

# **Sun Place Villas HOA - 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 30 DAYS FOR APPROVAL AFTER COMPLETING your application \*\***

**NO TRUCKS, COMMERCIAL VEHICLES OR MOTORCYCLES OF ANY KIND ARE  
ALLOWED**

**ANYONE OVER THE AGE OF 18 MUST COMPLETE A SEPARATE APPLICATION**

**NO MORE THAN 4 PEOPLE PER UNIT**

**MAX 2 VEHICLES PER UNIT**

**APPROVAL CONTINGENT UPON SCREENING – All applicant(s) must make themselves available for an  
in-person, phone interview or video chat**

**CREDIT SCORE 650 OR BETTER**

**1 PET ALLOWED – MAX WEIGHT 25 LBS AT MATURITY**

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

## **PURCHASE REQUIREMENTS**

- 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) Proof of Funds to Close (Mortgage Approval Letter if Financing)
- d) (4) Current Paystubs (Showing Year to Date Income)
- e) (3) Most Recent Bank Statements (Per Applicant)
- f) 2 Years - W-2/Tax Returns (Per Applicant)
- g) Marriage Certificate (if applicable and if married with different last names)
- h) Birth certificate for all minor children occupying the unit
- i) Vehicle Registration for each vehicle (If Applicable)
- j) Provide Proof of Auto Insurance (If Applicable)
- k) Photo of each vehicle (If Applicable)
- l) Pet Photo
- m) Pet Certification from a Licensed Veterinarian Confirming the Breed, EXACT Pet's Weight at Maturity and Vaccination Records
- n) Pet Deposit of \$225 to be Collected

**\*\*\*\*\*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](mailto: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.**

**(SEE NEXT PAGE)**

**\*\*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.

**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)\*\*\***

## Sun Place Villas HOA

\*\*\*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](http://www.TenantEV.com)



Create your user account!



Enter code to begin!

9483

### 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](mailto:support@tenantevaluation.com)



Application Portal

Go to [www.tenantev.com](http://www.tenantev.com), and  
look for the interrogation icon.



Support Ticket

Create a ticket by going to  
[www.tenantevaluation.com/support](http://www.tenantevaluation.com/support)



Phone System

Call to our automated phone  
system at **305.692.7900**