



Lease Approval Application

Thank you for allowing us to assist you. The board of the community you have selected requires you to complete and submit a Lease Approval Application.



This checklist is provided to allow you an opportunity to gather information or documents that may be requested when you begin the online application. Please have this information available before you begin. The online application does allow you to save your progress and finish at a later time.

NOTE: The community you are applying for MAY require additional documentation. Refer to the **MUST READ FIRST** document under the **Essential Information START HERE** column.

Essential Information START HERE	Lease Application	Purchase Application
MUST READ FIRST Rules and Regulations	Click Here	Click Here

- Lease Dates: From (the first day of the lease), To (the date the lease expires) and Expected Move in Date
- Unit address: Street address, Unit number (if applicable), City, State, and Zip
- Owner's information: First and last name, Phone, Email, and Billing address
- Realtor Information (if a realtor assisted with the lease agreement): Name, Phone, and Email
- Vehicle Information: Make, Model, Year, Tag number for all automobiles that will park on association property
- Current and Previous Landlord Information (if you rent or lease): First and last name, Phone, Email, and Billing address
- Applicant Current Employer(s) Information: Employer, Supervisor's Name and Phone, Position, Estimated annual salary and Length of employment
- Spouse Current Employer(s) Information: Employer, Supervisor's Name and Phone, Position, Estimated annual salary and Length of employment

Documents for Verification:

There are several documents that you will need to submit. You should have electronic versions of these documents on the same device that you are completing the application. These can be attached in a PDF or Word format.

- Lease agreement with owner
- Copy of Driver's Licenses for each occupant 18 years of age and older
- Copy of Vehicle Registrations for all automobiles that will park on association property
- Background check for each occupant 18 years of age and older. *(During the application process you will learn if your property requires a background check.)*
- Employer and Personal Reference(s) if applicable
- Copy of Marriage License if applicant and spouse DO NOT share the same last name
- Additional documents requested by association that you are aware of