



Boca Lakes Condominium Association, Inc.

8768 Chevy Chase Drive • Boca Raton, Florida 33433
Office: 561-482-7880 Fax: 561-372-9819

Boca Lakes Lease Packet

Please complete all information and return completed paperwork to the Boca Lakes Condominium office.

1. All occupants must be listed on the lease.
2. One occupant **must be 55 or older**. Any person under 55 will not be allowed to reside in the unit unless the 55 or older legal occupant is in residence.
3. **No pets** allowed with the exception of service dog or emotional support animal, which requires additional application with supporting documents.
4. **No Trucks**, including pick-up trucks, motorcycles, commercial vehicles, RVs, campers mopeds, electric scooters. Motorized bikes and trailers.
5. No one under 18 years of age.
6. **The 55+ applicant must have a credit score of 700 or higher.**
7. Include a copy of the Drivers License for each person on the lease.
8. Include a copy of your vehicle registration.
9. **The application fee is \$150.00 and background check fee are \$50.00 per person.** The fees are nonrefundable. The payments must be included with the packet. We accept personal checks, money orders, or cashier checks payable to Boca Lakes Condominium.
10. Unit owners are required to have a copy of their up-to-date homeowner's insurance on file at Boca Lakes Condominium Office. Applications will not be processed unless the insurance certificate is received by the office.
11. Maintenance payments must be current, including any unpaid late fees or assessments, before the lease application will be processed.
12. Allow up to 30 days for the entire application process to be completed.
13. Boca Lakes Lease Packet, Boca Lakes Lease, background and credit check paperwork must be submitted as a complete package to the Boca Lakes Condominium Office.
14. Original documents must be signed in blue/black ink at appropriate places by both parties and all originals must be submitted to the Boca Lakes Condominium office as a complete packet.

A personal interview between the applicant and the Boca Lakes Condominium Director of Sales and Rental is a mandatory part of the rental process. Please be sure to provide a phone number for the applicant. The Boca Lakes Office will contact the applicant to set up a time for the interview. **All required paperwork must be completely filled out and the originals must be submitted to the Boca Lakes Condominium office as a complete packet before a lease application will be processed or an interview will be scheduled.**

APPLICATION FOR APPROVAL OF NEW LEASE AGREEMENT



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OWNER NAME(S): _____ UNIT#: _____

PRESENTLY RESIDING AT: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

It is understood that the date of this application does not become effective until a copy of the executed Lease is on file.

There is a **\$150.00 APPLICATION FEE** and a separate **\$50.00** per person **BACKGROUND/CREDIT CHECK FEE** both checks are to be made **payable to Boca Lakes Condominium Association.**

Owner Signature Date

Owner Signature Date

Sales & Rentals Committee Approval:

Printed Name Signature Date

PERSONAL INFORMATION SHEET

APPLICANT NAME: _____ DATE: _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____



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NAME OF SPOUSE: _____

WILL APARTMENT BE OCCUPIED SOLELY BY APPLICANT AND/OR SPOUSE (Y/N): _____

IF 'NO', EXPLAIN: _____

PRESENT ADDRESS: _____
STREET ADDRESS

CITY STATE ZIP HOW LONG? PHONE

PREVIOUS ADDRESS: _____
STREET ADDRESS

CITY STATE ZIP HOW LONG? PHONE

OCCUPATION: _____ POSITION OCCUPIED: _____

EMPLOYER _____ RETIRED: Yes / No

ADDRESS: _____ PHONE: _____

BUSINESS REFERENCES:

NAME ADDRESS PHONE:

NAME ADDRESS PHONE:

PERSONAL REFERENCES (NOT RELATIVES):

NAME ADDRESS PHONE:

NAME ADDRESS PHONE:

EMERGENCY CONTACT:

NAME ADDRESS PHONE:

NAME /ADDRESS/ PHONE:

PROPOSED RENTER'S AGE 55 OR OVER AFFIDAVIT

STATE OF FLORIDA
COUNTY OF PALM BEACH



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BEFORE ME, the undersigned authority, personally appeared.

Print Applicant Name(s)

who, being duly sworn, on oath deposes and says:

1. I am the proposed renter of a Unit within Boca Lakes, a Condominium; located in Palm Beach County, Florida which is subject to the Declaration of Condominium thereof recorded in Official Records Book 2114 Page 737, et. seq., of the Public Records of Palm Beach County, Florida, as the same has been amended from time to time including but not limited to that certain amendment recorded May 13, 1989, at Official Records Book 5994, Page 1585.

