



7601 E. Treasure Dr. | North Bay Village, FL 33141

Tel: 305-861-7512

NEW TENANT / LEASE APPLICATION, INTERVIEW AND ORIENTATION PACKAGE

Application Type	☐ New Tenant / Lease
Unit Number	_____
Date Received	____/____/____
Received By	_____

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12	Final Acknowledgment and Signature Page	Final tenant/resident and Association signatures.

1. Application Package Overview

This application package is intended for new tenants/renters who must be processed by the Grandview Palace Condominium Association before occupancy or access privileges are issued. Tenants should complete all sections that apply to their lease and occupancy. The Management Office should review the package, verify required payments and supporting documentation, complete the background process, schedule the renter interview/orientation, issue approved fobs/decals, and retain the completed package in the unit file.

Application routing

Application Type	Applicant Should Complete	Management Should Verify
New Tenant / Lease	Sections 3, 4, 5, 6, 7, 8, 9, 10 and 12.	Lease copy attached, background process completed, owner balance verified, application/elevator fee received, security deposit received, interview completed, and manager approval documented.

2. Required Documents and Fees

The following table organizes the main requirements identified in the current tenant application and renter interview forms. Management should confirm that the current Board-approved fee schedule and policies are being used before collection.

Required documentation

Item	Required / Completed	Staff Initials / Notes
Completed application package	☐ Tenant / Lease	Verify all applicable pages are signed/initialed.
Copy of lease	☐ Required for tenant applications	Attach executed lease and verify lease dates.
Background check	☐ Required for adult applicants	ApplyCheck email sent and report received/attached.
Rules and Regulations acknowledgment	☐ Required for all applicants	Applicant received and acknowledged the condominium documents.
Owner account balance	☐ Required before tenant approval	Confirm owner has a \$0 balance when applicable.
Vehicle registration	☐ Required before parking on property	Decal must be issued and displayed before parking.
Move-in / move-out scheduling	☐ Required before moving	Freight elevator reservation and security coordination completed.

Fees and charges to verify

Item	Amount	Notes
Application and elevator move-in/move-out fee	\$150 per applicant	Collected to process application, conduct interview, review rules, and schedule move-in elevator. No additional fee listed for move-out. Spouses or parent(s) with dependent children may be treated as one applicant under the current form.
Background check	Paid directly to screening provider	Criminal and credit checks for adult applicants. Each adult applicant must apply separately except married

		couples/families when treated as one applicant.
Security deposit for damages, fines, and compliance matters	\$1,000 with rental insurance, or \$1,500 without rental insurance, per adult.	Collected before occupancy; excludes family members or co-owners with the same entry door under current form. Deductions must be made whole within 30 days.
Access fob	\$40 each	Separate fob required for each applicable resident; fobs may not be shared.
Fob reactivation fee	\$25	Applies if fob is deactivated because it was used by someone other than the person to whom it was issued.
Vehicle parking decal	\$5 each	Residents must register vehicles and place decal on driver-side windshield before parking.
Rules violations	\$100 fine or \$100 per day for ongoing violation, up to \$1,000 per violation	A different rule violation may result in an additional fine under the current form.
Trash room violation	\$100	Lease interview addendum identifies a \$100 fine if a unit is identified as leaving trash in the trash room.
False alarm / smoke procedure violation	\$100 plus fire department/building false alarm costs	If resident opens hallway door to clear smoke and triggers alarm response.

3. Tenant / Resident Information Form

Complete this section for all tenants/renters. The information is used for the unit file, emergency contact records, access fob records, vehicle decals, and Management communication.

