

# NOTICE OF INTENT TO SELL

ASSOCIATION NAME \_\_\_\_\_

DATE \_\_\_\_\_

UNIT NUMBER/ADDRESS \_\_\_\_\_

PROPERTY OWNER NAME \_\_\_\_\_

This Notice of Intent to Sell and a fully executed copy of the related sales contract must be accompanied by a check in the amount of \$\_\_\_\_\_ made payable to the Association and returned to the Association's Board of Directors or the community association manager. If uncertain, please contact the Resales Department at 1-800-932-6636 ext 42501 or 407-788-6700 ext 42501.

## THIS SECTION TO BE COMPLETED BY SELLER

In compliance with the Declaration of Covenants and Restrictions of the Association named above, I (we) hereby serve notice that as Owner(s) or Agent of the above referenced unit, I (we) intend to offer said unit for sale in accordance with the attached Contract for Sale.

Unless I am notified to the contrary within \_\_\_\_\_ days from the receipt of this completed notice and attachment, I will advise Purchaser that the proposed sale has been approved.

OWNER'S SIGNATURE \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

PLEASE PRINT NAME \_\_\_\_\_

PLEASE PRINT NAME \_\_\_\_\_

PHONE NUMBER(S) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ H

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ O

MAILING ADDRESS \_\_\_\_\_

## THIS SECTION TO BE COMPLETED BY PURCHASER THE BOARD WILL NOT ACCEPT PARTIALLY COMPLETED FORMS

I (We) intend to purchase unit number/address \_\_\_\_\_.

I (We) are aware that any falsification or misrepresentation of the information contained herein will result in an automatic rejection of this application.

I (We) acknowledge and understand that the property offered for sale is governed by deed restrictions and Rules and Regulations, which are applicable to both the Unit and Common Property, and which may be amended from time to time by the Association named above. I (We) agree to abide by such deed restrictions and rules and regulations.

I (We) are purchasing this property with the intent to: (Check one)

- Reside as owners on a full-time basis
- Reside as owners on a part-time basis
- Lease the property

I (We) acknowledge that a credit check and/or background check may be performed as part of the application process.

I (We) consent that you make further inquiry concerning this application, particularly of the references given below.

PURCHASER (1) \_\_\_\_\_

OCCUPATION \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EMPLOYER \_\_\_\_\_ PHONE NO (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

PURCHASER (2) \_\_\_\_\_

OCCUPATION \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EMPLOYER \_\_\_\_\_ PHONE NO (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

CURRENT HOME ADDRESS \_\_\_\_\_

PHONE NO(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ HOW LONG? \_\_\_\_\_

NAME AND ADDRESS OF PRESENT LANDLORD OR MORTGAGE COMPANY \_\_\_\_\_

PHONE NO(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

MONTHLY MORTGAGE OR RENTAL PAYMENT \$ \_\_\_\_\_

UNITS ARE FOR SINGLE-FAMILY RESIDENCE USE ONLY. THE FOLLOWING PERSON(S), IN ADDITION TO PURCHASER, WILL OCCUPY THE UNIT

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

THE FOLLOWING PET(S) WILL OCCUPY THE UNIT

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_

LIST TWO (2) PERSONAL REFERENCES (LOCAL, IF POSSIBLE)

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PH(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PH(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

BANK REFERENCES

BRANCH NAME/ ADDRESS \_\_\_\_\_ PH(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

BRANCH NAME/ ADDRESS \_\_\_\_\_ PH(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

AUTOMOBILE/VEHICLE INFORMATION

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ TAG NO \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ TAG NO \_\_\_\_\_

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PH(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

CLOSING INFORMATION:

SCHEDULED DATE OF CLOSING \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME OF CLOSING AGENT \_\_\_\_\_ PH(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

NAME OF REAL ESTATE AGENT \_\_\_\_\_ PH(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED \_\_\_\_\_

