

Application Process for New Tenants or Owners

Application Procedure Overview

The following outlines the steps required for prospective tenants or owners wishing to apply for occupancy or purchase within the condominium community.

Step 1: Sharing Application Instructions

1. Please provide your estate agent and the prospective tenant or buyer with the attached instructions, or alternatively, share the following link:
www.applyfastnow.com.

Step 2: Online Application Submission

1. Once on the Verify Screening Solutions website, select “Apply” for either a tenant (Lease/Rental application) or a buyer (Purchase Application).
2. Complete the required forms provided by the Association and upload all necessary documentation. This includes your ID, bank statements, signed Rules and Regulations, and any required disclosures. If there is a co-tenant or co-buyer, you must provide their email address and phone number so they can complete their respective documents via email.
3. Pay the screening fee using a credit card.
4. Submit via email confirmation that an application was submitted to chatillonhall1020@gmail.com to ensure the condominium is aware of the application filling.

Step 3: Review and Interview

1. After background checks are completed, the Board of Directors (or the screening committee) will review the submitted information and arrange an interview with the applicant within week of background check received from Verify Screening Solutions. Please contact Verify Screening Solutions directly to obtain the status of your application.

Step 4: Screening Fees

1. Pay \$100 per tenant aged 18 or over screening fee via Zelle to user chatillonhall1020@gmail.com , or \$100 for married tenants. For unit sales, the

screening fee is \$50. **Please ensure your estate agent is informed of these fees.**

Step 5: Finalization and Communication

The Board of Directors (or the screening committee) will review the new application and particulars of the interview and provide a written communication within five day the interview.

Step 6: Approval

1. Upon approval, a deposit equal to one month's rent must be paid to Chatillon Condominium Hall as follows:
 - Bank of America Deposit to account number: 8981 0205 0636, or
 - Zelle payment to user Chatillonhall1020@gmail.com.

The deposit will cover any damages to the common grounds and any community rules violation charged to the unit during tenancy.

2. Send confirmation of security deposit to chatillonhall1020@gmail.com

CHATILLON HALL CONDOMINIUM



Chatillon Hall Condominium Inc.

Before you begin application, please have the Checklist items below ready.

Primary applicants will upload all documents required when they apply. Co Applicant and additional residents will receive a separate invitation to complete their information via email and only need to upload a picture ID/Passport.

1. Photo Identification (Driver's License or Passport).
2. Purchase Contract or Rental/Lease Contract.
3. Bank Statement Showing Income
4. Credit Card for payment to complete application.

DO NOT START application until you have the Checklist items in a file 6 MB or less to upload when requested. You can upload multiple files.

Once you have checklist items are ready follow instructions below.

1. Go to your web browser and type: **www.applyfastnow.com**
2. Enter your building **CODE** found below and click continue.
3. Enter all information and answer all questions in the application.
4. You will send additional applicants an invitation when asked and have their email address.
5. If file being uploaded will not complete the file is over the required limit of 6 MB.

CODE: chatillon



If you need help with application call, Verify Screening Solutions Inc.
Customer Support at 1-888-983-9511 – Fax: 305-521-1994 – Email:
customerservice@verifyssi.com