



## **RESIDENTIAL SCREENING AUTHORIZATION FORM**

*Each applicant MUST fill out a separate release*

**PROPERTY NAME: Village Square of Titusville**

(Please Print)

FULL Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**(Must Include a Colored Copy)**

Phone # \_\_\_\_\_ Cell or Home (circle one)

**If Leasing:** Number of Months: \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_  
**(If leasing, must include a copy of the Signed Lease)**

**If Purchasing:** Date of Closing: \_\_\_\_\_ **(Must include a copy of the Sales Contract)**

Employer Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Years with Company: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Have you ever been evicted? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been in litigation with a landlord? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever had adjudication withheld or been convicted of a crime? YES \_\_\_\_\_ NO \_\_\_\_\_

Current Unit Owner Name: \_\_\_\_\_ Unit # \_\_\_\_\_

*I give my authorization to this landlord, AccuData Inc, or any party or agency contacted by this landlord to obtain and verify the above information, concerning a credit report, criminal records, motor vehicle and other history. I understand that inquiries may be made to various federal and state agencies, employers, and references.*

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

AccuData Screening Requested:

**Package: 1 (2) 3 4**

Phone: (954) 755-8379 Fax: (800) 521-1905 EMail: [AccuDataInc@Bellsouth.net](mailto:AccuDataInc@Bellsouth.net)

Application for Lease Approval  
Village Square of Titusville Condominium Association  
(Page 1 of 2)

(Please Print) Complete all Questions and fill in all blanks. Processing Fee \$50 (non-refundable)

Date: \_\_\_\_\_ Bldg.# \_\_\_\_\_ Harrison St., Unit # \_\_\_\_\_ Unit Owner's Name \_\_\_\_\_

**Dates of Tenancy: From:** \_\_\_\_\_ **to** \_\_\_\_\_

**Lessee Name:** \_\_\_\_\_ **Lessee Name:** \_\_\_\_\_

Drivers Lic. # & State: \_\_\_\_\_ Drivers Lic. # & State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

**Other Persons occupying unit:**

| Name: | Relationship | Occupation or school |
|-------|--------------|----------------------|
|       |              |                      |
|       |              |                      |

**Present Address:** Street \_\_\_\_\_, Apt or Unit No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ How long: \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Tenant Employment:**

Company: \_\_\_\_\_ Position: \_\_\_\_\_ Phone # \_\_\_\_\_

**Spouse or Other Tenant Employer:**

Company: \_\_\_\_\_ Position: \_\_\_\_\_ Phone # \_\_\_\_\_

***Pets: (Pets must weigh less than 20 pounds and no taller than 14 inches at shoulder)***

Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_

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***Vehicles: (One parking space per unit-See Rules and Regulations for additional parking)***

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

**Background statements for all who will reside in unit:**

Has anyone been convicted of a Felony: Yes [ ] No [ ] Evicted: Yes [ ] No [ ] Initials \_\_\_\_\_

Details if answer is "yes": \_\_\_\_\_

Village Square of Titusville Condominium Association Application to Lease  
(Page 2 of 2)

Date: \_\_\_\_\_ Unit # \_\_\_\_\_ Unit Owner's Name: \_\_\_\_\_

Lessee Name: \_\_\_\_\_ Lessee Name: \_\_\_\_\_

**Regulations:**

I have [ ] received a copy of Village Square Condo's *Rules and Regs.* Initials: \_\_\_\_\_

***Restrictions:***

**Lessee agrees to park only in their marked vehicle space in front of their building. All other vehicles used by residents in this unit must be parked in the "un-marked" (black rectangle) spaces. "Guest" spaces are only for short term visitors or delivery personnel. Initials: \_\_\_\_\_**

**Lessee agrees to allow Association to run a nationwide background check. Initials: \_\_\_\_\_**

**Lessee agrees to limit pets to no more than two (2) and to limit their weight to no more than twenty (20) pounds each, with a height of no more than 14" at the shoulder. Initials: \_\_\_\_\_**

**Lessee agrees that no vehicles with oil or fluid leaks will be parked on the condominium property. Any repairs or clean-ups will be billed to the tenant and owner. Initials: \_\_\_\_\_**

**Lessee agrees to limit occupancy to residential use for those people listed on this form, and short time guests only. Initials: \_\_\_\_\_**

**Lessee agrees to abide by all rules, regulations, restrictions, and covenants of The Village Square Condo. Initials: \_\_\_\_\_**

