

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** **

ANYONE OVER THE AGE OF 18 YEARS OLD 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!

15% DOWN PAYMENT REQUIRED

OWNER MUST HAVE HO-6 INSURANCE INCLUDING CONTENTS

PLEASE HAVE THE FOLLOWING DOCUMENTS/FORMS –

IF YOU DO NOT HAVE THE REQUIRED DOCUMENTS YOU WILL NOT BE APPROVED:

PURCHASE REQUIREMENTS

- 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 – As per Amendment 85% Loan to Value if Financing
- 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 may 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 and hence the reason for no expedited service. 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.

ARE YOU READY TO MOVE FORWARD?

***** (SEE NEXT PAGE FOR ONLINE APPLICATION PROCESS) *****

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Concord Village XI

*****Please make sure to select the correct application type and code before proceeding with the application process.*****
(Before you begin, please note that a valid major credit card is required)

Step 1



Go to www.TenantEV.com



Create your user account!



Enter code to begin!

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.

How to reach us



Support Email

Email us at
support@tenantevaluation.com



Application Portal

Go to www.tenantev.com, and
look for the interrogation icon.



Support Ticket

Create a ticket by going to
www.tenantevaluation.com/support



Phone System

Call to our automated phone
system at **305.692.7900**