



### SCREENING APPLICATION

(Required for all Units Occupancy 30 Days and

Please check the following that applies to this unit:

Application for Unit: \_\_\_\_\_

\_\_\_ Long Term Tenant (6 months and over)

\_\_\_ Short Term/ Seasonal Tenant (Less than 6 months)

\_\_\_ Purchaser

\_\_\_ Investment Property

\_\_\_ Other Explain: \_\_\_\_\_

#### COMPLETE ALL BLANKS, ANY OMISSION OR INNACURACY IS CAUSE FOR REJECTION

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

SPOUSE NAME: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

#### OTHERS PROSPECTIVE OCCUPANTS SUBJECT TO SCREENING (18 Years and over)

NAME: \_\_\_\_\_ SSN# \_\_\_\_\_ DOB: \_\_\_\_\_

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#### DOCUMENTS REQUIRED

- A background screening of each unit prospective occupant over the age of 18 years is required (Initials \_\_\_\_\_)
- A non-refundable \$50.00 fee paid by MONEY ORDER for each background screening is required payable to LAKESHORE CLUB HOA (Initials \_\_\_\_\_)
- If any of the prospective occupants to be screened have been a resident outside the United States during the past 10 years different background screening fees may apply, depending on the country each person had resided in. (Initials \_\_\_\_\_)
- If any of the prospective occupants to be screened have been a resident of Puerto Rico at any moment during the past 10 years they are required to bring in an evidence of the Puerto Rico Good Standing (Certificate Antecedents Perales) <https://sevicios.pr.gov/cap> (Initials \_\_\_\_\_).
- Valid Photo Identification (must be a valid government issued photo identification (Initials \_\_\_\_\_))

#### **FOR YOUR INFORMATION:**

- Background screenings will be made once all documents and payments are received.
- Background screening applications and/or documents will not be returned once submitted.
- Background screening results will be provided in writing.
- Front Office cannot answer questions regarding screening results (Initials \_\_\_\_\_)

**NON-COMPLIANCE WITH THE SCREENING PROCESS MAY BE A CAUSE FOR REJECTION**



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- Other Explain: \_\_\_\_\_

**COMPLETE ALL BLANKS, ANY OMISSION OR INNACURACY IS CAUSE FOR REJECTION**

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

SPOUSE NAME: \_\_\_\_\_ SS#: \_\_\_\_\_ DOB: \_\_\_\_\_

**OTHERS PROSPECTIVE OCCUPANTS SUBJECT TO SCREENING (18 Years and over)**

NAME: \_\_\_\_\_ SSN# \_\_\_\_\_ DOB: \_\_\_\_\_  
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## FOR YOUR INFORMATION

All applications are subject to Board approval to occupancy of any unit.

### **DO NOT MOVE IN UNTIL:**

- You Have been notified you are **APPROVED**.
- Once Approved, you will need to complete your registration with the Management Office.
- Copy of the executed rental/lease agreement or unit ownership documents is received by the Management Office.
- Copy of your vehicle(s) registration(s) or insurance card(s) is submitted. Tenants should request owners the parking label and/or parking card associated to the unit to be rented.
- If you have a pet, pet license and vaccine records as well as recent photo are required. Only two (2) pets per unit are allowed with a maximum weight of 20 Lbs. each.
- All applicants must acknowledge and abide by the rules and regulations of LAKESHORE CLUB HOA.
- For unit's occupancy with no Rental/Lease Agreement applicant must submit an authorization in writing provided by the unit owner. A unit occupant for thirty (30) days and over shall be considered a tenant subject to the Board of Directors approval, background screenings, and all other restrictions pertaining to tenancies as provided in the Declaration of Covenants, Conditions and Restrictions (Greenbook) of LAKESHORE CLUB OF POLK COUNTY HOA, and in the rules and regulations of the Rental/Lease Policy. (Initials: \_\_\_\_\_)

**NON-COMPLIANCE WITH THE REGISTRATION PROCESS WITH THE MANAGEMENT OFFICE MAY RESULT IN FINES AND VEHICLES MAY BE SUBJECT TO TOWING OR REMOVAL.**