

**FAIRVIEW AT PEMBROKE POINTE CONDOMINIUM ASSOCIATION, INC.**  
**LEASE OR ADDITIONAL OCCUPANTS/GUESTS**

**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 ANYONE ITEM MISSING OR NOT LEGIBLE, ULTIMATELY DELAYING THE SCREENING DATE AND CLOSING / MOVE IN DATE.**

1. **COLOR COPIES** of legible and valid **IDENTIFICATION AND/OR DRIVER'S LICENSE** for **ALL** applicants over 18 (US Driver's License or US Passport) - **CANNOT BE EXPIRED**
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**.
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 **EXACT 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.
6. **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.**
7. **ADDITIONAL RESIDENTS** who will live with the current owner and who will not be financial responsibility **DO NOT** need to provide a lease. **HOWEVER**, the owner will need to complete the **OWNERS STATEMENT FOR ADDITIONAL OCCUPANT FORM**. Document provided by the Background check company.
8. Legible Copy of current **VEHICLE REGISTRATION** for each vehicle. **Vehicle registration must have name of approved resident for permit** to be issued. **IF NOT, Applicants' Statement for Exclusive Use of vehicle Not Registered to Applicant** must be executed. Document provided by the Background check company.
9. Signed copy of the **RULES AND REGULATIONS** each page must be signed. Document will be provided by the Background check company.

**DO YOU HAVE A SERVICE/ASSISTANCE PET/ANIMAL?**

**Please see additional documents and time frame requirements for service/emotional support pet/animal**  
(Documents provided by Tenant Evaluation, the background check company.)

**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 Exemption Form as to Pet Restrictions must be fully executed.
2. Service/Assistance Pet/Animal Annual Registration must be fully executed.

**COMMON AREA SECURITY DEPOSIT FROM OWNER**

**COMMON AREA ASSOCIATION DEPOSIT EQUAL TO ONE (1) MONTHS RENT OR \$1,000.00 (WHICHEVER IS GRATER) 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.**

**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 A WELCOMING INTERVIEW WHICH TAKES ABOUT 45 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.

**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](http://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.