Unit #	_____	Lease Expiration Date	____/____/____
Owner Name	_____ _____	Application Type	☐ Tenant / Lease
Primary Email for Unit	_____ _____	Primary Phone	_____
Management Office Use	Date: ____/____/____	Approved By	_____ _____

Applicant #1

Applicant Type	☐ Tenant	FOB #	_____
Full Legal Name	_____ _____	Date of Birth	____/____/____
Mailing Street Address	_____ _____	Mobility Assistance Needed?	☐ Yes ☐ No
City / State / ZIP	_____	Email Address	_____ _____
Cell Phone	_____	Home Phone	_____
Work Phone	_____	Emergency Contact Name	_____ _____
Emergency Contact Phone	_____	Relationship	_____

Applicant #2

Applicant Type	☐ Tenant	FOB #	_____
Full Legal Name	_____ _____	Date of Birth	____/____/____
Mailing Street Addresses	_____ _____	Mobility Assistance Needed ?	☐ Yes ☐ No
City / State / ZIP	_____ _____	Email Address	_____ _____
Cell Phone	_____	Home Phone	_____
Work Phone	_____	Emergency Contact Name	_____ _____
Emergency Contact Phone	_____	Relationship	_____

Applicant #3

Applicant Type	☐ Tenant	FOB #	_____
Full Legal Name	_____ _____	Date of Birth	____/____/____
Mailing Street Addresses	_____ _____	Mobility Assistance Needed ?	☐ Yes ☐ No
City / State / ZIP	_____ _____	Email Address	_____ _____
Cell Phone	_____	Home Phone	_____
Work Phone	_____	Emergency	_____ _____

		Contact Name	
Emergency Contact Phone	_____	Relationship	_____

Applicant #4

Applicant Type	☐ Tenant	FOB #	_____
Full Legal Name	_____ _____	Date of Birth	____/____/____
Mailing Street Address	_____ _____	Mobility Assistance Needed?	☐ Yes ☐ No
City / State / ZIP	_____ _____	Email Address	_____ _____
Cell Phone	_____	Home Phone	_____
Work Phone	_____	Emergency Contact Name	_____ _____
Emergency Contact Phone	_____	Relationship	_____

Vehicle Information

Vehicle Color	Make / Model	Year	License Plate / Tag	Assigned Space #	Decal #

Office Use Only

Date Received	____/____/____	Background Report #	_____
Application Fee Received	☐ Yes ☐ No	Approved By	_____ _____
Notes	_____ _____ _____	BuildingLink Updated?	☐ Yes ☐ No _____

4. Tenant / Renter Application and Agreement

This agreement applies to new resident applications for Grandview Palace Condominium Association. The policies are to remain in place until amended by the Board of Directors. All adult residents must initial the applicable items.

Date	____/____/____	
Unit #	_____	
Owner Name	_____	
Applicant Name 1	_____	
Applicant Name 2	_____	
Applicant Name 3	_____	
Applicant Email Address(es)	_____	

No.	Application Agreement Item	All Adult Residents Initial Here
1	Application and Elevator Move-In/Move-Out Fee: A fee of \$150 per applicant must be collected to process the application, conduct interviews, review rules and regulations, and schedule the move-in elevator. No additional fee is listed to schedule move-out. Spouses or parent(s) with dependent children may be considered one applicant under the current form. If an additional adult applies later for residency, an additional \$150 application and elevator move-in fee is charged.	_____
2	Background Check: The Association uses ApplyCheck or another independent service to process criminal and credit checks for adult applicants. Applicants pay the background check company directly by credit card. Each adult applicant must apply separately except married couples/families when treated as one applicant. Applicants consent to the credit and criminal background report being shared with the prospective landlord.	_____

