

DEERFIELD PINES NORTH CONDO ASSOCIATION, INC.

959 SE 2ND AVENUE – BLDG. 4.
DEERFIELD BEACH, FLORIDA 33441
PHONE: 954-428-9580
EMAIL: deerfieldpines@comcast.net

ATTENTION: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION FOR ANNUAL LEASE (12 MONTHS)

NOTE: ALL PAPERWORK SUBMITTED MUST BE IN ENGLISH OR TRANSLATION IN ENGLISH ATTACHED AND SUCH TRANSLATION NOTARIZED.

OCCUPANCY RESTRICTIONS:

1. Minimum lease period is twelve (12) months Annually.
2. No more than one (1) lease in a twelve (12) months period is permitted. All renewals of annual leases are subject to re-approval by the Board of Directors 60 days before effective date unless authorized lease ends prior to expiration due to legitimate circumstances.
3. Leases are not permitted during the first one (1) year (12) months of ownership.
4. All units shall be used for residential purposes only. Units may only be utilized as single-family residences with an occupancy maximum of four (4) persons (2 beds) or two (2) persons (1 bed).
5. No commercial vehicles, boats, trailers, campers, motorcycles, motor scooters, motorbikes or mopeds are allowed to be parked on the Condominium premises.
6. Successful applicants(s) will be required to be interviewed by the Board of Directors.

INSTRUCTIONS:

1. This application and the attached application for occupancy and authorization forms must be completed in detail by each proposed lessee and/or occupant. All individual persons over the age of 18 that will occupy the unit must pay a separate fee for background screening and complete the application as an applicant providing all additional documents. (Please note there is a place for up to 2 applicants per packet. Please make necessary copies prior to completion.)
2. The Association has thirty (30) days to complete the processing of a fully completed application which includes the background screening report, all fees and any supplemental information required from the date received and recorded. If a question is not answered adequately or left blank, the application may be returned, not processed or not approved.
3. Occupancy prior to Board approval is prohibited.
4. The Unit Owner must have all past due maintenance fees and assessments paid up to date prior to processing of this application.
5. By signing this application YOU are aware that lessees who occupy units whose owner(s) become delinquent in the payment of their financial obligations to the Association may be demanded to submit future rent payments to the Association as permitted by Florida Statutes. Failure to comply with written demand will result in the Association pursuing its right to evict non-compliant tenants.
6. Please submit this application on one-sided, letter-sized paper. We do not accept electronic submissions of any application paperwork (for each applicant's protection). Please DO NOT email. Please submit a physical package for review to our office along with all additional documents for each applicant over 18 and all payments. (See 1 & 2 under Fees Required below for processing.)

ADDITIONAL DOCUMENTS REQUIRED: PLEASE SUBMIT THE FOLLOWING:

1. A legible copy of the executed **lease contract** signed by all parties.
2. A legible copy of the **Drivers' License** and **Social Security Card** for all applicants along with copies of **Registrations for all vehicles** parked on the property. U.S. residents must provide a current driver's license / vehicle registration. If you are a resident from a state other than Florida, you must provide a current driver's license and vehicle registration from that state.
3. If you are a Florida resident, your driver's license and vehicle registration must be from Florida as per Florida Statutes 320 and 322.
4. **Non US Citizens must provide the following identification:** A copy of your current visa and two (2) of the following: Alien registration, Resident card or US Visa. Non US Citizens must provide sufficient documentation as provided by Florida law to operate a motor vehicle in Florida.
5. **Three months of payment stubs.**
6. Self-employment requires Federal Income Tax, Schedule C from previous two (2) years and current quarterly Estimated Income Tax Reports to IRS (Form 1040ES).
7. **Copy of three (3) most recent Personal/Bank statements.**
8. Bank reference letters (**International Applicants**).
9. Retired applicants will be required to substantiate through bank records, investment accounts, etc. sufficient income to meet financial obligations for residency at Deerfield Pines North Condo.
10. **Any applicant(s) who is/are members of the Armed Forces, Reserves, or Florida or National Guard must please provide proof via a current photo identification.**

FEES REQUIRED: ** WE ONLY ACCEPT CASH or MONEY ORDERS FOR APPLICATION FEES **

1. **\$150.00 non-refundable** screening fee must be attached to this application made payable to **DEERFIELD PINES NORTH CONDO ASSOCIATION, INC.** for each applicant over 18 (or per married couple with copy of marriage certificate).
2. **\$250.00 non-refundable** screening fee must be attached to this application made payable to **DEERFIELD PINES NORTH CONDO ASSOCIATION, INC.** for each **International (Non US Citizen)** applicant over 18 (or per married couple with copy of marriage certificate).

