



AVILA CONDOMINIUM ASSOCIATION, INC.

MANAGED BY: V LIONS GROUP, INC.

17620-A Atlantic Boulevard Sunny Isles Beach FL 33160

Tel: 305-937-2585 Fax: 305-937-2583

Emails: manager@avilacondofl.net & admin@avilacondofl.net

PURCHASING/LEASING APPLICATION FOR AVILA CONDOMINIUM ASSOCIATION

- _____ Completed Application – **Submit your complete application at least 20 days prior to the proposed occupancy.** Make sure that all the information required is in order and complete, for us to obtain a credit report along with a background screening. This may include information regarding your character, bank history, present and prior residential and employment history and any criminal offences.
- _____ Please keep in mind that your application will be processed in the same manner in which every application is processed through our office and can take up to 20 days for U.S. inquires in order to treat each applicant fairly. There is a **non-refundable \$100 transfer fee which is payable via Money Order (US Funds) (no cash), made payable to Avila Condominium Association** at the time the **application** is submitted.
- _____ **There is also a \$100.00 non-refundable screening fee for each individual over 18 years and applying to rent or own. Married couple with a valid marriage license will only pay \$100.00. Individuals who have been in the U.S. for less than 5 years will be charged an additional fee to pay for an international screening payable via Check or Money Order (US Funds) (no cash), made payable to Avila Condominium Association.**
- _____ **Renters are required to pay a \$500.00 dollar deposit payable via Check or Money Order (US Funds) (no cash), made payable to Avila Condominium Association,** at the time the Avila Condominium Application is submitted. These funds will be used to offset any cost incurred by Avila during the renter's residence. When renter vacates the Avila Property, a refund of the remainder will be sent within 15 days.
- _____ You are required to submit a legible **copy of the sale or lease contract** with your Avila application.
- _____ You are required to submit with your application a **copy of your picture ID, Driver's License, or Passport (with address in Country of Origen) and a copy of your social security for each unit resident with your application.**

If there are any questions not answered or left blank on the application, the application will be returned and not processed.

Upon receipt of verification of all material submitted, a board member and/or manager will be contacting you to schedule a personal face-to-face interview, which is mandatory.

Occupancy prior to approval of the Board of Directors is prohibited. For additional details see "Rental Policy."

All vehicles on the premises are required to be in working condition and with a valid registration in the occupant's name. Please refer to "Parking/Parking Decal."



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RENTAL POLICY

- No apartment shall be rented without a valid lease agreement.
- Renewals of leases also must be submitted to the office accordingly.
- Renters must be screened and registered with Association prior to moving into the unit. If the renter does not go through the screening and registration process, they will be considered trespassers. Occupancy prior to approval is prohibited. Failure to comply with the rule will result in a termination of the lease and/or an action against the unit owner.
- Unit can be rented ONLY once a year for a period of no less than 3 months. Renters cannot sub-lease a rented apartment.
- An owner of a condominium unit and lessee to whom the unit is leased out, and any guest, SHALL JOINTLY AND SEVERALLY BE LIABLE FOR ALL DAMAGES OF ANY KIND WHATSOEVER, including but not limited to court cost and reasonable attorney fees incurred by Avila Condominium Association Inc., as a result of such owner, lessee or guest failing to abide or comply with any Florida state law, Avila Condominium, Declaration of Condominium, by-law, Article of Incorporation or Rules and Regulations.
- In the event the unit owner fails to timely pay any monthly maintenance assessment required by the Condominium Documents, the Association may require the undersigned tenant to pay the monthly rental directly to the Association. The association shall provide the unit owner at least thirty (30) days prior written notice of its intent to collect assessment directly from the tenant and shall only require payment of the rent by tenant directly to the Association after the thirty (30) day period has expired. Notwithstanding this provision, the unit owner remains liable for all past due and current maintenance assessment and charges as provided by the Condominium Documents. In no event shall the Association be held liable to the tenant by virtue of this provision.

Bldg/Unit

OWNER

TENANT

TENANT



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PET POLICY

I, _____ understand that there are NO PETS ALLOWED at Avila North Condominium Association.

All pets, including but not limited to dogs, cats, snakes, lizards, hamsters, and turtles are prohibited in or on the premises.

Signature

Date

Signature

Date



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PARKING/PARKING DECAL

I _____ have read the parking rules of Avila Condominium Association, Inc.