3	Security Deposit for Damages, Fines, and Compliance Matters: A \$1,500 deposit per adult, or \$1,000 with Renter Insurance, excluding family members or co-owners with the same entry door under the current form, must be collected before occupancy. Damages to Association property, fines, or other compliance matters may be withheld if not paid separately within 30 days of receiving the violation notice or 30 days after the Violations Committee appeal decision, whichever is later. If a deduction is made, residents must make the deposit whole within 30 days. Roommates are jointly and severally responsible for keeping the Association security deposit whole during their residency.	
4	Access Fob: The Association charges \$40 for electronic access keys/fobs. A separate fob is required for each applicable resident. Fobs may not be shared because they are used to monitor individual-specific access.	
5	Parking Registration Decals: The Association charges \$5 for a vehicle identification decal. Residents must register vehicles with Management before parking on the property. Registration decals must be placed on the driver-side windshield. Unregistered vehicles or vehicles parked in a space not assigned to the resident may be towed at the resident's expense.	
6	Rules of the Association: Applicant agrees to become familiar with the rules of the GVP Association and to uphold them. Violations may be subject to a fine of \$100 or \$100 per day for an ongoing violation, up to a maximum of \$1,000 for each violation. A separate rule violation may result in a separate fine.	
7	Permission to Receive Text Messages: Applicant agrees that the Association may send text messages for important building or Association communications.	

Office Use Only

Office Item	Status	Notes
Background report attached	☐ Yes ☐ No	
Application fee received	☐ Yes ☐ No	
\$500 security deposit received	☐ Yes ☐ No	
Copy of lease attached	☐ Yes ☐ No	
Owner has \$0 balance	☐ Yes ☐ No	
Manager approval	☐ Yes ☐ No	
Interview completed	☐ Yes ☐ No	
Other notes		

Applicant / Resident: _____ Date: ____/____/_____ Printed Name: _____	Board Member: _____ Date: ____/____/_____ Printed Name: _____
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5. Renter Interview and Rules Checklist

This checklist should be reviewed with the renter during the interview. Each item should be initialed to document that the rule was explained and acknowledged.

Unit #	_____		
Date	____/____/____		
Interviewee Name(s)	_____		
Interviewed By	_____		
Lease Beginning Date	____/____/____		
Lease Ending Date	____/____/____		
No.	Acknowledgment / Requirement	Applicant Initials	Interviewer Initials
1	Rules and Regulations: I have received the Rules and Regulations of the condominium. Yes _____ No _____	_____	_____
2	Trash: All trash must be disposed of in designated trash chutes or recycling bins. No trash may be left in hallways, trash room floors, next to unit doors, or any common area. Recycling may be brought to designated bins for plastic, glass, and cardboard only. Units identified as leaving trash in the trash room may be fined according to current Association policy.	_____	_____
3	Balconies: Personal property must be stored inside the unit and not on the balcony. Only outdoor furniture is allowed on balconies. No bicycles may be stored on balconies. Pets may not be left on balconies unsupervised. Charcoal grills and cooking devices are prohibited. Satellite dish installation must be approved by Management and must not be attached to railings, floors, or walls. Residents must clear balconies during strong wind, hurricane, or dangerous weather warnings.	_____	_____

4	Pets / Dogs: Only owners may have dogs, except properly documented service/assistance animals as permitted by law and Association policy. Guests are not allowed to enter the building with dogs unless legally permitted and approved through the proper process.	_____	_____
5	Parking: The unit must have an assigned parking space or spaces. All vehicles must be registered with the GVP office and must display a GVP decal before parking. Any vehicle without a decal, with outdated registration information, or parked in another assigned space may be towed at the vehicle owner/resident's expense. GVP is not responsible for damage, loss, or theft to any vehicle parked on GVP property.	_____	_____
6	Guest Parking: Guest parking is only permitted in the designated guest parking area and may require a permit and/or payment. Management and Security must be consulted for the current procedure.	_____	_____
7	Fobs: Fobs may only be used by the person to whom they were issued. Fobs may be deactivated if given to another person. All applicable residents must have their own fob and pay any applicable fob/reactivation fees.	_____	_____