**ACCEPTANCE OF THE PROCESSING FEE DOES NOT IN ANY WAY
CONSTITUTE APPROVAL OF THIS TRANSACTION.**

Bring in or Mail completed application(s) to:

**IN PERSON: DEERFIELD PINES NORTH CONDO ASSOCIATION, INC.
959 SE 2ND AVENUE
(Inside the Clubhouse)
DEERFIELD BEACH, FLORIDA 33441**

**IF MAILING: DEERFIELD PINES NORTH CONDO ASSOCIATION, INC.
959 SE 2ND AVENUE - BUILDING 4.
DEERFIELD BEACH, FLORIDA 33441**

**** FOR DPN USE ONLY ****

DATE RECEIVED: _____

RECEIVED BY: _____
PRINT NAME

RECEIVED BY: _____
SIGN NAME

<i>DPN</i> <i>FORM 4.2.1.6</i>	DEERFIELD PINES NORTH ASSOC. 959 SE 2 ND Ave., Deerfield Beach, Fl. 33441 (P) 954-428-9580 ANNUAL LEASE / OCCUPANCY FORM	Revision: J.
		Date: 10/16/2024

**INSTRUCTIONS FOR OWNERS WISHING TO LEASE THEIR APARTMENTS OR APPLY FOR
OCCUPANCY APPLICATION**

ANNUAL LEASE / OCCUPANCY FORM

This Leasing and/or Occupancy Application Form must be obtained by owners prior of leasing their apartments and for guests (roommates) staying longer then 60 days with Owners or Renters. This form must be completed in full by owner and prospective lessee and submitted to the Board of Directors 30 days prior to expected leasing date.

Occupancy prior to approval is strictly prohibited.

Leasing must be for a minimum of three (3) months and not for more than two (2) years.

A \$150.00 processing fee must accompany this application. For International Renters a \$250.00 processing fee must accompany this application.

- **One (1) bedroom apartments restricted to 2 residents.**
- **Two (2) bedroom apartments restricted to 4 residents.**
- **All applicants must supply a Photo I.D. (driver license, State I.D., Government issued I.D.). A color copy must be submitted with application. Signature(s) must match the I.D. signature provided.**

Owners and/or Residents will be notified after all completed documents have been received and verified. An appointment for an interview by a Screening Committee consisting of Board members for lease and occupancy will be made to meet with prospective lessee or occupancy applicants. This process can take up to thirty (30) days, and if references are out of town, could take longer.

Owners must provide lessee with a copy of the By-Laws and Rules and Regulations.

A five hundred dollar (\$500.00) security deposit is required and will be returned to the owner at the end of the lease.

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Owners should advise their tenants and guests of all Rules and Regulations of Deerfield Pines North Association, and said owner will be held entirely responsible for the conduct and behavior of their tenants and guests.

Board of Directors will notify owner within 14 to 30 days of approval or disapproval.

PARKING SPACE PERMIT WILL BE ISSUED AFTER THE INTERVIEW BY THE SCREENING COMMITTEE

ANNUAL LEASE / OCCUPANCY APPLICATION FORM

OWNER _____ APT # _____ PKG# _____
E-mail of Owner/ Landlord: _____
Phone #: _____

PROPOSED LESSEE / TENANT: _____

ADDRESS: _____

SOCIAL SECURITY #: _____

TELEPHONE: RES. # _____ BUS# _____

CELL# _____

EMAIL ADDRESS: _____

LENGTH OF LEASE: FROM _____ TO _____

NAMES OF INDIVIDUALS WHO WILL RESIDE IN APARTMENT

No. of Cars: _____ Year Make and Model _____

Musical instruments: _____

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List names of members of your immediate family (children and grandchildren) and their ages:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