PURCHASER

SIGNED \_\_\_\_\_

PURCHASER

**THIS SECTION FOR ASSOCIATION USE ONLY**

PROCESSING FEE RECEIVED \$ \_\_\_\_\_

Sales Contract Attached:  YES  NO

APPROVED \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DATE \_\_\_\_\_, 20\_\_\_\_\_

BY \_\_\_\_\_ TITLE \_\_\_\_\_

NOTES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize, \_\_\_\_\_ herein referred to as **Association** and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for occupancy. Said report may contain information about me from consumer reporting agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, credit history through a consumer credit report, and any information that I have disclosed on my applications and/or any attachments, exhibits.

I authorize the **Association** may contact others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the **Association** to furnish the above mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application.

This authorization and consent shall be valid in original, fax or photocopy form.

I authorize the ongoing procurement of the above-mentioned information/reports by the **Association** at any time during my occupancy with the **Association**.

The nature and scope of the consumer report and/or investigative consumer report along with the name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request, and within 5 days of the request.

A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FCRA along with the name, address and telephone number of the agency furnishing the information will be provided before any adverse action is taken by the **Association** based on information contained in the report.

Upon proper identification and payment permissible by law, you have the right to request from the **Association** a copy of any information in its file on you at the time of your request.

By signing below, I acknowledge understanding of the purpose of this Authorization Form and its intended use.

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### Applicant Information

Print Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Driver License Number: \_\_\_\_\_ Driver's License State \_\_\_\_\_

**IMPORTANT: The following information will be used by United Screening Services Corporation for identification purposes only to perform a background check. This information will not be used as part of the decision process of your prospective Association.**

Maiden, Other and/or Former Name(s) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorization for the Social Security Administration (SSA)  
To Release Social Security Number (SSN) Verification**

Printed Name:	Date of Birth:	Social Security Number:
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I want this information released because I am conducting the following business transaction:

Reason (s) for using CBSV: (Please select all that apply)

- Mortgage Service
- Banking Service
- Background Check
- License Requirement
- Credit Check
- Other

with the following company ("the Company"):

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

I authorize the Social Security Administration to verify my name and SSN to the Company and/or the Company's Agent, if applicable, for the purpose I identified.

The name and address of the Company's Agent is:

I am the individual to whom the Social Security number was issued or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare and affirm under the penalty of perjury that the information contained herein is true and correct. I acknowledge that if I make any representation that I know is false to obtain information from Social Security records, I could be found guilty of a misdemeanor and fined up to \$5,000.

**This consent is valid only for 90 days from the date signed, unless indicated otherwise by the individual named above. If you wish to change this timeframe, fill in the following:**

**This consent is valid for \_\_\_\_\_ days from the date signed. \_\_\_\_\_ (Please initial.)**

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Relationship (if not the individual to whom the SSN was issued): \_\_\_\_\_

**Contact information of individual signing authorization:**

**Address:** \_\_\_\_\_

**City/State/ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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## Privacy Act Statement Collection and Use of Personal Information

Sections 205(a) and 1106 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent us from releasing information to a designated company or company's agent.

We will use the information to verify your name and Social Security number (SSN). In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of routine uses is available in our Privacy Act System of Records Notice (SORN) 60-0058, entitled Master Files of SSN Holders and SSN Applications. Additional information and a full listing of all our SORNs are available on our website at [www.socialsecurity.gov/foia/bluebook](http://www.socialsecurity.gov/foia/bluebook).

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to complete the form. You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. ***Send to this address only comments relating to our time estimate, not the completed form.***

-----TEAR OFF-----

### NOTICE TO NUMBER HOLDER

The Company and/or its Agent have entered into an agreement with SSA that, among other things, includes restrictions on the further use and disclosure of SSA's verification of your SSN. To view a copy of the entire model agreement, visit <http://www.ssa.gov/cbsv/docs/SampleUserAgreement.pdf>.

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