- All units sold are allocated one parking spot per unit due to the limited number of parking spaces available in our parking lot. Parking spaces are not “owned” and are assigned by the Association as a convenience to our residents. Additional parking spaces may be rented as long as spaces are available.
- Once the closing/rent of the unit has been completed, the new unit owner/renter must come to the office and be assigned a parking space. Must bring a renewed registration form in his/her name to be able to obtain parking permit.
- Effective April 1, 2016 permits for additional assigned parking spaces will be available for rent on an annual basis, for a yearly fee payable in advance. The new Annual Additional Parking permits will expire on December 31st of each year. New Annual Additional Parking stickers indicating the expiration date and assigned parking space are to be affixed to the windshield.
- Shorter-term additional parking permits will continue to be available for \$50.00 month. Short-term parking permits indicating the expiration date and assigned parking space are to be displayed on the vehicle dashboard. (No sticker for short-term parking – dashboard permits only).
- All vehicles parked in Avila parking spaces must display a parking sticker or parking permit valid for their parking space. A parking sticker **must be attached** to the lower left corner of the windshield. These decals are **not transferable** and the parking decal must match the vehicle registration data. Vehicles must display a proper up-to-date registration tag.
- Guests must park **ONLY** in the designated Guest Parking Area and must display a guest Parking Permit on the dashboard of their vehicle. Failure to abide by this procedure will be considered a VIOLATION. TO BE DETERMINED BY THE BOARD.
- Upon proper parking approval the owner/renter must purchase the clicker or any other device that will allow access to the property, if the device(s) were transferred from a previous tenant or seller the same must be brought into the office to confirm and acknowledge. Please refer to the pricing check list.
- In the absence of any security, office staff, and/or other approved company, the visitor must go and acknowledge their visit ASAP to the next available agent. In the meantime and if applicable please display a note with the unit and building number and contract information in your windshield.
- According to the Condominium Bylaws, **all parking spaces** on the property are deemed to be “limited common elements,” therefore the parking spaces do not belong to the unit. Sold or rented unit **will not** necessarily retain the previous owner’s parking spot; therefore the Board will reserve the right to reassign parking spaces as needed.
- Effective April 1, 2016 any vehicle that is parked without displaying a parking sticker or permit valid for that space may be ticketed by our security service. Ticketed cars that are not removed or that do not obtain a valid parking permit are subject to towing at owner’s expense without further notice.
- No vehicle may be parked in a manner which blocks access to the entrances of other vehicles or block access to designated parking areas.
- Only emergency car repairs (dead battery, flat tire, etc.) may be performed anywhere on the condominium property.
- Excessive noise, loud talking, loud music, slamming of the doors, racing of engines, and the use of horns is prohibited anywhere on the condominium property.



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- There is no car washing anywhere on the condominium property. There are commercial facilities available for this purpose.
- Avila Condominium is a family community. Driving inside our compound has a strictly enforced speed limit of five (5) **miles an hour**.
- Parking backwards is not permitted.
- No boats, trailers, commercial, or recreational vehicles are permitted.
- Motorcycles must be kept in front of your parking space
- Association is not responsible for any property left inside the vehicle, or any damages made to any motor vehicle or persons.
- Vendors and Large Trucks must park in the Guest area or specially designated areas.
- Children are not permitted to play in the parking lot, this includes skateboarding.
- Avila Condominium is not responsible for sets of natural occurring damage to your auto or person, including but not limited to, fallen tree branches, bird droppings, and natural tree droppings.
- If guests are expected to use your apartment, letter of notice is to be sent to the office, providing their names and date of arrival. Advise your guests that upon their arrival, if they have a car, they must report to the Office where they will be issued a GUEST PASS to display while on Condominium property. Guests cannot stay longer than 14 days and must have a unit owner present with them while visiting; otherwise they will be regarded as renters and must comply with the rules pertaining to renters; including being screened along with paying the proper fees.
- Parking spaces are only for the use of the assigned owner/renter that is properly registered. These parking spaces cannot be used for any visitors; they must park in the designated areas:
- Vehicles with car covers are permitted to park on the premises with the license plate showing.
- Renter must pay a yearly fee for 2nd and/or 3rd vehicle. If payment is not received, the vehicle will be towed at the owner's expense.
- Parking decal must match the vehicle registration data. Vehicles must display a proper parking decal and up-to-date registration date tag.
- Any of these parking violations are subject to **towing**.

