization may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

Applicant Signature

Date

Applicant's Name Printed

Social Security Number

Street Address

Date of Birth

City, State Zipcode

Co-Applicant Signature

Date

Co-Applicant's Name Printed

Social Security Number

Street Address

Date of Birth

City, State Zipcode

PET AGREEMENT

This agreement is attached to and is part of the Tenant Rental Application dated _____ between _____, (The Association), _____, (the owner), and _____, (the tenants).

It becomes effective on _____ (date).

Tenants desire to keep the following described pet(s) Only 1 per unit

Type: _____

Breed: _____

Name: _____

Weight: _____

In the dwelling they occupy under the Rental Agreement referred to above. Because this agreement specifically prohibits keeping pets without the Owners' and Association permission, Tenants agree to the following terms and conditions in exchange for their permission:

- 1) Tenants agree that they are solely responsible for the maintenance of the above described pet, and agree to keep their pet under control at all times.
- 2) Tenants agree to keep their pet restrained, but not tethered, when it is outside their dwelling.
- 3) Tenants agree to adhere to local ordinances, including leash and licensing requirements.
- 4) Tenants agree not to leave their pet unattended for unreasonable periods.
- 5) Tenants agree to clean up after their pet and to dispose of their pet's waste properly and quickly.
- 6) Tenants agree not to leave food or water for their pet or any other animal outside their dwelling where it may attract other animals.
- 7) Tenants agree to keep their pet from being unnecessarily noisy or aggressive and causing any annoyance or discomfort to others and will remedy immediately any complaints made through the Owners or Manager.

8) Tenants agree to provide their pet with an identification tag that the pet will wear at all times while on the premises.

9) Tenants agree not to breed or allow the pet to reproduce.

10) Tenants agree that this Agreement applies only to the specific pet described above and that no other pet may be substituted. **Tenants agree to furnish the Owners and Association with a picture of their pet prior to occupancy.**

13) Tenants agree that the Owners and Association reserve the right to revoke permission to keep the pet should the Tenants break this agreement. Tenants will be given 5 days to remove the pet from the premises.

14) Any animals on the property not registered under this Tenants Rental Agreement will be presumed to be strays and will be disposed of according to law, at the option of the Landlord and Association.

Owner: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Association: _____

Date: _____