SALES & RENTAL PACKAGE

IMPORTANT NOTICE
PLEASE READ CAREFULLY

LUCERNE LAKES HOMES NORTH

The enclosed application must be completely filled out in order for it to be processed.

The entire package will be returned if any information is missing which will result in a delay in approval.

MAIL one (1) copy of your completed application package to

AAPM, LLC
1686 S. Federal Hwy #327
Delray Beach, FL 33483
561-501-1918

The Board of Directors of your Association are responsible for approval or disapproval of an application.

PLEASE INCLUDE THE FOLLOWING ITEMS IN YOUR APPROVAL PACKAGE FOR RENTAL OR RESALE:

1. Application filled out completely.
2. Copy of signed sales contract or lease contract.
3. Copy of license or photo id for each applicant.
4. Form for each person's background checks completed.
5. Resident Form Completed.
6. Pet Form Completed.
7. Vehicle Form Completed
8. Non Refundable Check made payable to LUCERNE LAKES HOMES NORTH for $100 for application and $60 for each background check fee. Additional $60 for each occupant of unit if more than one.
9. Interview with the Board is **required.**

*Please note: The Association has thirty (30) days to process and approve a completed application.

PLEASE RETURN BY MAIL COMPLETED APPLICATION TO:
AAPM, LLC
1686 S. Federal Hwy #327
Delray Beach, FL 33483

APPLICATION FOR OCCUPANCY

Date: ____________________

Address of Property: ____________________

Sale: __________ Rental: __________ Occupancy Date: __________

OWNER/SELLER NAME: ____________________

Address of Owner : ____________________

Owner's Home Phone # : __________ Owner's Cell Phone # __________

Owner's Email : ____________________

PURCHASER'S/RENTER'S NAME: ____________________

Home Number: __________ Work: __________ Cell : __________

Email Address : ____________________

# of Adults over 18 Occupying : ____________________

Children Under 18 Names : ____________________

Will you have a roommate? __________ How many? __________

Roommate name: __________ Cell # __________

Email Address: ____________________

DO YOU OWN A PET? Yes __________ No __________ Number of Pets __________

Type and weight of pes(s) ____________________

PLEASE INCLUDE/COM PLETE THE PET REGISTRATION FORM

ALTERNATE/EMERGENCY CONTACT INFORMATION

Name: __________ Relationship : __________

Phone Number : __________ Email : __________

Address: ____________________

PET REGISJen+ioN roesi

PLEASH MAKE ADDITIONAL COPIES FOR EACH PET

Nmm: ______________________________

ADDRESS: ______________________________

TYPE AND BREED OF PET: ______________________________

WEIGHT: ______________________________

COLOR OF PET. ______________________________

NAME OP PET: ______________________________

DISTINCT MARKINGS: ______________________________

PERSON & NUMBER TO CALL IN CASE ANY PROBLEMS OCCUR

____

____

PLEASE S MIT A PICTURE OF THE PET

I AM AWARE OF AND UNDERSTAND LUCERNE LAKES HOMES NORTH RESTRICTION FOR PETS. ALL OF MY PHTS ARE LISTED HERE. NOT COMPLYING WITH THE HOA' S PET RULES WILL REQUIRE ME TO IMMEDIATELY AND PERMANENTLY KEMOVE MY PER DUE TO A PET VIOLATION.

SIGNATURE ______________________________ DATE: ______________

VEH|CLEREGISTRAT|ONFORV

NOTE: Owners and All Residents are required to register all vehicle with the HOA.

NOTE: 2 Cars can be parked in front of the unit.

NOTE: Copies of all vehicles registration must be submitted with the application.