Bldg -- Apt # _____	Date: _____	Parking Space _____
Owner _____	Tenant _____	Board Member _____
Owner _____	Tenant _____	Board Member _____

The Board of Directors of your Association has the fiduciary responsibility of implementing the provisions of the Declaration of Condominium. The Board, acting on the behalf of the unit owners of Avila Condominium, will take appropriate action against any unit owner who fails to abide by the provisions of the Declaration of Condominium and its supportive documents.



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RULES AND REGULATIONS

1. Sale, lease or rental of a condominium parcel is subject to the provisions of Article X of the Declaration of the Condominium. Any attempt to sell, rent, or lease your unit without prior notification to the Association shall be deemed a breach of this Declaration and shall be wholly null and void. All prospective purchasers and renters must complete a screening information sheet. *New owners may not rent for the first year.*
2. Units can be rented once a year for a period of no less than three (3) Months. Renters cannot sub-lease apartments. When a renter vacates the condo, the owner must notify Avila and must document what keys etc. they received.
3. Timeshares are not allowed in this condominium.
4. When a unit is to be rented, a screening fee of \$100.00 per any person(s) 18 years of age and older is to be paid to the Association office. Married couples can provide a marriage certificate to reduce the cost by \$100.00. If the renter does not go through the screening process they will be considered trespassers. Failure to comply will result in a penalty and legal action.
5. All deliveries and moving hours are from 9 AM to 4 PM Monday – Friday ONLY. Please notify the office at least 24 hours before the move. Elevator pads must be installed by employees prior to moving. The owners will be responsible for any property damage incurred during the move.
6. No owner may own more than one unit.
7. No pets allowed! All pets, including but not limited to dogs, cats, snakes, lizards, hamsters, and turtles are prohibited in or on the premises.
8. Unit owners will be held responsible for the actions of their tenants/renters or guests. They will also ensure that all Association Rules and Regulations are being followed. Violating owners will be fined \$100.00.



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9. Laundry hours are from 8 AM to 9 PM every day of the week, including weekends and holidays. The last wash will be at 8 PM. Please remember to remove your cloth from washer and dryer. The association is not responsible for any damages caused to your cloth.
10. Laundry cards: All laundry cards, new or replacement will cost \$5.00 from laundry machine.
11. Pool hours are from 8 AM to 8 PM every day of the week including weekends and holidays. No minor (under the age of 18) will be allowed in the pool or surrounding area without being accompanied by an adult (at least 18 yrs. Old). The unit owner will be ultimately responsible for any danger incurred to the minor or damage incurred to the property. Infants must wear swim swimming diapers. No food or drinks are allowed in the pool area.
12. A unit owner who will be renovating or remodeling the unit must come to the office and notify a Board Member before starting the project. Avila must issue a Permission to do Work (Architectural Modification Form) document which must be completed and returned for a board member's signature. This document will be necessary to take to the City of Sunny Isles Beach to pull a permit before any work may commence. Once issued, a copy of the permit must be submitted to the Avila Condo Office. These requirements apply to all renovations and remodeling including replacing air conditioners, changing out cabinets, etc. it is especially important when changing a carpets to tile. Before tile is installed, the person installing the tile must notify the office and must also show confirmation of a soundproof base being installed. The unit owner is responsible for ensuring that this rule is adhered. Also, the unit owner is ultimately responsible for any trash being thrown out improperly, hallway carpet dirt/track marks, and elevator misuse during the renovation to remodeling phase. Fire will be imposed upon a unit owner if they are found to be negligent in regards to these Rules and Regulations.
13. Dumping: It is illegal to dump items such as mattresses, furniture, appliances, etc. To dispose of these types of items, arrange with the office for a scheduled disposal by your own contractor on a Monday, Wednesday, or Friday. Violators will be fined \$100. You can also call Miami Rescue or Salvation Army for donations; they may come to pick up items.
14. Cardboard boxes must be cut down and disposed of in the recycle area in the area of Building Number #4—not left in the laundry room. The Recycling bin is not a dumpster for furniture and other discarded items. You are responsible for disposing of your own mattress, furniture or other bulk items away from the property, at your own expense.
15. No minor (under 18-yrs. old) will be allowed in the gym (upper clubhouse) (over 18-yrs. old). No children are allowed to use the gym equipment. Hours for the use of gym are 8 AM – 9 PM.



