

**Cocopalms HOA –Purchase/Lease**  
10191 West Sample Road #203  
Coral Springs, FL 33065

**\*\* It is important that you follow these instructions carefully – It can take up to 30 DAYS FOR APPROVAL AFTER completing your application with **Cocopalms HOA** \*\***

**Anyone over the age of 18 needs to complete a separate application**

**PLEASE HAVE THE FOLLOWING DOCUMENTS/FORMS READY:**

- a) Applicant and Co-Applicant Photo Identification (US Driver's License or Passport)**
- b) Pet Photo (If Applicable)**
- c) Purchase Contract Signed by Applicant(s) and the Owner(s)**
- d) Marriage Certificate (If applicable and if married with different last names)**
- e) U.S Social Security Card**
- f) Two (2) Recent Bank Statements**
- g) (2) Years W-2 or 1099**
- h) (3) Current Paystubs (If Employed)**
- i) Loan Commitment Letter**
- j) (2) Years Tax Return**
- k) No Leasing for 1<sup>st</sup> Year**
- l) Must Have Credit Score of 650 or Better**

**\*\*\*\*\*Please be advised that there is a 3 Step Process. It can take up to 30 days\*\*\*\*\***

**1/ ~ COMPLETING THE APPLICATION ~ BACKGROUND CHECK ~** Once the applicants background check, credit check and required documents are completed with the background check company (Tenant Evaluation), the applicant will receive a text and email from [no-reply@tenantevaluation.com](mailto:no-reply@tenantevaluation.com) with a link to upload the required documents as well as reminders.

**If you pay for an expedited service, this is only for the background check, NOT for approval.**

**\*\*NOTE\*\*** Please ensure that all required documents are submitted to Tenant Evaluation or this can cause further delays in the preliminary review with the J&L Property ~ Sales & Leasing Dept. If you have any technical issues or questions on your background check, please contact them at (855) 383-6268.\*\*\*

**\*The amount of time that it takes to complete the application does not count as the 30 days.\***

**2/ ~ PROPERTY MANAGEMENT REVIEW ~** Once your application is completed a preliminary review is conducted by the property management company before submitting to the board. Any communications regarding the application will **ONLY** be with the applicant and the owner of the property.

**3/ ~ BOARD REVIEW & APPROVAL –** Once all the information is gathered, the completed application is sent to the board for review and approval. You will be contacted if there is an in-person interview.

**\*\*WARNING\*\***

Please be advised that it can take up to 30 days once we receive the completed background check and application. PLEASE GIVE YOURSELF AMPLE TIME TO MOVE INTO YOUR NEW PLACE. Board members are volunteers so their time to review can take some time to review, vote and approve. Please do not follow up on an application until 21 business days after your background check is sent to us, the property management company. The best way to follow up is via email so that we can forward your email to all board members as a follow up at one time.

If there is a document missing or discrepancy in the application and we need clarification and/or correction, the application will be considered incomplete. The 30 days will commence once we have received a completed application.

I have read and understand the instructions listed above. \_\_\_\_\_

**ARE YOU READY TO MOVE FORWARD?**

\*\*\*Please make sure to select the correct application type before proceeding with the application process.\*\*\*  
(Before you begin note that a valid major credit card is required and allow 15-20 minutes or more for the completion of this step)

Step ①

## CocoPalms HOA



Go to: [www.TenantEV.com](http://www.TenantEV.com)



Lease/Purchase

8146



Ready: Begin your online application!

(allow 15-20 minutes for the completion of this step)

Step ②



**Sign:** After step 1, you will have the option to complete your online application now or complete later. If you chose to complete later, you will receive an email with the link to access your online application at any time. If applicable, once you have completed and signed all the forms, your co-applicant will receive a separate email to complete their signatures.



**Upload:** After step 1 we will be sending you, and your co-applicant (if applicable) an email with the link to upload the required documents to complete your application.

**Customer Support: 1-855-383-6268**

### Identity Theft:

You can be charged with identity theft if you enter another person's name or social security number, or any other information other than your own on an application. Conviction for identity theft carries with it some potentially hefty penalties. In fact, the Identity Theft Penalty Enhancement Act signed into legislation in 2004 established identity theft as a federal crime. The law sets the penalty for identity theft at up to 15 years in prison and paying as much as \$250,000 in fines.