VEHICLE INFORMATION

1. Name: ______________________Owner: ________Renter: ________Roommate: ________

   Make of Car: ____________________Model : ______________________ Year: ________

   License Plate # ________________________State Registered in: ____________________

   Color:______________________________

2. Name: ______________________Owner: ________Renter: ________Roommate: ________

   Make of Car: ____________________Model : ______________________ Year: ________

   License Plate # ________________________State Registered in: ____________________

   Color: ______________________________

3. Name: ______________________Owner: ________Renter: ________Roommate: ________

   Make of Car: ____________________Model : ______________________ Year: ________

   License Plate # ________________________State Registered in: ____________________

Color: ______________________________

applyCHEC!t*
Boc kgrou nd Scree nin g

TENANT/BUYER AUTHORIZATION FORM

Write your name EXACTLY as it appears on your Driver's License (middle name required if applicable)

First: ____________________ Middle: ________________ Last: ___________________________

Other Last Names Known By: ____

SSN: ________________________________ DOB (MM/DD/YYYY): ________________________

Phone #: _________________________________ Email Address: _________________________

Address Applying To: ____

Current Residence

Do you: a Own B Lease a Family/Friend

Property Street Address: ____

City: _______________________________ State: ______________ Zip Code: ______________

Country ____

If you Lease:

Landlord Name: ____

Landlord Phone #: ________________________ Landlord Email: _________________________

Move In Date: ______________ Move Out Date: ______________ Monthly Rent: ____________

Previous Address: ____

PLEASE INCLUDE A COPY OF A DRIVER'S LICENSE AND OTHER GOVERNMENT ISSUED DOCUMENT TO CONFIRM YOUR IDENTITY

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

____________________("the Company") may obtain information about you from a consumer reporting agency for tenant screening purposes. Thus, you may be the subject of a "consumer report" and/or ar "investigative consumer report' which may include information about your character, general reputation. personal characteristics, and/or code of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records ("driving records"), and verification of your education or employment history or other background checks. You have the right. upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regafd to applicants for residency is an investigation into your employment history conducted by Applycheck, LLC 57 West Timonium Road Suite 105A Lutherville-Timonium MD (786) 542-6834; or another outside organization. Infomatiori regarding Applychect. LLC's privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at www.appIycheck.com. The scope of this notice and authorization is all-encompassing, however, allowing _______________ (the Company) obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your residency to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your righ|s under the Fair Credit Reporting Act.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of"consumer reports" and/or "investigative consumer reports" by the Company at any lime after receipt of this authorization and throughout my residency, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university {public or private), information service bureau, employer, insurance company, or other party to furnish any and all background information requested by Applycheck, LLC 57 West Timonium Road Suite 105A Lutherville-Timonium MD (786)542-6834 or another outside a ganization acting on behalf of ______________________________(lhe Company) and/or ____________________ itself. I agree that a facsimile ('fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York and Maine aPpliCanls or tenants only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by conlac(ing the consumer reporting agency identified aboye directly.
State of Washington applicants or tenantsonIY: You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of rights of your rights and remedies under Washington Ian.
California applicants or tenants only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please Check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. 0

Signature: ____ Date: ________________________

Prirt Name: ____

Para información en español, visite www.consurnerfinance.govHearnmore o escribe a la Consumen Financial Protection Bureau, 1700 *G* ***Street*** *N.****W., Washington, DC 20552.***

A Suinmary of Your **Rights Under the** Fair **Credit** Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more **information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write** to: **Consumer Financial Protection Bureau, 1700** G **Street** N.W., **Washington, DC 20552.**

• You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report io deny your application for credit, insurance, or employment — or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.

• **You have** the **right to know wha4 is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if
- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See wwW.Gonsumerfi nnl9GC.NOV/loitrn more for ndditional information.

• **You have the right to ask for a credit** score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that crcate scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You** have **the right to** dispute **incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmo1e for an explanation of dispute procedures.

• **Consumer reporting** agencies **must correct or** delete **inaccurate, incomplete,** or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **Consumer reporting agencies may not report outdated negative inform8tioa.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need — usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

• You must give **your** consent for reports to **be provided to** employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your kitten consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www,consumerfinance.gov/1earnmore.

