

Tenant Application Process Instructions

Prospective tenant must read the Rules and Regulations and agree to abide by them.

To begin the application process, the tenant needs to do the following:

- Complete the Tenant Application and submit the following:
 - Copy of the signed Lease Contract
- Complete Background Disclosure and Authorization Form (for each person over the age of 18 who will be residing in the home)
- Pet Information Form (if applicable)
 - Copy of the Pet Veterinarian/Vaccination Record
 - County Registration Record
 - Pet Picture
- Tenant Information Form completely filled out
- Vehicle Information Form completely filled out for each vehicle
 - Copy of all Drivers licenses
 - Copy of all Vehicle Registrations
- Fees – must be Money Order (Non-Refundable)
 - Application Fee - \$100 per married couple or \$100 per person over 18
 - Background Check Fee - \$50 per person over the age of 18
 - Tenant Deposit - \$300

Once we have ALL the information required and fees, we will contact prospective tenants to set up a screening appointment with the HOA. Attendance is mandatory for all residents who will reside in the home.

A Certificate of Approval will be issued after the screening takes place. Tenant(s) should show the Landlord/Homeowner that they have been approved by the HOA Board of Directors

If you have any questions, please contact the HOA office at:

office@thelakeshoa.net or call 954-480-2928