ANNUAL LEASE / OCCUPANCY APPLICATION FORM

Financial References:

Bank: _____ Address: _____
 Phone: _____
 Other: _____

Character References:

Name _____ Address _____
 Phone _____
 Occupation _____

Name _____ Address _____
 Phone _____
 Occupation _____

Name _____ Address _____
 Phone _____
 Occupation _____

Name of Realtor (if any) handling this lease: _____
 Phone _____

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Previous residence(s) of Lessee for the last 5 years:

Address: _____ Phone _____

Address: _____ Phone _____

Address: _____ Phone: _____

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ANNUAL LEASE / OCCUPANCY APPLICATION FORM

OWNERS STATEMENT

I UNDERSTAND THAT I AM PERSONALLY LIABLE AND RESPONSIBLE FOR THE ACTS OF THE ABOVE SAID LESSEE / OCCUPANTS WHILE THEY ARE RESIDING ON THE PREMISES.

A five hundred dollar (\$500.00) security deposit has been forwarded to DPN and will be returned to the owner at the end of the lease.

Lessees / Occupants have been advised of all rules and regulations governing residents of Deerfield Pines North. The lessee / occupants agree not to sub-rent and to observe and comply with all rules and by-laws of the association.

I understand that the acceptance for lease of an apartment at Deerfield Pines North is conditioned upon the total completion, truth, and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is strictly prohibited.

OWNERS SIGNATURE _____ DATE: _____

This lease made on the _____ day of _____ 20_____

By and between _____, hereinafter referred to as

Landlord, and _____, hereinafter referred to as tenant.

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ANNUAL LEASE / OCCUPANCY APPLICATION FORM

I understand that the Board of Directors of the Deerfield Pines North Association may institute such investigation of my background, as they may deem necessary. Accordingly, I specifically authorize the Board of Directors or their agent to make such investigation and agree that the information contained in this application may be used in same investigation, and that the Board of Directors and officers of the Deerfield Pines North Association itself shall be held harmless from any action or claim by me in connection with the use of information obtained herein or any investigation conducted by the Board of Directors.

I hereby agree for myself and on behalf of all parties who may use the apartment which I seek to lease that I will abide by the rules contained in the By-Laws and Rules and Regulations and rules which are or may in the future be imposed by the Deerfield Pines North Association.

In making the foregoing application, I am aware that the decision of the Deerfield Pines North Association will be final.

In case of refusal, the Board of Directors will not be obligated to give any reason for such decision. I agree to be governed by the determination of the Board of Directors.

Any breach of these said Rules and Regulations may be used to give the Board of Directors the means to cancel your lease and request you to vacate the apartment.

By signing this document, I do hereby agree to abide by the terms set forth.

SIGNED THIS _____ DAY OF _____ 2024

LESSEE /OCCUPANT SIGNATURE: _____

LESSEE / OCCUPANT SIGNATURE: _____

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ANNUAL LEASE / OCCUPANCY AUTHORIZATION FORM

Applicant(s) understand that as a part of our procedure for processing your application, an outside agency, Veristat Information Services, Inc., will research from the information given and present their findings to the Screening Committee for review.

Applicants must complete and sign the attached outside agency (Veristat) application for occupancy and that all information given is true and correct.

The authorization to release information for residence, credit, banking, employment, driver license history, criminal history or any other information pertinent to this application must be signed by the applicant(s)

Authorization to Release Information

You are hereby authorized to release and give to the below mentioned party(s), their attorney or representatives, any and all information they request concerning my residence, banking, credit, employment, driver license history, criminal history or any other information in reference with my/our application made for occupancy.

