



AT CONGRESS MASTER ASSOCIATION, INC

Background Check FOR Extended Guest

**THOUSAND OAKS AT CONGRESS MASTER
ASSOCIATION, INC.**

1034 Center Stone Lane

Riviera Beach, FL 33404

Phone: (561) 845-1016

Fax: (561) 429-3134

E-Mail: thousandoaks1@yahoo.com

THOUSAND OAKS at CONGRESS MASTER ASSOCIATION, INC.

Information Needed for Approval

FEES:

A \$100.00 NON-REFUNDABLE fee for background check (PER PERSON) over 18 years of age, and a check or money Order should be made payable to: Thousand Oaks HOA.

_____ **\$100.00 NON-Refundable fee per person OVER 18 years of age**

Information:

_____ **Must submit copies of Driver's License/ID card**

_____ **Submit a copy of the vehicle registration**

Please Be Advised of the following:

1. The office staff will not submit incomplete applications!
2. Once an application is approved or denied you will be contacted within 24 hours
3. Incomplete applications will be returned in person or email.
4. Applications must be submitted to the office or dropped off at the gatehouse in a sealed envelope during normal business hours.
5. As the homeowner/renter, you will be required to call your guest in daily. Please note that any guest becoming a tenant/resident without association approval is in violation of the lease restriction rules and regulations and as such, the owners are subject to fines and tenants are subject to non- renewal of the lease.

Please complete and fill in "all" blanks. Incomplete applications may result in delayed processing and/or disapproval. If questions do not apply, answer N./A. Print legibly or type all information.

Thousand Oaks
Address: _____ Email Address: _____

Owner's Name: _____ Contact# _____

Term of Stay: _____ to _____ Number of Guest: _____

Guest Name [Print-must be legible]	D.O. B.	Relationship to Owner	Social Security Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Has anyone in your household ever been charged or arrested? _____ If yes, please explain. _____

If this application is ILLEGIBLE, incomplete, or inaccurate, Thousand Oaks Association will not be liable or responsible for inaccuracies in the investigation or related report(s) (should there be any) caused by omission or illegibility.

By signing below, the applicant recognizes that the Thousand Oaks Association or their agent may investigate the information supplied by the applicant and full disclosure of pertinent information must be made to the Association. The investigation may include; the applicant's character, general disposition, personal characteristics, and mode of living as applicable. The Association may also require a credit report through a credit reporting agency.

Guest's Signature: _____ Date: _____

Guest's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Pet Registration Information

Type of Pet (circle one): Dog, ** Cat, Bird, Other

Specify: _____

**Breed: _____

Pet's Name _____

Pet's Age _____

Pet's Weight: _____

Pet's License / Tag Number: _____

I am aware of the Thousand Oaks at Congress Master Association Inc.; rules, regulations and restrictions regarding pets on the property and I fully agree to adhere to all. The American Pit Bull, Stafford Bull Terrier, American Staffordshire Terrier, any cross mix amongst these breeds, and any other dog or pet deemed to be a threat to the safety of the occupants of Thousand Oaks by the Board of Directors (with reasonable determination) will not be permitted on the property.

PET OWNER'S NAME:

Print

Signature

Address

Date

****PLEASE INCLUDE PHOTOGRAPHS OF PETS**

DISCLOSURE REGARDING
BACKGROUND INVESTIGATION ON YOU

Thousand Oaks at Congress Master, Inc. (“the Company”) may obtain “consumer reports” about you from a consumer reporting agency for tenant purposes. A “consumer report” is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, employment history, education history, social media activity, driving history, professional licenses, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

[END OF DOCUMENT]

ADDITIONAL NOTICE REGARDING
INVESTIGATIVE CONSUMER REPORTS ON YOU

Thousand Oaks at Congress Master, Inc. ("the Company") may also request an "investigative consumer report" on you from a consumer reporting agency.

An "investigative consumer report" is a background screening report generated through personal interviews with sources such as your neighbors, friends, or associates.

The consumer reporting agency that may prepare an "investigative consumer report" on you for the Company is SRA Screening, 1601 Forum Pl, Suite 203, West Palm Beach, Florida 33401, 561-253-6380. The information contained in an "investigative consumer report" may bear upon your character, general reputation, personal characteristics, and/or mode of living.