2. I hereby certify that the statement checked below is correct:

A. _____ I am 55 years of age or older.

B. _____ I am under the age of 55 years.

3. I have personal knowledge that the Unit is subject to the "Documents" including the Declaration, Articles, Bylaws, and Rules and Regulations of Boca Lakes Condominium Association, Inc., hereinafter collectively, and that compliance with the Documents is required.

4. I hereby confirm and acknowledge that the condominium is "housing for older persons", and that, therefore, the unit, when occupied must be occupied by at least one person over the age of 55 years.

FURTHER, AFFIANT SAYETH NOT

Applicant Signature

Applicant Signature

SWORN TO AND SUBSCRIBED before me this _____ day of, _____, _____
Month Year

(NOTARY SEAL)

Rules & Regulations / Guide for Visitors and Renters

Rules and Regulations include, but are not limited to the following:

1. Maintenance payment must be current, including any unpaid late fees or assessments, before a rental application will be processed.
2. Lease must be renewed one month prior to end of lease.



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3. Unit is to be occupied only by individual(s) listed on the lease. – NO CHILDREN UNDER 18 YEARS OF AGE.
4. One parking space in front of each unit is designated for the occupant of each unit, and a second parking space may be used in any other available space. There is a 2-vehicle limit per unit.
5. Vehicles must be pulled into parking space, so that the back of car faces street – no backing in.
6. A Speed limit of 15 mph – All stop signs must be observed.
7. Use of proper Entrance and Exit to and from the clubhouse parking lot.
8. Observe the proper attire regulations in the clubhouse.
9. No smoking in the Clubhouse or Pool Area
10. Pool area
 - a. No running or pushing; no jogging or walking around the pool area.
 - b. No eating, drinking or glass containers beyond the clubhouse patio deck.
 - c. No floats, rafts or balls in the pool
 - d. No suntan lotion when entering the pool.
 - e. Children under 12 years of age must be accompanied by an adult.
 - f. Babies under 3 years are not allowed in pool.
 - g. Use of the pool at your own risk. Management and owners not responsible for accidents or injuries
 - h. Management reserves the right to deny use of the pool to anyone at any time.
11. Clubhouse, Pool Table, Ping Pong Table, Recreation areas, Bocce, Tennis and Shuffleboard Courts:
 - a. Children under the age of 16, must be accompanied by an adult.
 - b. Guest(s) must relinquish to awaiting unit owners after the game.
 - c. Do not sit on pool table or ping pong table.
 - d. Put all equipment away after the game is finished upon leaving.
 - e. Food and beverages are NOT allowed on the clubhouse carpeted areas.
12. Laundry or other clothes may not be hung outside of the unit.
13. Garbage and trash are to be put in trash containers supplied by Waste Management and placed **curbside on Sunday & Wednesday evenings after 5 PM. Recycle pickup is on Thursday and may be placed out after 5 PM Wednesday only.** Trash is only permitted to be put out at these specified times.
14. Nothing is to be attached to the outside of the building.
15. Nothing is to be planted and/or no plants removed without approval from the Association.
16. No vehicle which cannot operate on its own power shall remain on the Condo premises for more than 24 hours and no repair of vehicles can be made on the Condo premises.
17. A seasonal resident or renter must lower, and secure awnings and all outdoor furniture must be removed before leaving for an extended period of time and especially during the hurricane season, which is from June 1st through November 30th. There will be a charge should the condo have to assume this responsibility. Included are such items as hose, garbage cans, recyclable bins, plants, pots, ornamental items, etc. **ANYTHING LEFT OUT AROUND YOUR UNIT WILL BE DISPOSED OF BY THE ASSOCIATION.**
18. The water must be turned off and locked if the unit is empty for an extended period of time. A copy of the key for this lock must be turned into the Boca Lakes Condominium office.
19. Children may not go swimming, wading or boating nor are allowed to wander alone near the lakes or canals. An adult must supervise them at all times.
20. Children must be accompanied by an adult at all times when using the pool and/or clubhouse facilities.



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IN WITNESS THEREFORE, we have hereunto set our hands and seals this

_____ day of _____, 20____

Lessee Name (print)

Signature

Lessee Name (print)

Signature

Owner Name (print)

Signature

Owner Name (print)

Signature

BOCA LAKES CONDOMINIUM ASSOCIATION, INC.