Designated party: **DEERFIELD PINES NORTH CONDOMINIUM ASSOCIATION INC.**

I hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid party(s)

Date: _____

Applicant's Signature(s)

Applicants Name(s) Printed

APPLICATION FOR OCCUPANCY

THIS APPLICATION IS FOR MARRIED COUPLE/SINGLE PERSON ONLY. SINGLE PERSONS APPLYING FOR THE SAME UNIT TOGETHER MUST FILL OUT SEPARATE APPLICATION FORMS. FILL IN ALL THE BLANKS. THIS APPLICATION MAY BE RETURNED IF NOT LEGIBLE AND FULLY COMPLETED. **USE BLACK INK PEN ONLY.**

Date: _____ Lease _____ Purchase _____ Desired date of occupancy _____ Unit # _____ Bldg. # _____

Realtor Name: _____ Phone # _____

Marital Status: Married _____ Single _____ Divorced _____ Widowed _____ Phone # _____

Your Name: LAST _____ FIRST _____ M.I. _____ Date of Birth: _____

SSN: _____ Driver License #: _____ State: _____

Spouse Name: LAST _____ FIRST _____ M.I. _____ Date of Birth: _____

SSN: _____ Driver License #: _____ State: _____

Auto: Make _____ Model _____ Year _____ Tag # _____ State _____

Auto: Make _____ Model _____ Year _____ Tag # _____ State _____

RESIDENT HISTORY (PAST 7 YEARS)

Present address _____ How long _____

City _____ State _____ Zip Code _____

Landlord Name: _____ Telephone #: _____

Previous address _____ From _____ To _____

City _____ State _____ Zip Code _____

Landlord Name: _____ Telephone #: _____

Previous address _____ From _____ To _____

City _____ State _____ Zip Code _____

Landlord Name: _____ Telephone #: _____

DEERFIELD PINES NORTH ASSOC.
APPLICATION FOR OCCUPANCY

EMPLOYMENT HISTORY

Self Employed: Yes () No () Retired: Yes () No () If Self Employed name of business: _____

Present Employer: _____ Telephone #: _____ From: _____
 City: _____ State: _____
 Dept./Position: _____ Supervisor: _____ Gross monthly Income: _____

Previous Employer: _____ Telephone #: _____ From _____ To _____
 City: _____ State: _____ Dept./Position: _____ Supervisor: _____

Spouse's Employer: _____ Telephone #: _____ From: _____
 City: _____ State: _____
 Dept./Position: _____ Supervisor: _____ Gross monthly Income: _____

Previous Employer: _____ Telephone #: _____ From _____ To _____
 City: _____ State: _____ Dept./Position: _____ Supervisor: _____

Other Income: _____

**REFERENCES
(No Relatives)**

Reference: _____ Home Phone: _____ Work Phone: _____

Reference: _____ Home Phone: _____ Work Phone: _____

BANK REFERENCE

Bank Name: _____ Telephone # _____ Acct.#: _____ How long _____

Mortgage: Yes () No () Mortgage Co: _____ Telephone # _____ Loan # _____

CRIMINAL HISTORY

Have you ever been arrested? If yes, please explain: _____

Applicant(s) represents that all information given is true and correct. Applicant(s) understand that as a part of our procedure for processing your application, an outside agency, VERISTAT INFORMATION SERVICES, INC., will research from the information and present their findings to us for review. This research will include, but is not limited to, character, general reputation, credit, banking, driver license, automobile tag information, residence, employment and criminal search. Applicant(s) agree not to hold the Designated Party or its agent liable for any discovery or non-discovery of information or any actions taken as a result of this search. The agent(s) will comply within the parameters of the (FCRA) Fair Credit Reporting Act and other laws as they pertain. Authorization is hereby given to release residence, credit, motor vehicle, driver license, employment, banking and criminal history or any other information pertinent to this application.

Applicant: _____ Date: _____

Spouse: _____ Date: _____

INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE RENTER(S):

NOTE: The following questions must be answered truthfully and completely. No information should be withheld. Approval of the Renter will be determined in part on the basis of your replies to the questions. Any falsification, deception, withholding of pertinent information or misleading answers will justify disapproval.

1. (a) Q. What (is/are) your full name(s) and present address(s)?

A. _____

(b) Q. Are the foregoing the same person(s) named in the original rental application? If not, explain.

A.

