



VILLA RUSTICA I CONDOMINIUM ASSOCIATION, INC.

SALE / RENTAL / RENTAL RENEWAL / OCCUPANCY APPLICATION

THIS PACKAGE MUST BE SUBMITTED VIA TENANT EVALUATIONS PORTAL
All items listed must be submitted, or the application will not be processed. If ANY information is incorrect or incomplete the package will be returned to the applicant(s). **The approval process may take up to thirty (30) days.** Please note Tenant Evaluation fee has always been non-refundable. This policy is communicated multiple times during the application process to ensure clarity before any payment is made. TE no-refund policy for all applications is due to the nature of the services provided. Tenant Evaluation will no longer approve any refund requests after the application has been processed

INDIVIDUAL COMMUNITY REQUIREMENT CHECK LIST

- ☐ **APPLICATION FEES:** Non-refundable online processing fee: \$150.00 per applicant or married couple. (*Payable through Tenant Evaluations*) **
 - ☐ Clear photo-copy of valid State ID, Driver's License, or Social Security Card or Passport must be provided.
 - ☐ Copy of Current Vehicle Registration and Proof of Insurance must be provided.
 - ☐ Copy of **Fully Executed Purchase / Rental Agreement / Occupancy Authorization letter by the homeowner.** A letter of occupancy authorizing occupant is required from owner of unit for person(s) being added to an existing lease if no lease is generated for residency.
 - ☐ Must obtain a Resale Package / Estoppel via Closing Portal at 855-877-2472 Ext 9965 www.ciranet.com/closingportal
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COMMUNITY INFORMATION:

1. Application fee \$150.00 per person (18 & older) OR per Married Couple (Separate Last Name Marriage Certificate is required).
2. Minors living with parents do NOT need to submit an application.
3. Copy of SIGNED Lease or Purchase Agreement. A letter of occupancy authorizing occupant is required from owner of unit for person(s) being added to an existing lease if no lease is generated for residency.
4. Minimum lease term is 30 days. 3 times per year.
5. Submit TWO forms of ID. Choose TWO of the following: Driver's License, Social Security Card, or Passport.
6. A LEGIBLE copy of Vehicle Registration(s) and Insurance must be attached.
7. The Estoppel/ Resale Package have to be completed before the approval for Purchase
8. If a unit has a balance on the account, the Association have to be paid in full before the Sale / Rental can be approved. The account must be brought current before any application can be considered for approval by the Association.
9. Owners are allowed to register 3 vehicles.
10. Lease holders and non-owner resident units may only register 2 vehicles.
11. Vehicles must be less than 20' and/or less than 8'tall (including any item on the roof)
12. Lease holders and non-owner resident units may not have pets.
13. Owners are allowed to have 1 pet, no more than 10 pounds.
14. Processing of application may take up to 30 days. Once screening has taken place, the application is sent to BOD for review, the processing will begin only after application is completed and signed.
15. Unit must be inspected by Property Manager (Account must be current) prior to approval by BOD.
16. Final Interviews are conducted on Wednesdays 1pm to 5pm

Additional Parking Information:

1. AMENITIES ACCESS KEY - \$30
2. POOL PASS TAG - \$15
3. GATE REMOTE CONTROL - \$40

Property Application for

VILLA RUSTICA I CONDOMINIUM

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Access TenantEvaluation

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

**Then****2**

Create a new account

Use the following
application code to begin

12950

Property Application
Code

How to Apply?

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.

The Application process may take up to 45 minutes

App available on



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.