Director of Sales & Rental Name

Signature/Date

Resident/Renter Information Sheet for The Boca Lakes Condominium

This information will be kept confidential and used only for the purpose of security entry.

Resident / Renter Name:

Last: _____ First: _____

Last: _____ First: _____

Unit # _____ Address: _____



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Phone#: _____ Alt Phone #: _____

Lease Dates: From: _____ To: _____

Vehicles: - List All Vehicles

Make: _____ Model: _____ Color: _____ Tag: _____

Make: _____ Model: _____ Color: _____ Tag: _____

Permanent Guests

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

RENTER TO COMPLETE

Rental Unit # _____ Date: _____

Rental Street Address: _____

Renter's Name (1st) _____

Renter's Name (2nd) _____

Cell Phone _____ Name: _____

Cell Phone _____ Name: _____

Email Address: _____



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Permanent address:

Address: _____

City: _____ State: _____ Zip _____

In an emergency, please notify:

Name: _____ Relationship: _____

Address:

City _____ State _____ Zip _____

Phone: _____

INSURANCE INFORMATION

Boca Lakes Condominium Association, Inc. has an amendment to our documents that requires all unit owners to purchase hazard and liability insurance for the inside of the unit:

“Each individual Unit Owner shall be responsible for purchasing, at his own expense, liability insurance to cover accidents occurring within his own Unit, and for purchasing insurance upon his own personal property. In addition, each Unit Owner shall obtain and maintain a policy of homeowner’s insurance insuring floor, wall and ceiling coverings, as well as electrical fixtures, appliances, air-conditioning and heating equipment, water heaters, built in cabinets and any other item excluded from the Association insurance coverage pursuant to Section 718.11(11) Florida Statutes, as amended from time to time. A copy of the Certificate of said insurance shall be filed with the Association office.”

The legal address of our Association is:



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8768 Chevy Chase Drive
Boca Raton, FL 33433

Certificates of insurance may be faxed to us at 561-372-9819 by your insurance company.

Please note – After January 1st, 2009 – Rental Applications will not be started, processed, nor will an interview be scheduled until an insurance certificate is faxed by your insurance company to the Boca Lakes Condominium office @ 561-372-9819. This insurance policy must be currently in effect. No future dated policies will be accepted.



Boca Lakes

CONDOMINIUM ASSOCIATION, INC.
BOCA RATON, FLORIDA 33433
RENTAL LEASE

561-482-7880

THIS LEASE, made this _____ day of _____ A.D., 20____ between _____

_____ hereinafter called the LESSOR.

And: _____ hereinafter called the LESSEE.

WITNESSETH, that in consideration of the faithful performance of all covenants, agreements and conditions herein contained, on the part of the Lessee to be kept, done and performed, the said Lessor does hereby lease to the Lessee the following described property:

Unit #: _____ Address: _____, Boca Raton, Florida.

TO HAVE AND TO HOLD the same with the right to the peaceful enjoyment thereof, from the _____ day of _____

A.D., 20____, to the _____ day of _____, 20____, the said Lessee herein agreeing and promising to pay to the Lessor _____ per _____ therefore the total rent of _____ DOLLARS.

The Lessee covenants with the Lessor to pay said rent as follows:

\$ _____ on signing this lease, representing the _____

\$ _____ on signing this lease to be held by the Lessor, as a security deposit of Lessee for the faithful

performance of all of the provisions of this lease. The balance of the rent shall be payable:

AND THE SAID LESSEE FURTHER COVENANTS AND AGREES to the faithful performance of all terms, conditions and promises herein contained to-wit:

