

The current insurance provider is now ASI Florida at 305-262-5244 or at certificates@asiflorida.net. You can reach out to our representative Jackie Pena at that contact information.

Any additional information needed regarding Golfview #4, need to be requested by ordering an estoppel or condo questionnaire.

Attached you will find the property code to begin the Association's application through the screening program called Tenant Evaluation.

It is IMPORTANT that you open and read all attachments in this email as some Associations require a Security Deposit to be brought into the Management Office upon completion of the online application. Failure to do so will result in delays in your application.

Please confirm with Management, that you are applying to the correct community, by providing the complete address of the property. You may now proceed with the below step-by-step instructions for applying.

The main applicant must go to Tenantev.com and create an individual user account. The applicant will be asked to enter the property code provided in the attached code sheet in order to commence the application process. The initial address displayed when entering the code will be the management office address located at 300 Aragon Avenue, Suite 370. Further, into the application process, you will be instructed to add the property address you are applying for.

*Applicant(s) will be requested to upload the documents required by the Association in order to complete the application. The Association will commence an exterior property inspection for any maintenance item(s) that may require the current owner's attention to remedy while the application is being processed. Owners are also required to have their account current and at zero balance. **No exceptions.**

Once payment is processed, the applicant(s) will be requested to sign a Receipt and provide their Authorization for Application processing. Applicant(s) will also be requested to Electronically sign the Association's Application.

IMPORTANT: Tenant Evaluation provides a rush service fee to expedite the screening process through their system. **However, please note, this rush fee is NOT to expedite the time frame in which the Association has to review and provide a final decision (see below)**

NOTE: The optional Premium service fee may only expedite Tenant Evaluation's application process! It may NOT expedite the Management Company or Board approval process!

Once applicants receive a “Closed” email from Tenant Evaluation, the application is now ready for the Association's review and consideration.

***Tenant Evaluation and the Association will not accept any refund requests after the application has been processed. Application is non-refundable.**

For faster assistance, the applicant(s) can contact Tenant Evaluation Support Team directly via the Link: www.tenantevaluation.com/support OR Email: support@tenantevaluation.com; Applicants may also contact Tenant Evaluation Support team with the below instructions to speak to a live agent. Their office hours are from Monday thru Friday from 9am - 5:00pm (eastern time).

1. Call **305-692-7900**
2. Select **1** for English OR **2** for Spanish
3. If Spanish is selected, press **5** to speak to an agent
4. If English is selected, Press **1** (if you are an applicant/realtor/owner)
5. Then, Press **5** for Tech Difficulties in order to speak to a live agent

Regards,

Erica Cruz

Administrative Assistant

Gables Professional Management

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Coral Gables, FL 33134

PH(305)441-0904

FAX(305)441-7982