

Grandview Palace Condominium Association

Date: _____

Applicant Name: _____

Unit #: _____

Owner Name: _____

Checklist for Lease:

- Application _# of Applicants (Signed by everyone listed on contract)
- \$100.00 Background Check (Instructions Attached) Pay with Credit Card
Co-Applicants pay \$100 each. Married Couples pay \$100.00 with Marriage Certificate.
- \$100.00 Application/Elevator Fee Per Unit **(Money Order Only)**
- \$500.00 Association Security Deposit Per Unit **(Money Order Only)**
- Copy of ___ Lease Contract or ___ Addendum.

The items below are needed to compete 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 References
- Copy of License or Passport
- Social Security is included in application.
- Landlord Verification Contact or Letter (Signed)

Office Use Only:

- Background Report
- Make sure owner has zero balance.
- Give manager file for approval.
- Interview

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

GrandView Palace Condominium Association

Resident Application Fees

Effective March 1, 2021

The following fees and policies shall apply to new resident applications in the GrandView Palace Condominium. These policies are the same for both owner and tenant applicants. The policies shall remain in place through February 28, 2023 and until such time as amended by the Board of Directors.

1. **APPLICATION & ELEVATOR MOVE IN/OUT FEE:** A fee of \$100 per unit shall be collected by the Association in order to process an application, conduct interviews, review rules and regulations, and schedule an elevator for move in. No additional fee shall be charged to schedule move out. If an additional adult applies at a later time an additional \$100 application & elevator move in & move out fee shall be charged.

2. **BACKGROUND CHECK FEE:** The Association shall make use of an independent service to process background and credit checks for all adult applicants. The fee for each background check shall not exceed \$100. The fee for married couples shall not exceed \$100. ***Tenant applicants hereby consent for their credit and criminal background report to be shared with their prospective landlord.***

All adult residents initial here

3. **ASSOCIATION SECURITY DEPOSIT:** A deposit of \$500 per unit shall be collected by the Association prior to granting occupancy. Damage to Association property and fines for violation of Association rules may be withheld from this Deposit. In the event a deduction is made from the association security deposit, residents shall be required to make their deposit whole within 30 days. In the event a unit has roommates, residents are hereby advised that all adult residents are jointly and severally responsible for keeping the association security deposit whole during their residency.

All adult residents initial here

4. **ACCESS FOB:** The Association shall charge a fee of \$40 for electronic access keys. A separate key is required for each adult resident. FOB's may not be shared since they are used to monitor individual-specific access.

5. **PARKING DECALS:** The Association shall charge \$5 for a vehicle identification sticker. Residents are required to register their vehicles in the management office prior to parking on the premises. Registration stickers must be placed in vehicles on the driver's side of the windshield. ***Residents acknowledge that unregistered vehicles are subject to towing at resident's expense. Residents further acknowledge that vehicles parked in spaces not assigned to the resident may be towed at the resident's expense.***

All adult residents initial here

TENANT EVERETT

THE SMART BACKGROUND SCREENING COMPANY

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.