

Fairview at Pembroke Pointe – Purchase-Lease

10191 W Sample Road suite 203
Coral Springs, Florida 33065

**** It is important that you follow these instructions carefully – It can take up to 30 DAYS FOR APPROVAL AFTER completing your application with **Fairview at Pembroke Pointe******

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

PLEASE HAVE THE FOLLOWING DOCUMENTS/FORMS READY:

DEPOSIT IS REQUIRED BY THE OWNER TO BE PLACED WITH THE ASSOCIATION IN THE AMOUNT OF ONE MONTHS RENT OR \$1000.00 WHICHEVER IS MORE

PURCHASE

- a) Applicant and Co-Applicant Photo Identification (US Driver's License or Passport)
- b) Pet Photo (If Applicable)
- c) Marriage Certificate (If applicable and if married with different last names)
- d) One (1) Paystub or a W2
- e) Current Tax Return or a 1099 (If self-employed)
- f) Vet Report if Applicable (For each pet)
- g) Vehicle Registration (For each Vehicle)
- h) Copy of Purchase Contract Signed by the Applicant(s) and the Owner(s)
- i) Applicant Statement for Exclusive Use of Vehicle (Page #16) signed by the applicants and Notarized (If Applicable)

LEASE

- a) Applicant and Co-Applicant Photo Identification (US Driver's License or Passport)
- b) Pet Photo (If Applicable)
- c) Marriage Certificate (If applicable and if married with different last names)
- d) One (1) Paystub or a W2
- e) Current Tax Return or a 1099 (If self-employed)
- f) (1) Vet Report if Applicable (For each pet)
- g) Vehicle Registration (For each Vehicle)
- h) Copy of Lease Agreement Signed by the Applicant(s) and the Owner(s)
- i) Owner Statement for Occupancy (Page #15) Signed by the Owner(s) (If Applicable)
- j) Applicant Statement for Exclusive Use of Vehicle (Page #16) signed by the applicants and Notarized (If Applicable)

PLEASE PRINT THE APPLICANT STATEMENT FOR EXCLUSIVE USE OF VEHICLE (PAGE #16) AFTER SIGNING IN ORDER TO OBTAIN THE PHYSICAL SIGNATURE OF THE OWNER(S) AND HAVE NOTARIZED

*****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: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?

FAIRVIEW AT PEMBROKE POINTE CONDOMINIUM ASSOCIATION, INC.

c/o J & L Property Management, Inc.
10191 West Sample Road, Suite 203
Coral Springs, FL 33065
Salesandleasing@jlpropertymgmt.com

PLEASE CAREFULLY REVIEW THIS CHECKLIST BEFORE STARTING THE APPLICATION.

IF THERE IS ANYTHING ON THIS LIST THAT YOU CANNOT PROVIDE,

DO NOT START THIS APPLICATION.

THE APPLICATION WILL NOT BE PROCESSED WITHOUT ANYONE ITEM MISSING OR NOT LEGIBLE, ULTIMATELY DELAYING THE SCREENING DATE & YOUR CLOSING/MOVE IN DATE.

1. Applicant and Co-Applicant **legible** and **valid color copy of Photo Identification** (US Driver's License or US Passport) of all parties over the age of 18
2. Copies of **Birth Certificates** for all children/residents living in the unit without a driver's license. If under eighteen (18), you must show proof of age (Example: Birth Certificate or Passport). If married, provide a copy of your Marriage Certificate.
3. **Clear** Pet Photo **in color** (if applicable)
4. Signed pet application with written pet certification from a licensed veterinarian within the State of Florida confirming the **pet's weight** and immunization records. (**maximum weight allowed per pet is 15 lbs**) If no pet, indicate as "no pets" and sign. (**See additional documents and time frame requirements for service/emotional support pet/animal** – in application)
5. Marriage Certificate (If applicable and if married with different last name)
6. Two (2) most recent paystub and latest W2
7. Current Tax Return or 1099 (if self-employed)
8. Copy of purchase contract signed by the Applicant(s) and Owner(s) **OR**
9. Copy of fully executed lease agreement. ALL residents must be included in the lease. **No month to month lease, must be 12 months.**
10. Owners only statement for additional occupant application (included in application) signed by the owner(s) (if applicable)
11. **Current and Valid Vehicle Registration Form** (Must be legible)
12. Applicant Statement for Exclusive Use of Vehicle if not vehicle owner (in application) signed by the Applicant(s) and Notarized (if applicable)
13. Signed copy of the Rules and Regulations. Each page needs to be signed (in application)

IF MOVING IN WITH A SERVICE/ASSISTANCE PET/ANIMAL, THE FOLLOWING DOCUMENTS ARE REQUIRED AND MUST BE COMPLETED IN ITS ENTIRETY AND SUBJECT TO REVIEW BY LEGAL PRIOR TO SCREENING INTERVIEW.

1. Service/Assistance Pet/Animal Exemption Form as to Pet Restrictions (in application) must be completed and signed by the Applicant(s)
2. Service/Assistance Pet/Animal Annual Registration (in application) must be completed and signed by the Applicant(s)

RENTALS

A COMMON ASSOCIATION DEPOSIT EQUAL TO ONE (1) MONTHS RENT OR \$1,100.00 (WHICHEVER IS GRATER) IS REQUIRED TO BE PLACED IN AN ESCROW ACCOUNT WITH FAIRVIEW CONDOMINIUM ASSOCIATION BY THE **OWNER** OF THE UNIT – CASHIER CHECK OR MONEY ORDER ONLY.

IF YOU HAVE ALL OF THIS INFORMATION, PLEASE MOVE FORWARD TO PAGE 2

ALL APPLICATIONS ARE PROCESSED WITHIN 20-30 DAYS.
PLEASE FOLLOW UP ON YOUR APPLICATION VIA EMAIL ONLY!

**YOU ARE ONE
STEP CLOSER TO
YOUR DREAM HOME**



Fairview at Pembroke Pointe Condominium

- BEFORE YOU BEGIN -

Step 1

(Before you begin, note that a valid major credit card is required)



1) Visit: www.tenantev.com



2) Enter Code: 7438



3) Ready: Begin your online application!

Step 2

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



4) **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.



5) **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: (305) 692-7900

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.