

**STOP! PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE CLICKING THE START/NEXT BUTTON AND PLEASE MAKE SURE THIS IS YOUR CORRECT BUILDING:**

**Address Begins With 6701**

**Concord Village XII – PURCHASE or LEASE**

10191 West Sample Road  
Suite 203 Coral Springs,  
Florida 33065

**\*\* It is important that you follow these instructions carefully – It may take up to 30 DAYS FOR APPROVAL AFTER completing your application with **Concord Village XII**\*\***

**1 Year Prepaid Maintenance from Buyer at time of Application  
Anyone over the age of 18 needs to complete a separate application**

**1 Occupant or Buyer must be 55 years or over.**

**No Trucks**

**No Renting for 1 Year after Purchase**

**NO PETS ALLOWED!**

**PLEASE HAVE THE FOLLOWING DOCUMENTS/FORMS –  
IF YOU DO NOT HAVE THE REQUIRED DOCUMENTS YOU  
WILL NOT BE APPROVED:**

- a) Applicant and Co-Applicant Photo Identification that (US Driver's License or Passport)**
- b) Marriage Certificate (if applicable and if different last names)**
- c) (3) Bank Statements**
- d) (2) PayStubs (If Employed)**
- e) Tax Returns (if Self Employed)**
- f) If Retired, please provide Social Security income Letter, Recent Tax Return documents, or any income information from retirement accounts**
- g) Vehicle Registration (if Applicable)**
- h) Proof of passport or US Visa**
- i) Copy of Purchase Contract OR Lease Agreement Signed by the Applicant(s) and the Owner(s)**

\*\*\*\*\*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** 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.\*  
**(SEE NEXT PAGE)**

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?**

**(SEE NEXT PAGE FOR INSTRUCTIONS AND CODE)**