

Vantage Homeowners Association

Guest / Additional Resident

c/o J & L Property Mgmt. Inc.
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.**

**ANYONE OVER THE AGE OF 18 NEEDS TO COMPLETE A SEPARATE APPLICATION
A ZOOM MEETING IS REQUIRED FOR APPROVAL**

**3 PETS ALLOWED, NO DANGEROUS/VICOUS BREEDS
NO RENTING FOR 1ST YEAR OF PURCHASE**

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

- a) Applicant and Co-Applicant Photo Identification that demonstrates proof of Permanent U.S. Residency (US Driver's License, US Passport, Green Card, or Naturalization Certificate)**
- b) Pet Photo (if applicable)**
- c) Documentation for each pet verifying: Name, Breed, Weight at Maturity, and Vaccinations**
- d) Occupant Agreement Signed by the Applicant(s) and the Owner(s)**
- e) Marriage Certificate (if applicable and if married with different last names)**
- f) Owner Affidavit of Occupancy - advising length of stay, relation to the owner, and stating if the applicant will have or not have financial obligation or interest in the property.**

*******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.*

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.

(SEE NEXT PAGE)

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)*****

Vantage Homeowners Association

*****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!

9120

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**