



Hillcrest Estates, Inc.

Charter No: 762426 – FCHR No: 4915
39101 Heath Drive, Zephyrhills, FL 33542

PROCEDURE FOR BOARD APPROVAL OR DISAPPROVAL OF BUYER(S)

1. Hillcrest Estates, Inc. is a 55+ community. Prospective tenants(s) must be 55+. Tenant Information Form and legible copies of ID's must be submitted by prospective tenants(s) to the Secretary by e-mail @ hillcrestestates@earthlink.net or faxed to (336)217-8783 for approval by the Board of Directors, prior to any lease being finalized. All forms must be completed in full; no areas can be left blank.
2. The Background Check Information Form must be completed in full with no areas left blank. A **national criminal** background check of prospective tenants(s) will be conducted. There is a \$45.00 charge for a single person and \$90.00 charge for a couple to conduct the criminal background check, payment must accompany the application. Background check will not be processed until payment is received. Payment can be mailed to **Hillcrest Estates at 39101 Heath Dr., Zephyrhills, FL 33542**, or hand delivered to **Richard Currier at 39048 Heath Drive, Zephyrhills, FL 33542** or **Ronnie Collins at 39142 Hillcrest Drive, Zephyrhills, FL**. Canadian citizens must provide a copy of their passport.
3. After the application and background check are considered, a meeting with prospective tenants(s), landlords(s) and available Board members will be scheduled; prospective tenants(s) and landlord(s) will be notified of the date and time.
4. At the meeting prospective tenants(s) will receive a copy of the Covenants and Restrictions with an explanation that it is the responsibility of the tenants(s) to read and abide by these documents. Prospective tenants(s) are required to sign an affidavit stating that they have received the Covenants & Restrictions and that these governing documents will be abided by. Landlord(s) are required to sign an affidavit stating that they are responsible for the actions of the prospective tenants. A copy of the lease must be provided.
5. Copies of the ID's and all documents will be made; originals of signed documents will be kept for the Hillcrest Estates, Inc. file and the prospective tenants and Landlord(s) will receive a copy.
6. No decision will be made at the meeting. Board members will discuss the application after meeting adjourns and vote to approve or disapprove.
7. Prospective tenant(s) and landlord(s) will receive notice of approval or disapproval within three days by mail, e-mail, or fax, whichever is preferred. We must have a fax number and/or email address.