**Lessee agrees that if any other person not listed on this form must stay longer than two (2) weeks, they will request approval from the Board in writing. Depending on the length of stay and circumstances, a variance may be granted, or see below: Initials: \_\_\_\_\_**

**Lessee agrees that if any person not listed on this form moves in (marriage, roommate, family member, etc) they will be required to fill out another "Application to Lease" form and pay the application fee to have a background check done. Initials: \_\_\_\_\_**

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

**By signing, the applicant recognizes that the Association may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association.**

Signature (Owner or Representative): \_\_\_\_\_ Date: \_\_\_\_\_

Signature Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

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**THIS SECTION FOR ASSOCIATION USE ONLY**

Copy of Lease Received: Yes [ ] No [ ] \$50 Processing fee received: Yes [ ] No [ ] Check Number: \_\_\_\_\_

This lease reviewed by: \_\_\_\_\_ on \_\_\_\_\_ and approved Yes [ ] No [ ]

Owner notified of status on (Date): \_\_\_\_\_.

COMMENTS BY THE BOARD OF DIRECTORS: \_\_\_\_\_

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## Village Square Minimum requirements for approval of leases

Leases shall be in legal, enforceable language and describe the property to be leased, dates of lease period, and the parties to the lease. The lease shall be for residential residency, naming all persons who will live in the unit. There will be no unauthorized roommates, no sub-leasing and no transient tenants allowed. The Lease Application Form shall be completed in its entirety.

**The lease will also contain language that fully communicates to the Lessee the following:**

1. Village Square Condominium Association Board members or their designee shall have the right under Florida Statutes to access units for maintenance at reasonable hours and for emergencies at all times.
2. Parking shall be restricted to one auto in an assigned unit space, with any second vehicles utilizing the “un-marked” spaces, NOT the guest spaces. Vehicles shall not leak oil or fluids. If this happens, owner will be responsible for costs to clean up or repair the area, so lease should make that the lessee’s responsibility. Commercial vehicles, campers, motor homes, trailers, boats and boat trailers are prohibited.
3. It shall be the responsibility of the Lessor (Unit Owner) to enforce any violation created by the tenant (s) or their guests. The Association shall not be responsible for Property Management for the Unit owner. The Association shall look to the Lessor for reimbursement for any damage caused by the Lessee, his guests, or subcontractors. The lease should stipulate that lessee obtain “renter’s insurance”.
4. The minimum rental period is 30 days.
5. The provisions of the Village Square Condominium Documents and the Rules and Regulations of the Association shall be applicable and enforceable against any person occupying a unit as a Lessee or guest to the same extent as against the Owner. A covenant on the part of each Lessee to abide by the Rules and Regulations of the Association and the provisions of the Condominium Documents; and a covenant by each Lessor to evict the Lessee in the event of a breach of such covenants; shall be deemed to be included in every lease agreement whether oral or written and whether or not specifically expressed in such agreement.

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**Policy:** Village Square Condominium Association requires that leases be submitted for approval to the Board President, or his designee, prior to any tenant moving into a unit. The board will have ten (10) days to approve or disapprove a lease and to notify the unit owner or his agent. Notification may be by e-mail, by phone, or by mail if so requested with the submittal of the lease. It shall also be the policy of the Board to expedite all reviews. Unit Owner must ensure that the lease contains clear language as to the minimum lease period, parking, pets, insurance, sub leasing restrictions, residential status, and use restrictions. The lease shall contain clear language as to the tenant’s responsibilities.

**Procedure:** Unit owners or their agent shall notify and **deliver** a signed copy of the lease agreement along with the **Application for Lease Form** to the Board president or the management company for Village Square Condo Association at least **10 days** prior to the start of any lease. To facilitate approval, an advance notification of intent to request lease approval should be phoned in to the Village Square management office at 321-735-7624 or communicated by e-mail to Office@CloverKeyServices.com. The Application for Lease Form shall be accompanied by a check in the amount of \$50.00 to cover the cost of the nationwide background report. **Remember that the Unit Owner is responsible for damages and the Association will look to the Owner for any damages done by his or her Tenant.**

**Unit owner’s responsibility:** The Unit Owner is responsible for enforcing all use restrictions, violations and misconduct on the part of the Tenants and the lessee shall look to the lessor to resolve any issues that may arrive. The Lessor should provide a clear understanding as to any property management responsibilities either in the lease language or pre-move-in indoctrination.