8	Bikes / E-Bikes / Scooters: Bike and e-bike storage may be available for rental through Management. Bikes may not be stored on balconies and must be carried off the floor through common areas. E-bikes, scooters, or similar devices must be registered with the office, obtain a parking decal if required, and be secured in the appropriate bike/storage area. E-bikes, scooters, or similar devices are not allowed beyond the lobby or inside apartments unless Management policy permits otherwise.	_____	_____
9	Guests: Guests staying more than 24 hours must register with Management and sign in at the front desk. Any guest residing at GVP for more than 14 days is considered a permanent resident and must complete screening and the application process. No short-term rentals, Airbnb-type arrangements, sublets, or commercial use are allowed.	_____	_____
10	Smoke: To clear smoke from cooking or the unit, open balcony doors and not the hallway door. Opening the hallway door may trigger fire alarms, floor evacuation, elevator recall, and fire department response. Related fines and false alarm charges may be assessed to the unit.	_____	_____

11	Fire Alarm Speakers: Fire alarm speakers in the unit may not be disconnected. Disconnection may affect other units on the same floor. Violations may result in a \$100 fine, reconnection costs by an outside contractor, and possible reporting as fire alarm system tampering.	_____	_____
12	Moving: Moving furniture or machinery through the lobby is prohibited. The freight elevator must be used. Freight elevator use must be scheduled in advance with the Management Office and coordinated with Security. Moving is only allowed during approved moving hours and no after-hours moving is permitted.	_____	_____
13	Noise Policy: Any loud noise or excessively loud music from the unit may be considered a violation and may carry a fine.	_____	_____
14	Pool Deck: No smoking, no food other than food purchased at the pool bar, no alcohol, no glass containers, and no loud music are allowed on the pool deck. No diving or jumping into the pool, no flotation devices, and no unsupervised children or guests are allowed. Residents must be dry before entering elevators and must wear proper attire in common areas. No swimsuits, bare feet, or shirtless attire are permitted in elevators, hallways, or the lobby.	_____	_____
15	Jacuzzi / Pool Age Restriction: Persons under 15 are not permitted in the Jacuzzi, according to the current release form. Management should enforce the current posted rules.	_____	_____

16	Smoking: Cigarettes must be disposed of in an ashtray and must never be thrown over balcony railings. No smoking is allowed in common areas. Smoke from a unit that permeates into common areas and is considered a nuisance may result in a fine.	_____	_____
17	Emergency Communication: Residents should join the GVP Emergency Chat Group, if offered, and keep the Security/Front Desk emergency phone number saved in their cell phone.	_____	_____
Renter / Resident: _____ Date: ____/____/_____ Printed Name: _____		Interviewer: _____ Date: ____/____/_____ Printed Name: _____	

6. Move-In / Move-Out and Freight Elevator Agreement

All move-ins and move-outs must be scheduled in advance with the Management Office and coordinated with Security. The freight elevator must be reserved before moving furniture, machinery, boxes, or large items.

No.	Move-In / Move-Out Acknowledgment	Resident Initials
1	I understand that moving furniture or machinery through the lobby is prohibited.	_____
2	I understand that the freight elevator must be used for all move-ins and move-outs.	_____
3	I understand that the freight elevator must be scheduled in advance through the Management Office. The current renter checklist references one week's notice.	_____
4	I understand that move-ins and move-outs must be coordinated with Security and completed only during approved moving hours. Current interview materials identify Monday through Friday, 9:00 a.m. to 4:00 p.m., unless Management confirms otherwise.	_____
5	I understand that no after-hours moving is permitted.	_____
6	I understand that I must complete the move-out form with Security in order to process any applicable refund of the security deposit.	_____
7	I understand that damages to Association property, fines, or other compliance matters may be charged against or withheld from the security deposit as permitted by Association policy.	_____

Move schedule request

Move Type	☐ Move-In ☐ Move-Out
Requested Date	____/____/____
Requested Time	From _____ To _____
Moving Company Name	_____
Moving Company Phone	_____
Security Confirmation	☐ Scheduled ☐ Pending
Management Approval	☐ Approved ☐ Not Approved

7. Vehicle Registration and Decal Acknowledgment

Unit #	_____
Tenant / Resident Name	_____
Date	____/____/____

I acknowledge that all vehicles must be registered and must display a The Grandview Palace decal before parking in the garage or on Association property. I am responsible for notifying the Management Office of any vehicle changes, including license plate/tag, color, make, model, and assigned parking space. Any vehicle without a decal or proper registration is subject to fines and/or towing. Decals are non-transferable and may not be passed from one vehicle to another.

