



AT CONGRESS MASTER ASSOCIATION, INC

Background Check FOR Extended Guest

**THOUSAND OAKS AT CONGRESS MASTER
ASSOCIATION, INC.**

1034 Center Stone Lane

Riviera Beach, FL 33404

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THOUSAND OAKS at CONGRESS MASTER ASSOCIATION, INC.

Information Needed for Approval

FEES:

A **\$100.00 NON-REFUNDABLE fee for background check (PER PERSON)** over 18 years of age, and a **Money Order should be made payable to: Thousand Oaks HOA.**

_____ \$100.00 NON-Refundable fee per person OVER 18 years of age

Information:

Must submit copies of Driver's License/ID card and Social Security Card

_____ Copy of Driver's License/ID Card and Social Security Card

_____ Copy of Vehicle Registration

Please Be Advised of the following:

1. The Property Manager will not submit incomplete applications!
2. **Please, do not call regarding the status of an application. Once an application is approved or denied you will be contacted within 24 hours.** Unfortunately, any messages regarding status will not be returned.
3. **Incomplete applications will be returned via U.S. mail to the submitting applicant.**
4. **Applications must be submitted to the Property Manager or dropped off at the office during normal business hours.**
5. As the Resident you will be required to call your guest in daily. **Please note that any guest becoming a tenant without association approval is in violation of the lease restriction rules and regulations and as such, the owners are subject to fines and tenants are subject to evictions.**

Please complete fill in "all" blanks. Incomplete applications may result in delayed processing and/or disapproval. If questions do not apply, answer N/A. Print legibly or type all information.

Thousand Oaks Address: _____

Owner's Name: _____ Contact # : _____

Term of Stay: _____ to _____ Number of Guest: _____

Guest Contact Information: Contact# _____

Guest Name [Print-must be readable]	D.O.B	Relationship to Owner	Social Security Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Have you

Have you ever been charged or arrested? _____ If yes, please explain. _____

If this application is ILLEGIBLE, incomplete, or inaccurate, Thousand Oaks Association will not be liable or responsible for inaccuracies in the investigation or related report(s) (should there be any) caused by omission or illegibility.

By signing below, the applicant recognizes that the Thousand Oaks Association or their agent may investigate the information supplied by the applicant and full disclosure of pertinent information must be made to the Association. The investigation may include; the applicant's character, general disposition, personal characteristics, and mode of living as applicable. The Association may also require a credit report through a credit reporting agency.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Resident Parking Bar Codes

Tenant Name _____

Unit Address: _____

Vehicle # 1 Make: _____ Model: _____

Tag #: _____ Color: _____

Decal #: _____ Date Issued: _____

Vehicle # 2 Make: _____ Model: _____

Tag #: _____ Color: _____

Decal #: _____ Date Issued: _____

1. Decals will be applied to the vehicle at the guardhouse. NO decals will be issued to individuals. Once applied, decals are not permitted to be removed, to be put on other vehicles.

Tenant decals will expire upon lease termination date. All Residents information is to be verified with Property Manager.

Each bar code will be available at the cost of \$35.00 Maximum of 4 per household. Please attach a copy of the vehicle's registration document for each vehicle.

2. Decals are for owners and tenants ONLY. They are NOT to be issued to visitors, vendors or any other entity that is not an owner or tenant within Thousand Oaks, unless agreed by the majority vote at an HOA meeting.

3. Please be advised that any owners who are delinquent in their HOA assessments will not be issued with Bar Codes, until their assessments are bought up to date by the owner.

4. Please be advised that all tenants must be approved by the Screening Committee of Thousand Oaks, and any tenants that have not been screened will be refused Bar Codes. Homeowners with tenants must inform the Property Manger's office that they are renting their property, to enable the Property Manager to confirm their legal residency within Thousand Oaks.

Pet Registration Information

Type of Pet (Please circle one): Dog** Cat Bird Other

Specify: _____

**Breed: _____

Pet's Name: _____

Pet's Age: _____

Pet's Weight: _____

Pet's License / Tag Number: _____

I am aware of the Thousand Oaks at Congress Master Association, Inc. Rules and Regulations and restrictions regarding pets on the property and agree to abide by them. Pit Bull Dogs or other dogs which in the reasonable determination of the Board of Directors are determined to be a threat to the safety of the occupants of the community will not be permitted.

PET OWNER'S NAME:

Print Signature

Date