

HIDDEN LAKE
AT BOCA CHASE

Application Process Instructions

Background:

For security reasons, the Board of Directors of Hidden Lake has enacted a Sales/Rental/Occupant Application process. The application process will enable the Board of Directors to maintain security and accurate roster of owners and renters in the community in case of emergencies or problems. In addition, the \$1000.00 security deposit for rentals will be held by the HOA until the renter vacates the house and an inspection is performed by the HOA to ensure community and resident premises have been maintained properly.

Instructions:

1. Applications must be received at least **30 days prior** to the intended date of occupancy or closing. (Note: There is a \$100.00 penalty payment if less than thirty (30) days notice.
2. A copy of the Rental Contract or Lease **must** accompany the application.
3. Please make the application fee check payable to the Hidden Lake Homeowners Association.
Application fee: Renters= \$350.00 (Application fee + \$1000.00 Security Deposit= Total \$1350.00
4. **Applicants may not occupy the premises prior to approval.**
5. Homeowners must have association maintenance fees current for application to be considered
6. All applicants, occupants and/ or guests are required to abide by the governing Association Documents as well as the Rules and Regulations. Homeowners are responsible for the actions of their occupants and or guests, including damages to the community. Accordingly, it is the homeowner's responsibility to provide copies of all Association documents to the Applicant(s). The Association Board of Directors is committed to the enforcement of all policies, laws, rules and regulation, etc.
7. If you may need any additional information or assistance, please contact the Community management Company (Davenport Professional Property Management, Inc.)
8. The "Application Checklist" outlines required forms, details, forwarding and requirements. Incomplete application will be returned as required.

NOTE: Complete all questions and fill in all blanks. If any question is not answered or left blank, this application may be returned, not processed, and/or not approved. Print legibly or type all information. Missing information will cause delays. All information on this application will be verified. PLEASE USE BLACK INK.

This Application is for a single person or married couple only!

APPLICATION FOR OCCUPANCY
Hidden Lake at Boca Chase

Note: All telephone numbers must be able to be reached between 9-5pm. Date: _____ Please write property address as it would appear on your invoice.

Purchase: _____ Lease _____ Apt. _____ Bldg. No. _____ Property Address: _____

Full Name: _____ Date of Birth: _____ Social Sec. No. _____

(____) Single (____) Married (____) Separated (____) Divorced (____) – How Long _____ Maiden Name _____

Have you ever been convicted of a crime: _____ Date(s) _____ County/State Convicted in: _____

Charge(s) _____

Spouse: _____ Date of Birth: _____ Social Sec No. _____

Maiden Name: _____ Have you ever been convicted of a crime: _____ Dates: _____

County/State convicted in: _____ Charges: _____

No. of People who will occupy the unit-Adults (over 18 years) _____ Description of Pets: _____

Name and ages of others who will occupy unit _____

Have any of the other occupants been convicted of a crime: _____ Explain _____

In case of an Emergency notify: _____ address: _____ Phone: _____

PART I – RESIDENCE HISTORY

(Please print full address, including unit#, city, state & zip code)

A. Present Address: _____ Phone: _____

Apt or Condo name: _____ Tel # _____ Dates of Residency: From _____ To: _____

Name of Landlord/ Mortgage _____ Rent/Mtg. Month: _____ Phone: _____

Address: _____ Mortgage Co. No. _____

B. Previous Address: _____
Apt./Condo name: _____ Tele#: _____ Date of Residency: From _____ to: _____
Name of Landlord/Mortgage: _____ Rent/Mtg Amount: _____ Phone: _____
Address: _____ Mortgage Co. No. _____

C. Previous Address: _____
Apt./Condo name: _____ Tele#: _____ Date of Residency: From _____ to: _____
Name of Landlord/Mortgage: _____ Rent/Mtg Amount: _____ Phone: _____
Address: _____ Mortgage Co. No. _____

PART II – EMPLOYMENT REFERENCES

A. Employed by: _____ Phone: _____
How Long: _____ Position: _____ Approximate monthly income: _____
Address: _____

B. Spouses Employment: _____ Phone: _____
How Long: _____ Position: _____ Approximate monthly income: _____
Address: _____

PART III-BANK REFERENCES

A. Bank Name: _____ Acct#: _____ Phone: _____ How long: _____
Address: _____

B. Bank Name: _____ Acct#: _____ Phone: _____ How long: _____
Address: _____

PART III- CHARACTER REFERENCES (No Family Members)

1. Name: _____ Residence Phone: _____ Business Phone: _____

Address: _____ Cell Phone: _____

2. Name: _____ Residence Phone: _____ Business Phone: _____

Address: _____ Cell Phone: _____

3. Name: _____ Residence Phone: _____ Business Phone: _____

Address: _____ Cell Phone: _____

4. Name: _____ Residence Phone: _____ Business Phone: _____

Address: _____ Cell Phone: _____

Number of cars (including company cars) _____

Drivers License # (Primary Applicant) _____ State: _____

Drivers License # (Secondary Applicant) _____ State: _____

Make: _____ Type: _____ Year: _____ Lic. Plate no. _____

Make: _____ Type: _____ Year: _____ Lic. Plate no. _____

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in this investigation and related report (the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit will investigate the information applied by the applicant, and a full disclosure of the pertinent facts will be made to the Association. The investigations may be made of the applicants character, general reputation, personnel characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

AT BOCA CHASE

SCREENING FORM

Please list below every person who will be a permanent occupant of Hidden Lake. You must provide all the required information. You must also provide independent photographic evidence (such as driver's license or current passport) for each permanent occupant of the unit.

Occupant Name	AGE	Type of Photographic Evidence	Date of Birth	Familial or Other Relationship
1.				
2.				
3.				
4.				
5.				
6.				

Please list all vehicles that will be parked in the community or on the Driveway on a regular basis:

Make	Model	TRUCK OR VAN (YES OR NO)
1.		
2.		
3.		
4.		
5.		

Signatures of Applicants(s):

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

***No Commercial vehicle, recreational vehicle, boat or camper maybe kept on the properties except in the garage.**

RELEASE OF INFORMATION & AUTHORIZATION

DATE: _____

To: Davenport Professional Property Management, Inc.
6620 Lake Worth Road, Suite F
Lake Worth, FL 33467

I GIVE MY AUTHORIZATION FOR THE ABOVE TO VERIFY INFORMATION, OBTAIN JA CREDIT REPORT, CRIMINAL HISTORY REPORT, EMPLOYMENT INFORMATION ABOUT MYSELF AND AGREE SCREENING MAY RESULT IN MY APPLICATION BEING APPROVED OR DISAPPROVED. THIS AUTHORIZATION IS GOOD FOR THIRTY (30) DAYS FROM THE DATE ABOVE.

Print Name: _____

Date of Birth: _____

Social Security #: _____

Drivers License #: _____

Address: _____

Previous Address if less than 5 years at the above address:

Signature: _____

APPLICANT