

FAIRVIEW AT PEMBROKE POINTE CONDOMINIUM ASSOCIATION, INC.

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PLEASE CAREFULLY REVIEW THIS CHECKLIST BEFORE STARTING THE APPLICATION.

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

DO NOT START THIS APPLICATION.

**THE APPLICATION WILL NOT BE PROCESSED WITHOUT ANY ONE ITEM MISSING OR NOT LEGIBLE,
ULTIMATELY DELAYING THE SCREENING / CLOSING / MOVE IN DATE.**

****EVERYONE 18 YEARS OR OLDER IS REQUIRED TO COMPLETE AN APPLICATION****

1. **Color copies of legible, current/valid picture identification** for ALL applicants over 18 years of age.
2. **Color copies of Birth Certificates or Passport** for all children/residents living in the unit without a driver's license under eighteen (18), **Please note** proof of age must be provided.
3. If married, provide a copy of your **Marriage Certificate. (Apply jointly)**
4. **Clear color photo of pet(s)** - (if applicable)
5. Signed pet application and written **pet certification** from a licensed veterinarian within the State of Florida confirming the **pet's weight** and immunization records. **Please note** the maximum weight allowed per pet is **15 lbs.** If no pet, indicate as "no pets" and sign. (**Please see additional documents and time frame requirements for service/emotional support pet/animal** – in application)
6. If salaried provide One (1) most recent pay stub from current employer(s) and a copy of most recent W2. IF self-employed Current Tax Return or 1099
7. **Clear and legible copy** of fully executed purchase contract signed by all parties - Applicant(s) & Owner(s)
8. **Clear and legible copy** of fully executed twelve (12) month lease agreement signed by all parties – Applicant(s) & Owner(s) **Please note** **ALL residents must be included on the lease** and **No month to month permitted.**
9. Owner/tenant statement for **additional occupant** included in application must be executed by the owner(s) (if applicable)
10. Legible Copy of current Vehicle Registration for each vehicle. **Please note** parking permits will only be issued to **approved on-site residents.** Vehicle registration must have name of approved resident for permit to be issued. Otherwise (**applicants' statement for exclusive use of vehicle not registered to applicant**) must be executed.
11. Signed copy of the Rules and Regulations. Each page must be signed (documents included in the application)
12. For ALL Corporations the **Articles of Organization AND Operating agreement MUST be provide**

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR SERVICE/ASSISTANCE PET/ANIMAL. THEY MUST BE COMPLETED IN ITS ENTIRETY & SUBJECT TO REVIEW BY LEGAL PRIOR TO SCREENING INTERVIEW.

1. Service/Assistance Pet/Animal Annual Registration (in application) must be fully executed.

FOR RENTALS ONLY

A \$1000 COMMON AREA ASSOCIATION DEPOSIT IS REQUIRED TO BE PLACED IN AN ACCOUNT WITH FAIRVIEW CONDOMINIUM ASSOCIATION BY THE **OWNER** OF THE UNIT AND BY **CASHIER CHECK OR MONEY ORDER ONLY MADE OUT TO THE COMMUNITY.**

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

ONLY COMPLETED APPLICATIONS ARE PROCESSED WITHIN 15-30 DAYS. YOU WILL BE CONTACTED TO SET UP AN **IN PERSON** WELCOMING INTERVIEW WHICH TAKES ABOUT 30 MINUTES AT THE FAIRVIEW CLUBHOUSE AND **ALL APPLICANTS MUST ATTEND PROMPTLY** OR RISK BEING RESCHEDULED TO THE NEXT REGULARLY SCHEDULED INTERVIEW. PLEASE PROVIDE US WITH A CURRENT PHONE NUMBER AND EMAIL ADDRESS SO WE MAY CONTACT YOU. FLORIDA LAW REQUIRES THE SELLER TO PROVIDE YOU WITH YOUR ASSOCIATION DOCUMENTS (DECLARATION OF COVENANTS). MAKE SURE YOU OBTAIN THESE AS YOU WILL NEED TO PROVIDE THEM WHEN YOU SELL YOUR CONDO.

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.