



# AIA Palm Beach

## ARE Lending Library Checkout Form

See complete list of available materials [HERE](#).

Contact: AIA Palm Beach Chapter [director@AIAPalmBeach.org](mailto:director@AIAPalmBeach.org),

Item/Book Borrowed: \_\_\_\_\_

Replacement Value: \_\_\_\_\_ Deposit to be charged: \_\_\_\_\_

Borrower's Name : \_\_\_\_\_ AIA # (if member) \_\_\_\_\_

Borrower's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Borrower's Phone #: \_\_\_\_\_

Shipping Address (if different from above):

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Visa \_\_\_ Mastercard \_\_\_ Amex \_\_\_

Billing Zip: \_\_\_\_\_ CCV Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I authorize AIA Palm Beach to charge my card a 25% replacement value as a deposit. The deposit shall be refunded upon return of all materials in good condition. If materials are returned damaged, my card will be charged the replacement value. I also authorize the charge of UPS ground shipment for materials to me along with a return shipment label to return materials. A shipping estimate will be provided once order is placed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Terms and Conditions

By submitting the Lending Library deposit form you affirm that you understand the following:

- Materials are available on a first come, first served basis
- Materials may be borrowed one at a time for a maximum of two months each unless renewed in writing by contacting [director@aiapalmbeach.org](mailto:director@aiapalmbeach.org).
- I understand the deposit will be returned in full after the participant has returned all study materials in good condition.
- Participants who return damaged books cannot borrow additional materials until the

- replacement value of the damaged items has been paid.
- If materials become overdue, AIA Palm Beach staff will contact you for their return. If we do not hear back after three attempts, your card will be charged for the replacement value.
  - I understand that I will be charged for shipping of materials to me and to return to AIA Palm Beach.