• You **way limit "prescreened"** offers of credit and insurance **you** get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may** seek **damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnished of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** FO7 mote information, visit Www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their a9iliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, OC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center — FCRA Washington, DC 20580 (877) 3826357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 301 MCKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Gonsumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asso. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Offioe of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6, Small Business Investment Companies	Associate Deputy Administrator for Capital Acoess United States Small Business Adminictration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Gommission 100 F St NE Washington. DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission. Consumer Response Center FCRA Washington, DC 20580 (877) 3824357

RULES AND REGULATIONS

ALL PROVISIONS OF THIS DOCUMENT ARE ENFORCEABLE BY THE COMMUNITY MANAGER OR THEIR DESIGNEE.

Hours of O peration: The Property Manager is available by phone or email, Monday through Friday 9:00am to 5:00pm. Please allow 48 hours for a return response.

Michele Bilawsky, AAPM LLC., 561-501-1918 or mbilawsky.aapm@gmail.com

Master HOA, Davenport Management, 561-642-5080

Mattamy, www.forest-oaks.net. Once there click the drop down list and click contact us

Board **Meetings:** Board meetings are scheduled for the second Wednesday of the month and will be posted 48 hours in advance of the meeting.

Proper Conduct: Proper conduct including but not limited to, loud abusive, foul language and a general disregard for person or property will be enforced by the a5sOciations "Declaration of Covenants and Restrictions."

Sales and Leases: All sales and leases must be approved by the association board. Interviews prior to approval are required. Please contact the management company for an application or you can get a copy on the community portal.. No leases are permitted within the first two years of ownership. No short term leases are permitted at all. See the association documents for more information.

Cable and Internet: Cable and internet are included in your HOA dues. Our community uses Hotwire. Their customer service number is 1-800-355-5668.

Garbage/ Trash Collection: Trash collection is Tuesday and Friday, except when noted. Recycling paper and glass/plastic is picked up weekly on Friday. Bulk trash picked up on Fridays. No bulk is to be not to be put out until the night before. Trash must be put in a can and can be placed outside no earlier than Spm the evening before pickup. Trash containers must be picked up by Spm the evening of trash pickup and need to be stored out of sight.

Pets: Pets must be kept on a leash at all times. Owners are responsible for their pets and any damage they may cause to other homes or common property. Owners are responsible to pick up after their pets. Please refer to the documents for breed restrictions. Two dogs or cats or one of each is permitted. Please check governing documents for specific guidelines.

Landscape: Landscaping and or any outside changes to the homes must be approved by the ACC committee. Please request an ACC form from the property management company. All homes mu5t have plantings along the front of the outside walls. Please see association documents for further information.

Speed Limit: The speed limit in the association is 20-mph. We have speed humps in the community to curb speeding. Please be sure to obey and stop at all stop signs. This is a very active family community and we do not want any accidents.

Parking: No overnight on the street parking is permitted between the hours of 12:00 am and 6:00 am. No parking on the grass at any time. No Commercial vehicles are permitted in the community overnight. No overnight parking in the pool parking lot without prior approval. All vehicles not abiding by these rules are subject to towing.

Pool Dawn to Dusk

Adult Supervision: Minors under the age of(12) must be accompanied by an adult, 18 years or older, in the pool area.

Pets: No pets are permitted in any portion of the pool or pool area.

Alcoholic Beverages: No member may enter or leave the club facilities, including the pool area, with any alcoholic beverage.

Food and Beverage: No food or beverages may be brought into the pool area; however, food or beverages are permitted in the lanai.

Music: Music can only be used at the pool with headphones.

Trash: All persons using the pool area are expected to keep the pool area clean by properly disposing of personal trash.

Bikes and Skates: Skates, in-line skates, skateboards, bikes and/or scooters may be used on the paved driveway and sidewalks only for access to the club facilities. None of the aforementioned may be used in the clubhouse or in areas adjacent to the pool, Bikes should be locked up in the bike rack and are stored at your own risk.

