

# REQUEST FOR OWNERSHIP TRANSFER OR LEASE APPLICATION FORM

## HOA OF CYPRESS GLEN

**NOTE: COPY OF SALES OR LEASE CONTRACT MUST BE ATTACHED ALONG WITH A CHECK FOR THE APPLICATION FEE OF \$100.00 PER APPLICANT**

* FIRST NAME	*MIDDLE NAME	*LAST NAME	*DATE OF BIRTH
SOCIAL SECURITY NUMBER	- -	*DRIVE LICENSE NUMBER	- - - -

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**NO PETS ALLOWED OVER 40 LBS**

DO YOU HAVE PETS \_\_\_\_ YES \_\_\_\_ NO WHAT BREED \_\_\_\_\_ HOW MANY \_\_\_\_  
 \*HOW MANY PEOPLE ARE PLANNING TO LIVE AT THIS ADDRESS \_\_\_\_\_

LIST ALL OCCUPANTS:

*COMPLETE LEGAL NAME	RELATIONSHIP	AGE

ADDRESSES:

	ADDRESS	APT. #	CITY	ST	ZIP CODE	PHONE#
*PRESENT						
LAST						

LANDLORDS:

	NAME	PHONE	DATE IN/DATE OUT	RENT PAID
PRESENT				
LAST				

EMPLOYER (IF EMPLOYED)

	NAME	ADDRESS	PHONE	DATE IN	DATE OUT	SALARY
PRE-SENT						

EMPLOYER'S DETAILS (IF EMPLOYED):

	POSITION	SUPERVISOR	PHONE	REASON FOR LEAVING
PRESENT				

**AUTOS**

<b>AUTO #</b>	<b>OWNED LEASED</b>	<b>MAKE</b>	<b>MODEL</b>	<b>YEAR</b>	<b>LICENSE PLATE #</b>
1					
2					
3					

**HAVE YOU EVER:**

**BEEN EVICTED** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**BEEN CONVICTED OF A FELONY** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Purchaser(s) acknowledges receipt of all HOA documents including the bylaws and rules and regulations, and has read, understood and agrees to abide by all the conditions and terms therein and all reasonable rules and regulations enacted hereafter officially by the Association. To authorize the Association to investigate the credit and criminal background of the applicant. This investigation may include obtaining information as to applicant's credit capacity, general credit reputation, character, mode of living, which ever may be applicable. It will also include full US third party criminal background check. This approval is subject to all financial obligations to the Association including, but not limited to, maintenance fees, late charges, legal fees and application fees having been paid in full or will be paid by closing agent at the time of the closing of this sale.

Potential tenants will also authorize the Association to investigate the criminal background of applicant by a third party institution.

I represent that the information contained in this application is true and complete to the best of my knowledge. I hereby authorize verification or re-verification of any information contained in this application to be made at any time by the property owner, its agents, successors, and assigns, either directly or through a credit reporting agency from any source named in this application. The property owner will rely on information in this application, and I have a continuing obligation to amend and/or supplement this information should it change at any time either before or during my tenancy. This application will be incorporated by reference as a part of my rental agreement, and any false statement will be grounds for immediate termination of tenancy.

**Date:** \_\_\_\_\_ **Signature Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature Landlord/Seller:** \_\_\_\_\_

**DO NOT WRITE BELOW**

**PROPERTY ADDRESS:** \_\_\_\_\_

**MOVE IN DATE:** \_\_\_\_\_

**RENT \$** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_