2. Q. Will you be a permanent and full-time resident and occupant of the apartment you seek to rent? If no, please explain.

A.

3. Q. Are you aware that if a tenant violates the community by-laws or rules and Regulations three times the board has the right to request the removal of the tenant?

A.

4. Q. Do you agree that, if approved, you will abide by and comply with the Condominium Documents, including the Declaration of Condominium, the Bylaws, and the Articles of Incorporation, as amended, which require, regulate, and control the use of and conduct on the condominium property?

A.

5. Q. Are you aware that according to the Rules and Regulations of Deerfield Pines North that all condominium units shall be used only for residential purposes?

A.

INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE RENTER(S):

6. Q. Are you further aware that according to the Association's Rules and Regulations tenants shall not use or permit the use of their premises in any manner which would be disturbing or be a nuisance to other owners, or in such a way as to be injurious to the reputation of the property?
A.
7. Q. Are you aware that any pet (dog/cat) must weigh less than 20 pounds? As a pet owner you are responsible for picking up your animal dropping. Cats are not permitted to roam the community. Cat must be indoor cat only. Dogs must be leashed at all times and are not permitted in common areas (patios, pool, shuffleboard or clubhouse). All service animals must be registered with the Board.
A.
8. Q. Are you further aware that according to the Association's Rules and Regulations that children shall not be permitted to play in the walks, corridors, or stairways, of any condominium building or clubhouse.
A.
9. Q. Are you further aware that according to the Association's Rules and Regulations common elements shall not be obstructed, littered, defaced or misused in any manner, nor shall the common elements be decorated or furnished by any owner or resident?
A.
10. Q. Are you further aware that according to the Association's Rules and Regulations that no structural changes or alterations shall be made in any unit, or to any of the common elements, except upon approval of the Board of Directors or as provided in the Declaration of Condominium?
A.

INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE RENTER(S):

11. Q. Are you further aware that according to the Association's Rules and Regulations that the owners shall not cause or permit anything to be hung or displayed on the outside of the windows or placed on the outside of the walls of a building, and no sign, awning, canopy, shutter, radio or television antenna shall be affixed to or placed upon the exterior walls or roof, or any part thereof except upon the approval of the Board of Directors, or unless same is provided in the Declaration of condominium. The tenant shall not erect or cause to be erected any outdoor clothesline.
A.
12. Q. Are you further aware that according to the Association's Rules and Regulations that no cooking (grills, etc.) is permitted on any balcony, courtyard, terrace, or walkway of a unit?
A.
13. Q. Are you further aware that according to the Association's Rules and Regulations the common walks and common elements shall be kept free and clear of rubbish, debris and other unsightly materials and shall not be obstructed, littered, defaced or misused in any manner?
A.
14. Q. Are you further aware that according to the Association's Rules and Regulations that **NO** articles of any kind will be permitted on walkways?
A.
15. Q. Are you further aware that according to the Association's Rules and Regulations that there shall be no playing, lounging, parking of baby carriages or playpens, bicycles, wagons, toys, vehicles, benches or chairs on any part of the common element walkways/catwalks, which includes stairways.
A.
16. Q. Are you further aware that according to the Association's Rules and Regulations that no industry, business, trade, occupation or profession of any kind, commercial, religious, educational, or otherwise designed for profit, exploration or otherwise, shall be conducted, maintained or permitted on any part of the property or in any condominium parcel therein?
A.

INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE RENTER(S):

