Applewood Village IV Condominium Assoc., Inc. – Purchase

c/o J&L Property Management 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 <u>30 DAYS FOR</u> <u>APPROVAL AFTER COMPLETING</u> your application ****

<mark>**<u>NO COMMERCIAL VEHICLES OF ANY KIND ARE ALLOWED</u>
<u>ANYONE OVER THE AGE OF 18 NEEDS TO COMPLETE A SEPARATE APPLICATION</u>
<u>PLEASE HAVE THE FOLLOWING DOCUMENTS/FORMS READY - IF YOU DO NOT HAVE THE REQUIRED DOCUMENTS, YOU WILL NOT BE APPROVED</u>
<u>BUYERS ARE REQUIRED TO PAY 12% OF THE PURCHASE PRICE</u>
<u>NO MORE THAN 88% CAN BE FINANCED</u>
<u>CORPORATE & BUSINESS OWNERSHIP IS PROHIBITED</u>**</mark>

<u>PURCHASE REQUIREMENTS</u>

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) **Purchase Contract Signed by the Applicant(s) and the Owner(s)**
c) **3 Paystubs or Proof of Income (Per Applicant)**
d) **3 Months Bank Statements (Per Applicant)**
e) **Mortgage Commitment Letter (If Financing)**
f) **Marriage Certificate (if applicable and if married with different last names)**
g) **Vehicle Registration for each vehicle (If Applicable)**

Please be advised that there is a <mark>3 Step Process.</mark> 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.

<u>If you pay for an expedited service, this is only for the background check, NOT for approval.</u>

<mark>**NOTE**</mark> 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 <u>technical issues or questions</u> on your background check, <u>please contact them at (855) 383-6268</u>.<mark>***</mark>

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)

Property Application for
Applewood Village IV Condominium
Property Name

How to Apply ?

1

You can go to
Tenantev.com or scan
this QR Code.

then

2

Create a new account
and use the following
application code to begin.

11572

Property Application Code

Please read before applying

You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.

The community you are applying to could request information such as
Credit report (Social Security number necessary), Criminal background check, Eviction report, Proof on income, Personal and work verifications.

Important!

Application Fee: There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process.
This application is linked to the email address you will use to create your new account. If you have questions regarding the application requirements, please contact the association directly. **Tenant Evaluation does not determine your approval. The community association screening committee makes the final decision after reviewing your application.**

Application process
may take up to 45 *minutes*
tenantev.com

Do you need help?

Email us at
support@tenantevaluation.com

Call us at
305.692.7900