Vehicle Color	Make / Model	Year	License Plate / Tag	Assigned Space #	Decal #

Tenant / Resident: _____ Date: ____/____/____ Printed Name: _____	Management Representative: _____ Date: ____/____/____ Printed Name: _____
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8. Parcel Post Authorization

Unit #	_____
Date	____/____/____
Resident Name(s)	_____
Signature	_____

The resident(s) of the unit listed above authorize Concierge employees of the Association to accept, receive, and sign for parcels or mail addressed to the unit without imposing any liability or condition on the Association for such parcels received.

The resident(s) understand that this authorization is for the sole benefit of the tenant/resident and release the Association, its employees, and agents from liability arising from this authorization, including but not limited to misplacement of parcels and/or negligence of the Association, employees, and agents. No unauthorized person is allowed inside the package area.

Package guidelines

- Packages remaining at the Concierge Desk after one week may be returned to sender.
- Packages addressed to non-residents may be returned to sender.
- Packages will be received for residents only. No packages for guests, unauthorized tenants, or unauthorized residents are allowed.
- No packages will be given out after hours.
- No packages over 40 lbs. will be accepted.
- No business packages may be sent to a residential address.
- Concierge has the right to refuse packages.
- No unauthorized persons are allowed inside the package area at any time.
- Current Concierge hours listed in the source form: Monday-Friday 8:00 a.m. to 9:00 p.m.; Saturday 10:00 a.m. to 7:30 p.m.; Sunday 10:00 a.m. to 7:30 p.m. Management should confirm current hours before distribution.

Tenant / Resident: _____ Date: ____/____/____ Printed Name: _____	Association Representative: _____ Date: ____/____/____ Printed Name: _____
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9. Pool / Pool Deck Hold Harmless and Release

Tenant / Resident Name	_____
Unit #	_____
Date	____/____/____

The undersigned tenant/resident of Grandview Palace hereby indemnifies and holds harmless the condominium Association, its facilities, employees, and Board Officers from claims of any kind or nature arising from use of the pool, pool deck facilities, all bodies of water, and Jacuzzi facilities, to the extent permitted by applicable law and the governing documents.

The undersigned acknowledges that the current release form includes a Jacuzzi age restriction: persons under 16 are not allowed, even if accompanied by an adult. The undersigned agrees to comply with posted rules and Management instructions for all recreational areas.

Tenant / Resident: _____ Date: ____/____/____ Printed Name: _____	Association Representative: _____ Date: ____/____/____ Printed Name: _____
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10. Resident Services and Emergency Contact Notice

Monthly exterminator service

- Exterminator service is performed once a month on Thursdays.
- The service is free for residents under the current notice.
- Residents should call the Front Desk to schedule service or request service directly through BuildingLink.
- Residents are encouraged to help keep Grandview Palace safe and healthy by reporting pest concerns promptly.

Security and Front Desk phone number

Security / Front Desk Phone: (305) 865-8710

Residents should keep this number saved in their cell phone for emergencies or to answer calls from Security.

Communication permissions

☐ I authorize the Association to contact me by phone, email, text message, BuildingLink, or other official communication channels for important Association and building communications.

Tenant / Resident: _____ _____ Date: ____/____/_____ Printed Name: _____	Association Representative: _____ _____ Date: ____/____/_____ Printed Name: _____ _____
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11. Office Processing and Approval Checklist

This section is for Management Office use only. It should be completed before granting occupancy, issuing fobs, issuing parking decals, or approving move-in.