1. Not to use or permit to be used the premises leased for any illegal, immoral or improper purposes.
2. Not to make, nor permit any disturbance, noise or annoyance whatsoever detrimental to the premises or to the comfort and peace of any of the inhabitants of said buildings or its neighbors.
3. TO BE BOUND TO THE SAME EXTENT THAT THE LESSOR IS BOUND BY THE PROVISIONS, TERMS AND CONDITIONS OF THE DECLARATION OF CONDOMINIUM, THE LONG-TERM LEASE OF THE RECREATIONAL FACILITIES (CLUBHOUSE), AND ANY RULE OR REGULATION PROMULGATED BY THE BOARD OF THE CONDOMINIUM ASSOCIATION, THE BUILDING RULES AND REGULATIONS PRESENTLY IN FORCE AS ESTABLISHED BY THE DECLARATION OF CONDOMINIUM ARE SET FORTH HERETO AS PART OF THIS LEASE. THE RULES AND REGULATIONS PRESENTLY IN FORCE GOVERNING THE RECREATIONAL FACILITIES ARE SCHEDULED HERETO, BY EXECUTION OF THIS LEASE. LESSEE ACKNOWLEDGES RECEIPT OF A COPY OF SUCH RULES AND REGULATIONS.
4. That if default is made in the payment of rent as above set forth or any part thereof, or if said Lessee or any other person occupying the premises during the term of this Lease shall violate any of the covenants, agreements and conditions of this Lease, then the Lessee shall immediately become a tenant at sufferance, hereby waiving all right of notice to vacate said premises, and the Lessor shall be entitled to reenter and retake possession immediately of the demised premises without liability, and the entire rent for the rental period next ensuing shall at once be due and payable and may forthwith be collected by distress or otherwise as provided by law.
5. The Lessee will at the end of the term, without demand, quietly and peaceably deliver up the possession of the premises in as good condition as they now are, ordinary wear and tear excepted.
6. The Lessee hereby covenants and agrees that the Lessor or any agent of the Lessor shall have the right upon reasonable oral or written notice to inspect the leased premises. The Lessor or Lessor's Agent may show the leased premises to prospective purchasers or Lessees upon reasonable notice.
7. The Lessee further covenants and agrees with the Lessor to pay all court costs and reasonable attorneys' fees which may be paid or incurred by the Lessor or Lessor's Agent enforcing the covenants, conditions, agreements and obligations of this Lease in the event of a default by the Lessee.
8. Lessee covenants and agrees to pay the cost of repairing any and all damage to the apartment or common elements occasioned by the Lessee or any other party during the term of this Lease.
9. This Lease may not be assigned nor the premises underlet or sublet and this Lease shall be binding upon and shall inure to the benefit of the respective parties, their heirs, executors, administrators, successors and assigns.
10. No consent of the Lessor given hereunder, in any instance, nor consent given by any agent or representative of the Lessor, shall operate as a waiver of any provision of this agreement.
11. The lessee hereby acknowledges receipt of the apartment and all furnishings contained therein if any, in excellent order and condition and Lessee shall be responsible to maintain same and shall be responsible for all damage thereto. Should Lessee discover any damage or defects to the apartment or furnishings, the Lessee shall, within twenty-four hours of occupancy of the apartment, deliver to Lessor a written notice thereof and shall obtain such written acknowledgement of the delivery of such written notice.
12. The Lessee agrees to pay all charges for electric service during the term of this lease and any renewal or extension thereof.
13. Lessee agrees and understands that he may be charged and or hereafter assessed for the violation of the Rules and Regulations set forth on the reverse side herein or hereafter adopted by the Board of Directors; and said assessment shall be a lien against any security deposited.
14. The Lessee understands that this agreement can only be effected upon the written consent of the Board of Directors to this lease, which will not be unreasonably withheld. However, where a Tenant is a repeated violator of the Rules and Regulations or refuses to obey same, and after written notice to both Landlord and Tenant to comply therewith, the Board of Directors reserves the right to cancel and withdraw its consent to the lease. The Board of Directors may thereupon treat the Lessee as trespassers and refuse them admittance to the Condominium and or its facilities and recall the entry permit.
15. Where an owner defaults in the payments of his monthly assessment, and is in default for 20 days, during the term of the lease, the Association may on 5 days notice to the owner and Tenant of such default demand future payments and the arrears be paid by the Tenant. That in consideration of the consent given by the Association, the Tenant will be authorized and permitted to make payment as herein provided by deducting said sum from the monthly rent due to the owner. Upon the failure of the owner and or the Tenant to comply with this provision, the Association may thereupon treat the Tenants as trespassers and refuse them admission to the Condominium and or its facilities, and may recall the entry permit.

NO LEASE MAY BE EXTENDED BEYOND ITS TERMINATION, WITHOUT THE APPROVAL OF THE BOARD OF DIRECTORS.

This form, Rental Lease, is printed in original and copies 1 and 2.

NO SUBSTITUTIONS ARE PERMITTED, ALL FORMS, ORIGINAL AND COPIES, ARE TO BE SIGNED AS ORIGINALS.

