

Imperial Southgate Villas Condominium Association (Section III), Inc.
P.O. Box 2852
Lakeland, FL 33806

INSTRUCTIONS

BACKGROUND & CREDIT SCREENING

An Applicant(s) may not take possession of a Unit, make their residence in a Unit, or occupy a Unit in the condominium without a complete background check and a new owner / resident / occupant review and approval by the Association's Board of Directors (BOD). Each Applicant shall submit a separate Application form to the Association. Each Applicant's background check will be handled by a third-party background check screening company designated by the BOD. Once the investigation is complete, the screening report will be provided directly to Imperial Southgate Villas Condominium Association (Section III), Inc. The procedures for background checks are as follows:

1) BACKGROUND & CREDIT SCREENING:

- a. Each adult Applicant is to personally contact the following background check screening company to request their personal background and credit screening.

CDI Investigations
ATTN: Calvin J. Dennie, Jr.
P.O. Box 10982
St. Petersburg, FL 33733
(c) 727-430-2293 – call or text
- b. Each adult Applicant shall provide the following information to the background check screening company, along with a \$70.00 non-refundable fee for each Applicant:
 - i. Full Name.
 - ii. Current Address, and how long at that address.
 - iii. Prior Address, and how long at that address.
 - iv. Social Security Number.
 - v. Driver's License Number.
 - vi. Date of Birth.
 - vii. Any Aliases used.
 - viii. Contact Phone Number.
- c. The background check screening company will forward their report only to the Association's BOD. An Applicant may request their own copy of the screening company's report, at their own cost, directly from the screening company.

2) FICO SCORE:

- a. In addition to the background & credit screening in #1 above, each Applicant shall obtain and submit their latest official FICO score which is not older than thirty (30) days, from only Experian, TransUnion, or Equifax.
- b. The FICO score report must show the source of the report and include the Applicant's name, years of credit history, and the date of the report.
- c. Each Applicant shall submit their FICO score report directly to the Association's BOD either by email (BOD@southgatevillas3.com) or US Mail to the above address.

3) **DATA REPORTED:**

- a. The background check screening company's report will use the format on this page, or a format substantially similar to this page, with additional pages added as may be needed.

Applicant Name (printed): _____

<u>CATEGORY</u>	<u>NEVER</u>	<u>LAST 15 YEARS</u>	<u>PRIOR</u>
History of Felony Convictions			
History of Assault Convictions			
History of Stalking Confictions			
History of Theft Convictions			
History of Sexual Assault Convictions			
Listed on the Sexual Offenders List			
History of Incarceration			
History of Evictions			
History of Bankruptcies			
History of Foreclosures			

☐

I was able to complete an investigation concerning the listed Applicant

☐

I was unable to complete an investigation concerning the listed Applicant.

Investigator Comments:

Investigator Signature

Date Completed

Imperial Southgate Villas Condominium Association (Section III), Inc.
P.O. Box 2852
Lakeland, FL 33806

APPLICATION

UNIT OWNERS / TENANTS / OCCUPANTS

A separate Application is required for each prospective Unit Owner listed on the Deed and/or each prospective tenant. A separate Application is also required for each prospective Unit Occupant who will be occupying a Unit for more than thirty (30) days. Please enter all information clearly.

Unit # _____ Unit Street Address: _____

Applicant Name (printed): _____

Applicant would be: ☐ Unit Owner ☐ Tenant ☐ New Occupant ☐ Other

Relationship to Unit Owner (if not a Unit Owner): _____

Contact information for Applicant listed above:

Phone number (primary): _____ Cell: _____ Landline: _____

Phone number (alternate): _____ Cell: _____ Landline: _____

E-mail: _____

Will any other person(s) occupy/reside in the Unit listed above? Yes: _____ No: _____

If so, who: _____

A non-refundable fee of \$70.00 per Applicant shall be payable, in advance, directly to the Association's designated background check screening company. The screening will only commence after payment is received.

_____ I have read and agree to abide by the Condominium Documents (i.e. Declaration, By-Laws, Articles of Incorporation, and Rules of the Association).

_____ I have received and reviewed a copy of the BOD Resolution establishing the credit/background screening criteria and procedures.

_____ I authorize the Association's background check screening company to conduct background & credit screening on me and report the results of the screening to the Association.

Signature

Date