CHARLESTON COMMONS COMMUNITY

PLEASE NOTE THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMITTING YOUR APPLICATION TO TENANT EVALUATION

***** APPLICATION MUST BE SUBMITTED TO THE ASSOCIATION NOT LESS THAN 30 DAYS BEFORE THE MOVE-IN DATE OR CLOSING DATE. APPLICATIONS WILL NOT BE PROCESSED IF ANY DOCUMENTS OR PAYMENTS ARE MISSING AND COULD RESULT IN DELAYS *****

PROPERTY REQUIREMENTS:

Local Palm Beach Co. Sheriff's Report - Please visit https://www.pbso.org or phone (561) 688-3000 and request a "Name Only search of arrest and jail booking records compiled by the Palm Beach Co Sheriff's Office." **Each** applicant over the age of 18 **MUST** obtain a Criminal History Report from the Palm Beach County Sheriff's Office and submit it along with this screening application package. Palm Beach County Sheriff's Office (561) 688-3000 or https:/lwww.pbso.org.

PURCHASE and LEASE:

- Credit score must be **650** for at least one applicant
- No More than two (2) occupants per room
- Each applicant over the age of 18 must submit **an individual application** unless married. If married, a marriage certificate **must** be provided to tenant evaluation.
- A **non-refundable** $100 processing fee(s) made payable to **Charleston Commons** by cashier's check or money order should be made to our office at **7000 Atlantic Ave, Suite 200, Delray Beach, FL 33446**, or leave it in our drop box at the address previously listed. **Married couples require ONE processing fee. Unmarried individuals require separate processing fees. These costs are separate from tenant evaluation application fees.**
- Rush fees may be paid via Tenant Evaluation. (This does **NOT** guarantee faster action by the board.)
- Transponders **MUST be paid for by cashier's check or money order**, made payable to **Charleston Commons**. $50 per transponder mailed to our office at **7000 Atlantic Ave Suite 200, Delray Beach FL 33446**, or leave it in the drop box at the address listed above. Transponders are to be picked up in person and **cannot be mailed**.

    - **Villas are allowed 2 vehicles/transponders.**
    - **Townhomes are allowed 3 vehicles/transponders (townhomes have garages)**

All documents requested by tenant evaluation **are required** by the association for consideration of approval. The application will **not** be processed if any documents are missing. This includes (but is not limited to) the following:

- Driver's license, vehicle registration, vehicle insurance, the signed lease/purchase agreement, marriage certificate (if applicable), pet information (if applicable).

PET RESTRICTIONS:

- Maximum one (1) pet per Rental Agreement and cannot exceed 25 lbs.
- Charleston Commons reserves the right to deny any pet at any time for any reason both prior to a lease or during a lease should the pet become a nuisance.
- A picture of the pet, weight, and any documentation if available must be provided.
- Some restricted dog breeds:
    - Pitbull, Pitbull Terrier, Staffordshire Terrier, Rottweiler, German Shepards, Tosa, Presa Canarios, Chow Chow, Doberman Pinschers, Doberman, Akitas, Wolf-Hybrids, Mastiffs, Cane Corsos, Great Danes, Alaskan Malamutes and Siberian Huskies.

LEASE ONLY:

- Security Deposit of **ONE FULL MONTH'S RENT** required, made payable to **Charleston Commons Community by MONEY ORDER ONLY.**
- A copy of the rental tax certificate (provided by the landlord) along with your signed lease agreement must be uploaded to tenant evaluation.

Should a potential occupant move in without prior written approval, the Association will impose a $100 fine per day up to one thousand dollars maximum in your account without any further notice. Occupancy to be approved by the Homeowners Association.

Lease is subject to renewal at the end of the lease term

Please note: Prospective buyers and/or tenants will NOT be approved if the sellers and/or landlords are delinquent on their maintenance account and/or if they have any pending violations.

TenantEvaluation™
We've made it easy

Property Application for
Charleston Commons Community Association

Property Name

How to Apply ?

1

You can go to Tenantev.com or scan this QR Code.

then

2

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

11243

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