16. Lessee further covenants that Lessee shall not permit or suffer anything to be done or kept in the leased premises which will increase the rate of insurance on the Condominium property, or which will obstruct or interfere with the rights of unit owners, or annoy them by unreasonable noises or otherwise. Lessee shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, including awnings and/or storm shutters, doors or windows of the buildings, nor shall Lessee grow any type of plant, shrubbery, flower, vine or grass outside the leased premises; nor shall Lessee place any furniture or equipment outside the unit, whereas permitted by the Board's regulations.

WITNESS our hands and seals this _____ day of _____, A.D., 20_____.

Signed and Sealed in the Presence of:

LESSOR

LESSOR

APPROVED

(SEAL)

By:

LESSEE (SEAL)

As to Lessee _____
Boca Lakes Condominium Association

RULES AND REGULATIONS

(Included as part of the Lease)

Section 3. Building Rules and Regulations. The building Rules and Regulations hereinafter enumerated shall be deemed in effect until amended by the Board of Directors, and shall apply to and be binding upon all unit owners. The Lessee shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, and persons over whom they exercise control and supervision. Said building Rules and Regulations include, but are not limited to as follows:

1. The sidewalk, entrances, and all of the common elements must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises; nor shall any carriages, velocipedes, bicycles, wagons, shopping carts, chairs, benches, tables, or any other object of a similar type and nature be stored thereupon. Children shall not play or loiter in public areas.
2. The personal property of all unit owners shall be stored within their Condominium units, and outdoor furniture shall be kept within a 9 ft. perimeter of the rear of the unit; and shall be removed during lawn mowing periods and hurricane season.
3. To maintain in good condition and repair, his unit and all interior surfaces, cabinets, appliances, plumbing and electrical fixtures, glass door and windows, air conditioning and heating systems.
4. No tenant shall be permitted to allow any guests or other person to occupy or use the unit, leased herein, during his absence from said unit.
5. Refuse and bagged garbage shall be deposited only in the area provided therefor.
6. NO LESSEE SHALL STORE OR LEAVE BOATS, TRUCKS, RECREATION VEHICLES OR TRAILERS ON THE CONDOMINIUM PROPERTY.
7. No Lessee or resident shall direct, supervise, or in any manner attempt to assert any control over the employees of the Association.
8. Tenants and guests must apply at the office for a temporary pass, which must be renewed monthly. The cost is a non refundable one time charge of \$5.00.
9. The parking facilities shall be used in accordance with the regulations adopted by the Board of Directors. No vehicle, which cannot operate on its own power, shall remain on the Condominium premises for more than twenty-four hours, and no repair of vehicles shall be made on the Condominium premises.
10. No Lessee shall make or permit any disturbing noises in the building by himself, his family, servants, employees, agents, visitors and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of the unit owners. No Lessee shall play upon or suffer to be played upon, any musical instrument, or operate or suffer to be operated, a phonograph, television, radio or sound-amplifier, in his unit, in such manner as to disturb or annoy other occupants of the Condominium. No Lessee shall conduct or permit to be conducted, vocal or instrumental instruction at any time.
11. No radio or television installation, or other wiring, shall be made without the written consent of the Board of Directors. Any antenna or aerial erected or installed on the roof or exterior walls of the building, without the consent of the Board of Directors, in writing, is liable to removal without notice and at the cost of the unit owner for whose benefit the installation was made.
12. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on, or upon any part of the Condominium unit or Condominium property, by any unit or occupant.
13. No awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the building without the written consent of the Board of Directors.
15. No decorative panels, windows or door covering shall be attached to or hung, or used in connection with any window or door in a unit, in such a manner as to be visible to the outside of the building, without the written consent of the Board of Directors of the Association.
14. The Association may retain a passkey to all units. No unit owner or occupant shall alter any lock or install a new lock without written consent of the Board of Directors of the Association. Where such consent is given, the unit owner shall provide the Board of Directors with an additional key for use of the Association, pursuant to its right of access to the unit.
16. Complaints regarding the service of the Condominium shall be made in writing to the Board of Directors of the Association.
17. No inflammable, combustible or explosive fluid, chemical or substance shall be kept in any unit, except such as are required for normal household use.
18. Food and beverage may not be cooked or consumed outside of a unit except for such areas as are designated by the Board of Directors of the Association.

BROWN'S BACKGROUND CHECKS
CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER
Boca Lakes 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 _____