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16. All maintenance fees are due in the bank's lockbox by the first of the month. All checks received after the 10th of the month will be charged a \$25.00 late fee. **Owner who owe assessment money or are late in maintenance payments or in violation of the Rules and Regulations will not be permitted to rent their units.**
17. Any check returned for insufficient funds will be charged a \$35.00 NSF/service fee and any and all bank charges and late fees.
18. All parents: Please ensure that your children follow all of these rules and regulations accordingly. Skate boarding, roller-skating, or bicycle riding in the parking lot or hallways is prohibited. Please respect other owner's rights. Fines may be imposed.
19. Parking Enforcement:
 - a. Oversized vehicles are not permitted to park on the premises.
 - b. Recreational vehicles (RV's) are not permitted to park on the premises.
 - c. Commercial vehicles are not permitted to park on the premises.
 - d. Vehicles with car covers are permitted to park on the premises with the license plate showing.
 - e. Renters must pay yearly fee for a 2nd or 3rd vehicle. If payment is not received, the vehicle will be towed at the owner's expense.
 - f. Parking decal must match the vehicle registration data. Vehicles without a proper Parking decal or if the registration date tag has expired, will be towed. New unit owners cannot rent the unit for the first 12 months of ownership. **This rule will be enforced with a \$1,000 penalty.** Violation of this rule will be referred to our legal counsel, filling for injunctive relief in Dade County Court with all costs charges to the unit owner, including attorney's fees and court costs.
20. Occupancy: legal occupancy at Avila Condominium is for one family only.
 - a. Owners: Only those listed on the deed.
 - b. Renters: Only those listed in the screening documents.
21. Occupancy limited per unit are as follows:
 - 1 Bedroom/ 1 Bath = Limited to 2 Adults or 1 Adult and 1 Child.**
 - 1 Bedroom/ 1 – ½ Bath = Limited to 2 Adults or 1 Adult and 1 Child.**
 - 2 Bedroom/ 1 – ½ Bath = Limited to 4 persons total**
 - 2 Bedroom/ 2 Bath = Limited to 4 persons total**
22. MEDECO lobby/building keys: All Medeco (blue) keys will cost \$150.00 each.



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23. Right to access unit-A copy of the unit keys shall be left in the office as provided by our condominium Bylaws. Such access must be for the purpose of maintenance, repairs, or replacement, during reasonable hours. The keys will also allow us t enter the unit in case of emergency. If you are locked out of your apartment and need a copy of your apartment and need a copy of your keys, past the regular office hours, a \$25.00 fee will be assessed.
24. Owners that display any undignified or disrespectful behavior towards any Board member may be **fined \$100**. Unpaid fines will result in liens being placed against the property.
25. No "for sale" signs, "for rent" or "for lease" sign or other window displays for advertising or political campaigning shall be placed on any part of the condominium property by any person or entity without prior Board approval.
26. No owner or renter shall invite, in his absence, any person not in residence to use the condominium facilities.
27. Children are not permitted to play, loiter, or act in a disorderly manner in elevators, stairways, hallways, walkways or any common area.

DISPOSAL OF TRASH

28. Refuse/garbage must be tightly wrapped in plastic bags and deposited in the disposal chute provided. Under no circumstances any refuse/garbage bags to be left outside the garbage chute or outside your apartment.
29. Please do not force mid to large size items down the chute as they are likely to get stuck and clog the chute for everyone else. Items such as large cartons and boxes must be flattened and placed in the dumpster room at the bottom of the garbage chute.
30. Furniture, mattresses, construction debris, appliances, Christmas threes, or any other large items that do not fit in the trash chute must be disposed off-site by the unit owner. They are not to be placed anywhere on the property. If you are caught dumping or disposing of any of the above mentioned articles you will be subject to a fine of \$100.
31. If you need assistance in disposing of these large types of items, arrangements **may be** made with the Office. Charges will be according to the item size.



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I HAVE READ THE AVILA CONDOMINIUM RULES AND REGULATIONS AND UNDERSTAND THAT A VIOLATION OF ANY OF THESE RULES AND REGULATIONS WILL RESULT IN A PENALTY FINE TO BE ISSUED BY THE BOARD OF DIRECTORS AND TO BE PAID BY ME. I FURTHER UNDERSTAND THAT ANY DAMAGE INCURRED BY EITHER MY CHILDREN OR MY GUESTS WILL RESULT IN A PENALTY FINE THAT TO BE PAID BY ME.