Property Belonging to the Club: Property or furniture belonging to the club shall not be removed from the room or area in which it is placed or from the club facilities.

Risk of Use: No lifeguard is on duty. Use of the pool is at the swimmer's own risk. Without limiting any other provisions of these Rules and Regu\ations, each member is personal\y liable for any injury to his or her immediate family members and guests using the pool. The Association is not responsible for accidents or injuries.

Equipment and Furniture: All persons using pool furniture must cover the furniture with a towel when using lotion. The use of these lotions could stain or damage the furniture.

Pool Key Fob: If you need a fob for pool access, please contact Jennifer Bevan 561-201-8260.

Fence Rules

Fences are permitted with the following guidelines:

1. The fence may be white pvc or wood (the wood will need to be sealed and maintained each year). The seal color needs to be included with the ACC form. 2. The fence can not be higher than 6’.
3. The fence must have a 3 foot clearance at the back of your property to allow for utility easements.
4. The fence can only run from the back of your house. It can not be started or stopped on the sides of the house.
5. All fences must have a permit and a survey of your property before being installed and must be approved on an ACC form.

Landscape Rules

1. Any new sod/plants installed must have an ACC application even if you are doing the work yourself.
2. A plan of your home marked where the plants are being installed needs to be provided with the ACC form.
3. Color pictures of the plants must be provided.

Roof Rules

Any changes to your roof must be approved by the Board. An ACC form must be submitted and approved prior to work beginning. A permit, contractor's information, insurance certificate and the contractor's license must be attached to the ACC form along with a color copy of the shingles.

Painting Your Home

All house painting must have the color approved prior to work being started on the house. Colors in the neutral palette are expected and will fit in with the neighborhood. An ACC form must be submitted prior to painting your house with the same information as the roof rules.

Any infractions to the rules and regulations of the Lucerne Lake North HOA will be subject to violation notices and fines where appropriate.
Thank you for helping to keep our neighborhood a wonderful place to live. Be a good

neighbor and be sure to ask if you need help with anything.

Sincerely,

The Lucerne Lakes North HOA Board

Quick Reference List for Lucerne Lakes Homes North

- Property Manager contact information
  - Property Manager: Michele Bilawsky
  - All problems/issues should be called into the management company, AAPM, LLC
    - Normal hours: 561-501-1918 M-F 9am to Spm
- **Garbage/Trash Collection**
  - Trash CDllection is Tuesday and Friday, except for when noted.
  - Recycled paper and glass/plastic is picked up weekly on Tuesday.
  - Bulk trash picked up on Fridays. No bulk is to be not to be put out until the night before.
  - Trash must be put in a can and can be placed outside no earlier than Spm the evening before pickup.
  - Trash containers must be picked up bv Spm the evening of trash pickup and need to be stored out of sight.
- Pets
  - Pets must be kept on a leash.
  - Owners are responsible to curb their pets and not have them damage annuals and other plantings.
  - Owners are responsible to pick up after their pets.
- **Annuals/Landscape**
  - All landscape changes must be approved by the Association with the following exception: Annuals can be planted in existing beds without additional approval.
  - An ACC application can be obtained from the management company.
- Speed Limit
  - A 15-mph speed limit has been established
  - Must obey STOP sign and come to a complete stop.

- Parking
    - No over night on the street parking is permitted between the hours of 12:00 am and 6:00 am
    - No Parking in the grass at any time.

- Cars
    - Please make sure you always lock your doors.
    - Please make sure that there are no valuables are left in your car.
    - a Please make sure that no valuables are in plain sight.
    - There have been break ins in cars that were left unlocked.
    - No commercial vehicle may be parked overnight.
- Swim Club
    - a If you need a fob for pool access, please contact Jennifer Bevan at 561-201-8260.

PLEASE KEEP THIS FUTURE REFERENCE!!!!!!