



APPLICATION PROCEDURES AND REQUIREMENTS LEASE APPLICANTS ONLY

1. Upon completion of Association online application through Tenant Evaluation Portal, **please allow 10 to 15 days for processing**. Management will confirm the date and time for all applicants to attend the interview with a member of the Welcoming Committee. No moving can be scheduled prior to the Board of Director's approval is issued. Please note that there is a non-refundable fee (\$25 per hour – 4 hours minimum), payable to DaVinci on Douglas before moving in (elevator reservation and move in monitoring/supervising).
2. Submit your non-refundable fee of \$150.00 per applicant, through Tenant Evaluation portal. Married couples are considered one (1) applicant. If legally married using different last names, submit a legible copy of your marriage certificate. All occupants that are 18 years old or over are required to apply.
3. Leasing applicants are required to submit a Common Area Security Deposit of \$1,000.00. Security Deposit is payable to DaVinci on Douglas Condominium Assoc. Inc. The Security Deposit needs to be payable by the applicant or co-applicant. The Security Deposit will be returned once your lease has terminated, and the Condominium Property has been inspected. Any damages to the Association Property will be deducted from this Security Deposit.
4. If not a U.S. citizen, submit a legible copy of your current passport and visa.
5. Submit a legible copy of your driver's license and social security card. This information is required to complete your background check.
6. Upload all supporting documents. If an item does not apply, mark as N/A.
7. Upload the third-party Lease Addendum signed by both the Lessor and the Lessee(s).
8. After Tenant Evaluation notifies the Management Office that your application is ready for review, the applicant will be contacted via email to send the following documents:
 - a) Lease agreement/contract describing all terms and conditions and signed by all parties (lessee(s) and lessor(s)).
 - b) Vehicle Registration.
 - c) Security Deposit of \$1,000.00 (Check or Money Order Payable to DaVinci on Douglas Condo). **Must be paid by the tenant.**
 - d) Personal Reference Letter (2 of each applicant).
 - e) Employer Reference Letter (2 of each applicant).

Property Application for Davinci On Douglas Condominium Association

Property Name

How to Apply ?

1

You can go to
[Tenantev.com](https://tenantev.com) or scan
this QR Code.



then

2

Create a new account
and use the following
application code to begin.

5662

Property Application Code

Please read before applying

You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.

The community you are applying to could request information such as
Credit report (Social Security number necessary), Criminal background check, Eviction report,
Proof on income, Personal and work verifications.

Important!

Application Fee: There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process.
This application is linked to the email address you will use to create your new account. If you have questions regarding the application requirements, please contact the association directly.
Tenant Evaluation does not determine your approval. The community association screening committee makes the final decision after reviewing your application.

Application process
may take up to 45 *minutes*
tenantev.com

Do you need help?



Email us at
support@tenantevaluation.com



Call us at
305.692.7900