Item	Required / Completed	Staff Initials / Notes
Application package complete	☐ Yes ☐ No	Missing items: _____
Applicant identification reviewed	☐ Yes ☐ No ☐ N/A	
Background check sent	☐ Yes ☐ No ☐ N/A	Date sent: _____
Background report received/attached	☐ Yes ☐ No ☐ N/A	
Application/elevator fee received	☐ Yes ☐ No	Amount: \$_____ Check/MO #: _____
Security deposit received	☐ Yes ☐ No ☐ N/A	Amount: \$_____ Check/MO #: _____
Copy of lease attached	☐ Yes ☐ No ☐ N/A	
Owner account balance verified	☐ \$0 Balance ☐ Balance Pending ☐ N/A	
Rules and Regulations delivered	☐ Yes ☐ No	
Interview completed	☐ Yes ☐ No	Date: _____ Interviewer: _____
Move-in scheduled with Management	☐ Yes ☐ No ☐ N/A	Date/Time: _____
Security notified of move-in/move-out	☐ Yes ☐ No ☐ N/A	
Fob(s) issued	☐ Yes ☐ No ☐ N/A	FOB #s: _____
Parking decal(s) issued	☐ Yes ☐ No ☐ N/A	Decal #s: _____
Vehicle information entered	☐ Yes ☐ No ☐ N/A	
Package authorization signed	☐ Yes ☐ No ☐ N/A	
Pool/pool deck release signed	☐ Yes ☐ No ☐ N/A	
BuildingLink / resident system updated	☐ Yes ☐ No ☐ N/A	

Item	Required / Completed	Staff Initials / Notes
Final Management approval	☐ Approved ☐ Not Approved ☐ Pending	Manager initials: _____ Date: _____

12. Final Acknowledgment and Signature Page

By signing below, the tenant/resident acknowledges receipt of applicable condominium documentation and understands that all Association rules, regulations, policies, and procedures must be followed at all times. The tenant/resident also understands that fines, charges, towing, access restrictions, or other enforcement actions may be imposed when rules are violated, subject to the governing documents and applicable law.

The tenant/resident understands that questions regarding Grandview Palace Condominium Association should be directed to the Management Office.

Tenant / Resident Acknowledgments

No.	Final Acknowledgment	Tenant / Resident Initials
1	I received and reviewed the applicable application package sections.	_____
2	I received and reviewed the Rules and Regulations of the condominium, or I have been advised how to obtain a copy from Management.	_____
3	I understand that I am responsible for my own conduct and for the conduct of my guests, invitees, occupants, and, where applicable, tenants.	_____
4	I understand that all vehicles must be registered and display a proper decal before parking on property.	_____
5	I understand that fobs are individual and may not be shared.	_____
6	I understand that move-ins and move-outs must be scheduled in advance with Management and Security.	_____
7	I understand that no short-term rentals, Airbnb-type arrangements, subleases, or commercial use are allowed unless expressly permitted by the Association documents and Management approval.	_____
8	I understand that violations may result in fines, charges, towing, or other enforcement action as permitted by the governing documents and applicable law.	_____

Signatures

Tenant / Resident 1 Signature	_____ Printed Name: _____ Date: ____/____/_____
Tenant / Resident 2 Signature	_____ Printed Name: _____ Date: ____/____/_____
Tenant / Resident 3 Signature	_____ Printed Name: _____ Date: ____/____/_____
Board Member Representative	_____ Printed Name: _____ Date: ____/____/_____

CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER**Grandview Palace Condominium Association Inc**

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by a unit owner if it's a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above mentioned information:

_____/_____/_____
 Applicant Name Date of Birth* Social Security Number
 *Date of Birth is requested in order to obtain accurate retrieval of records. If International please provide Passport Number

_____/_____/_____
 Co-Applicants Name Date of Birth Social Security Number
 If International please provide Passport Number

 Alias/Previous Name(s)

 Current Physical Address City & State Zip code

☐

California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you.

Notice to CALIFORNIA Applicants

Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

SIGNATURE _____ DATE _____

Co-Applicant

SIGNATURE _____ DATE _____