

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

Address Begins With 6751

Concord Village XI-Purchase

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 XI******

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

No more than 4 People in a 2 Bedroom

No more than 2 people in a 1 Bedroom

ONE ASSIGNED PARKING SPACE

NO PETS ALLOWED!

**Must Purchase either Owners or Renters Insurance on the apartment immediately
after taking possession.**

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

PURCHASE

- a) Applicant and Co-Applicant Photo Identification (US Driver's License or Passport)
- b) Current TWO (2) Years of Federal Income Tax Returns with W2 Forms attached)
- c) Copy of Purchase Contract Signed by the Applicant(s) and the Owner(s)
- d) Copy of Mortgage's Commitment showing – Mortgage, Term of Mortgage & Monthly Payment
- e) If paying cash, please provide proof of funds
- f) 15% Down Payment Required Up Front – Copy of the Check & Escrow Letter
- g) Copy of Homeowner's Insurance
- h) Vehicle Registration (For each Vehicle)

*****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.

(SEE NEXT PAGE)

****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?

(SEE NEXT PAGE FOR TENANT EVALUATION CODE)

Concord Village XI

****Please Make Sure To Select The Correct Application Type Before Proceeding With The Application Process****

Step ①

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



Go to: www.tenantev.com



Ready: Create your User Account!



Lease/Purchase

8712

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.

support@tenantevaluation.com

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.