SIGN _____

SIGN _____

UNIT OWNER #1 PRINT NAME

UNIT OWNER #2 PRINT NAME

SIGN _____

SIGN _____

RENTER #1 - PRINT NAME

RENTER #2 - PRINT NAME

MANAGEMENT

DATE



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Assignment of rental units

To be signed by the UNIT OWNERS(S) & RENTER(S)

I, _____ OWNER of Unit# _____ in Building # _____, agree that, if I should fall behind in any of the maintenance fees that are due to the association of more than 60 days, the Association can and will require my clients (renter) to pay the monthly maintenance fees directly the association and the balance of the said rent to the unit owner. **Unit owners MUST SIGN.**

SIGN _____

SIGN _____

UNIT OWNER #1 PRINT NAME

UNIT OWNER #2 PRINT NAME

SIGN _____

SIGN _____

RENTER #1 - PRINT NAME

RENTER #2 - PRINT NAME

MANAGEMENT

DATE



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APPLICATION FOR OCCUPANCY

Bldg # _____ Unit # _____ Address applied for _____

Full Name _____ Date of Birth: _____

Social Security #: _____ Phone # _____

Email: _____

Second Name _____ Date of Birth: _____

Social Security #: _____ Phone # _____

Email: _____

Name of Applicants: _____ Relationship: _____ DOB: _____

Name of Applicants: _____ Relationship: _____ DOB: _____

Other occupants in Unit: _____ Relationship: _____ DOB: _____

Other occupants in Unit: _____ Relationship: _____ DOB: _____

Driver's License # (Primary Applicant) _____ State: _____
(copy of driver's license must be attached)

Driver's License # (Secondary Applicant) _____ State: _____
(copy of driver's license must be attached)

Vehicle: Year: _____ Make: _____ License Plate #: _____ State: _____

Vehicle: Year: _____ Make: _____ License Plate #: _____ State: _____

Have you/spouse ever:	YOU	SPOUSE
Filed for Bankruptcy:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Been Evicted:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Been Convicted of a Crime:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please explain any YES answers: _____



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RESIDENCE HISTORY

PRESENT ADDRESS: _____

How long: From _____ to _____ Landlord's Name: _____ Landlord's Phone #: _____

EMPLOYMENT HISTORY

Employed by: _____ Phone #: _____

Position: _____ How long: _____

Address: _____ Supervisor: _____

Spouse Employed by: _____ Phone #: _____

Position: _____ How long: _____

Address: _____ Supervisor: _____

PERSONAL REFERENCES: (2)

Name: _____ Phone #: _____

Address: _____ Relationship: _____

Name: _____ Phone #: _____

Address: _____ Relationship: _____

BANK REFERENCE:

Name: _____ Branch: _____

Account #: _____ Checking: _____ Savings: _____

Person To Be Notified In Case Of Emergency:

Name _____ Phone #: _____



AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize, _____ herein referred to as *Association* and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for occupancy. Said report may contain information about me from consumer reporting agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, credit history through a consumer credit report, and any information that I have disclosed on my applications and/or any attachments, exhibits.

I authorize the *Association* may contact others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the *Association* to furnish the above mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application.

This authorization and consent shall be valid in original, fax or photocopy form.

I authorize the ongoing procurement of the above-mentioned information/reports by the *Association* at any time during my occupancy with the *Association*.

The nature and scope of the consumer report and/or investigative consumer report along with the name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request, and within 5 days of the request.

A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FCRA along with the name, address and telephone number of the agency furnishing the information will be provided before any adverse action is taken by the *Association* based on information contained in the report.

Upon proper identification and payment permissible by law, you have the right to request from the *Association* a copy of any information in its file on you at the time of your request.

By signing below, I acknowledge understanding of the purpose of this Authorization Form and its intended use.

Applicant Information (IMPORTANT: One Form Per Applicant)

Print Name: _____ Social Security Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Other Names (Maiden) or Aliases Used: _____

IMPORTANT: The following information will be used by United Screening Services Corporation for identification purposes only to perform a background check. This information will not be used as part of the decision process of your prospective Association.

Race/National Origin: _____ Gender (Circle): Male Female Date of Birth: _____

Signature: _____ Date: _____

Please Mail, Fax or E-Mail the Completed Form To:
United Screening
PO Box 559046
Miami, FL 33255
Fax: 305-667-4838
Phn: 305-774-1711
e-mail: processing@unitedscreening.com