17. Q. Are you further aware that according to the Association's Rules and Regulations that each owner/tenant is assigned a parking space, and is on notice that said parking space may not be rented, assigned or used by anyone other than the owner, without consent of the Association.
A.
18. Q. Are you further aware that according to the Association's Rules and Regulations that all complaints regarding the service of the Condominium shall be made in writing to the Board of Directors?
A.
19. Q. Are you further aware that according to the Association's Rules and Regulations that no unit owners, residents, their families, guests, servants, employees, agents, visitors shall at any time or for any reason whatsoever enter upon or attempt to enter upon the roof or power rooms of any building?
A.
20. Q. Are you further aware that according to the Association's Rules and Regulations that there shall not be kept in any unit any inflammable, combustible or explosive fluid, material, propane tanks, chemical or substance except for normal household use?
A.
21. Q. Are you further aware that according to the Association's Rules and Regulations that no unit owner or resident shall direct, supervise or in any manner attempt to assert any control over any of the employees of the Association, nor shall he or she attempt to engage of such employees in private business or such unit owner or resident during employees normal work day?
A.
22. Q. Are you further aware that according to the Association's Rules and Regulations that no major car repairs are permitted in owners' parking space nor in any guest spaces near the building?
A.
23. Q. Are you further aware that according to the Association's Rules and Regulations that no car repairs whatever, no flushing of radiators, no oil changes, and no spray painting is allowed in the parking lot?
A.

INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE RENTER(S):

24. Q. Are you further aware that according to the Association's Rules and Regulations that NO motorcycles, motorized scooters, motorized bikes of any kind, commercial vehicles, trailers, boats or campers are permitted on the property?
A.
25. Q. Are you further aware that according to the Association's Rules and Regulations that cars parked in spaces assigned to another unit owner without their consent and unauthorized by the Board of Directors shall be towed away at the owner's expense? The towing company will be liable for cars damaged during towing.
A.
26. Q. Are you further aware that according to the Association's Rules and Regulations that there shall be no feeding of birds or animals on the common elements?
A.
27. Q. Are you aware that according to Amendments to the Association's by-laws Rules and Regulations that the Association has the power to levy a \$100.00 fine against a unit for failure of the owner or its occupant, licensee, or invitee to comply with any provision of the Declaration, the Association's by-laws, or reasonable rules of the Association. No fine shall be levied except after giving thirty (30) days' notice and opportunity for a hearing before the Board of Directors?
A.
28. Q. Are you aware that according to these by-laws that nothing is to be placed or stored in meter rooms?
A.

INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE RENTER(S):

29. Q. Are you aware that according to resolutions passed by the Board of Directors, the use of the association laundry rooms is restricted to 8 AM through 10 PM. These rooms and machines should be kept neat and clean and the machines must not be overloaded. NO rubber mats, pet items or sneakers allowed in the machines.
A.
30. Q. Are you aware if you plan to have anyone occupy your unit in your absence that they must read and acknowledge our Rules and Regulations and abide by our parking policy of displaying a parking pass in the vehicle window?
A.
31. Q. How many persons will reside in the Unit permanently? Only two (2) persons may reside in a one-bedroom apartment and four (4) in a two-bedroom apartment.
A.
32. Q. Are you aware of the fact that the approval, if given, is based upon reliance of the truth of the statements made herein, especially with respect to the occupancy and proposed use of the Unit?
A.
33. Q. Are you aware that any person residing in a unit for more than 60 days is considered a tenant and must complete Deerfield Pines North questionnaire and submit to a background check?
A.
34. Have you ever had an eviction filed against you? If yes please explain.
A.
35. Have you ever left owing money to any owner or landlord? If yes please explain.
A.
36. Have you applied for residency anywhere in the past two (2) years but did not move in? If yes please explain.
A.

DEERFIELD PINES NORTH CONDOMINIUM ASSOCIATION, INC. REF: UNIT # _____

INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE RENTER(S):

37. Have you ever had an adjudication withheld? If yes please provide a written explanation.
A.
38. Have you ever been convicted of a crime? If yes please provide a written explanation.
A.
39. Are you an active member of the armed forces, a reservist or member of the Florida or National Guard?
A.

DEERFIELD PINES NORTH CONDOMINIUM ASSOCIATION, INC. REF: UNIT # _____

INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE RENTER(S):

Date: _____

Renter's Signature

Witnesses:

Renter's Signature

STATE OF _____)

COUNTY OF _____)

SS:

On the _____ day of _____, 20____, before me personally appeared _____ and _____ to me known and known to me to be the individuals described herein and who executed the foregoing Questionnaire and duly acknowledged to me that the answers given were true and they further acknowledged that they executed the same.

My Commission Expires:

Notary Public

[NOTARIAL SEAL]