

Grandview Palace Condominium Association

Date: _____

Buyer Applicant Name: _____

Unit #: _____

Current Owner Name: _____

Checklist for ____Purchase:

- ☐ Application ____ # of Applicants (**Signed by everyone listed on contract**)
- ☐ \$100.00 Background Check (INSTRUCTIONS ATTACHED) **Pay with Credit Card**
Co-Applicants pay \$100.00 each. Married Couples pay \$100.00 with Marriage Certificate
- ☐ \$100.00 Application Fee **Per Applicant** (Money Order Only)
- ☐ \$100.00 Dumpster Fee (Money Order Only)
- ☐ Copy of ____Purchase Contract

The items below are needed to complete the application process with Tenant Evaluation

- ☐ Verification of income (Employment letter (signed), W2 Forms, If self employed, Tax Return of the Company)
- ☐ 6 Months of Bank Statements or Letter from Bank
- ☐ 2 Personal Reference Contacts or Letters (Signed)
- ☐ Copy of ____License or ____Passport
- ☐ Social Security Number is included in Application
- ☐ Copy of ____Sunbiz report, If the applicant is a company

Office Use Only:

- ☐ Background Report
- ☐ Estoppel letter has been requested?
- ☐ Give manager file for approval (Must be done before next step is taken)
- ☐ Interview

GVP Signoff Initials: C.C.____ B.B.____ Manager: C.C.____

7601 E Treasure Drive, Suite 25 North Bay Village, FL 33141 T: (305)861-7512

YOU ARE ONE
STEP CLOSER TO
YOUR DREAM HOME



Grandview Palace

- BEFORE YOU BEGIN -

Step 1

(Before you begin, note that a valid major credit card is required)



1) Visit: www.tenantev.com



2) Enter Code: 5570



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: 1-855-383-6268

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.