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Application & Background Check Package

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PACKAGE OVERVIEW

Purpose:
To collect essential information from prospective tenants or owners for residency approval and background screening by the HOA.

Submission Options:

- **Online**: Request an online application by providing Unit Number, Full Name, Email Address, and Phone Number.
- **Hand Delivery**: Complete and return the form available to the HOA office.
- **Important**: Applications will only be processed after payment is received.

DOCUMENT LIST (INCLUDED IN THE PACKAGE)

1. Application Request Form
2. Occupant Information Form
3. Background Check Authorization
4. Application Fee Payment Instructions
5. Checklist of Required Documents

APPLICATION REQUEST FORM

Unit Number: _____
Applicant Full Name: _____
Applicant Email Address: _____
Applicant Phone Number: _____

Preferred Submission Method:
[ ] Request online application by Email
[ ] Will Submit Printed Form by Hand

Signature: _____ Date: ____/_____/_____

BACKGROUND CHECK AUTHORIZATION FORM

In connection with my application for residency at the condominium governed by the Homeowners Association, I understand that a consumer report, criminal background check, eviction history, and/or investigative consumer report may be obtained from a third-party screening company. These reports may include information regarding my creditworthiness, criminal history, character, general reputation, personal characteristics, and mode of living.

I hereby authorize the release of such information to Cromwell West or its authorized agents, including screening companies and property management representatives, for the purpose of evaluating my application for residency.

I understand that I have rights under the Fair Credit Reporting Act and may request a copy of any report obtained.

Applicant Information:

Full Legal Name: _____

Date of Birth: ____/_____/_____ SSN (last 4 digits): _____

Signature: _____ Date: ____/_____/_____

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APPLICATION FEES & ADDITIONAL CHARGES

APPLICATION FEES

- $100 for an individual applicant
- $150 for a married couple applying together

Please note: Additional charges may apply for foreign applicants or those requiring international background verification.

All fees are non-refundable and must be paid in full before the application process can begin.

Applications will not be processed until payment is received.

PAYMENT INSTRUCTIONS

Payment Options:
- Check: Payable to **Cromwell West Inc**
- Cash: Accepted in person
- Money Order: Accepted in person

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APPLICATION CHECKLIST

Please ensure the following items are included:

[ ] Completed Occupant Information Form
[ ] Signed Background Check Authorization
[ ] Copy of Driver's License
[ ] Application Fee Payment
[ ] Lease or Purchase Agreement (if applicable)
[ ] Copy of Car Registration
[ ] Copy of Vessel Registration (if applicable)
[ ] Copy of Vessel Insurance (if applicable)

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FLORIDA HOA RESIDENCY REQUIREMENTS & RECOMMENDATIONS

In the state of Florida, condominium homeowners associations (HOAs) are governed by Florida Statutes Chapter 718. To ensure compliance and a smooth approval process, applicants should take note of the following legal requirements and HOA recommendations:

Legal Requirements (per Florida Statute 718):

- All new residents must be screened by the association prior to occupancy.
- Owners must notify the association of a lease, sale, or transfer and submit the required application.
- Tenants must abide by all governing documents including the Declaration, Bylaws, and Rules & Regulations.
- HOA has the right to deny occupancy based on failure to meet screening requirements or falsified application data.
- All applicants must submit to a criminal background check and provide truthful, complete information.

HOA Recommendations:

- Submit your application and payment at least 15–30 days prior to your expected move-in date.
- Attach a legible copy of a valid government-issued ID (driver's license, passport).
- Ensure all fields are completed clearly and accurately to prevent delays.
- Foreign nationals may need to provide additional verification (passport, visa, etc.).
- For married couples, both spouses must be listed and must sign all required forms.
- Owners are responsible for ensuring that tenants receive a copy of the association rules.
- No move-in is permitted until formal approval is issued by the Board or Management Company.

Failure to comply with these requirements may result in delayed approval or denial of the application.