Please be advised that the nature and scope of the most common form of "investigative consumer report" that may be ordered by the Company is an investigation into your employment history. During such an investigation, SRA Screening may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

Note: You have the right to request additional information regarding the nature and scope of any "investigative consumer report" ordered by the Company on you. You may do so by contacting the Company.

[END OF DOCUMENT]

ADDITIONAL STATE LAW NOTICES

If you live in, work in, or are seeking work for **Thousand Oaks at Congress Master, Inc.** (“the Company”) in Washington State, Massachusetts, New Jersey, New York, Minnesota, Oklahoma, or California, please note the following information which we are required by state law to provide to you:

State of Washington applicants/employees only: If the Company requests an investigative consumer report (as defined by state law) from a consumer reporting agency, you have the right to receive a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Massachusetts applicants/employees only: If the Company requests an investigative consumer report (as defined by state law) from a consumer reporting agency, you have the right to have a copy of the report upon request.

New Jersey applicants/employees only: If the Company requests an investigative consumer report (as defined by state law) from a consumer reporting agency, you have the right to have a copy of the report upon request.

New York applicants/employees only: You have the right, upon written request, to be informed of whether or not an investigative consumer report (as defined by state law) was requested from a consumer reporting agency. If a report was requested, you will be provided with the name and address of the consumer reporting agency to which the request was made. You may also inspect and receive a copy of the report by contacting SRA Screening, 1601 Forum Pl, Suite 203, West Palm Beach, Florida 33401, 561-253-6380. You are also now receiving a copy of Article 23-A of the NY Correction Law.

Minnesota applicants/employees only: You have the right, upon written request, to receive a complete and accurate disclosure of the nature and scope of any consumer report ordered about you. A consumer reporting agency must make this disclosure within five (5) days of receipt of your request or of the Company’s request for the report, whichever is later. The consumer reporting agency that is preparing a consumer report about you for the Company is SRA Screening, 1601 Forum Pl, Suite 203, West Palm Beach, Florida 33401, 561-253-6380. Please check this box if you would like to receive a free copy of any consumer report obtained by the Company about you.

Oklahoma applicants/employees only: Please check this box if you would like to receive a free copy of any consumer report obtained by the Company about you.

California applicants/employees only: You are separately receiving a copy of the Notice Regarding Background Investigation Pursuant To California Law.

[END OF DOCUMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW

(For California Applicants and Employees Only)

Thousand Oaks at Congress Master, Inc. ("the Company") intends to obtain information about you from an investigative consumer reporting agency for tenant purposes. Thus, you can expect to be the subject of "investigative consumer reports" obtained for tenant purposes. Such reports may include information about your character, general reputation, personal characteristics, and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your tenant application and other background information about you, including but not limited to: your criminal history, sex offender registry status, driving history, education history, employment history, social media activity, credit information, and professional licenses. The Company may also obtain comments from individuals who are knowledgeable about you. These reports may be used as a factor in making tenant decisions. The source of any investigative consumer report (as that term is defined under California law) will be SRA Screening, 1601 Forum Pl, Suite 203, West Palm Beach, Florida 33401, 561-253-6380. Information regarding SRA Screening's privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at <https://srascreeing.com/>.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and upon reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.
- Via a summary by telephone. A summary of all information contained in the ICRA's file on you (which is required to be provided by the California Civil Code) will be provided to you via telephone, if you have made a written request for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

Please check this box if you would like to receive a free copy of any investigative consumer report (as defined by relevant state law) obtained by the Company about you.

[END OF DOCUMENT]

AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU;
- ADDITIONAL STATE LAW NOTICES.

By signing below, I authorize **Thousand Oaks at Congress Master, Inc.** ("the Company") to obtain "**consumer reports**" and "**investigative consumer reports**" about me for tenant purposes.

Signature: _____ Date: _____

Printed Name: _____

[END OF DOCUMENT]

PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK

Please supply the following information to facilitate a background check on you.

Last Name: _____

First Name: _____

Middle: _____

Other Names Used (alias, maiden, nickname): _____

Social Security Number: _____

Date of Birth: _____

Driver License No.: _____

State Issued: _____

Phone Number: _____

Email Address: _____

Current Address: _____

Street/P.O. Box City State Zip Code Country Dates

Former Address: _____

Street/P.O. Box City State Zip Code Country Dates

[END OF DOCUMENT]