



Purchase/Lease Application

Please submit application at least 20 days prior to closing date or lease starting date.

ATTACH THE FOLLOWING:

Purchase:

- ☐ Copy of Sales Contract
 - ☐ Completed Application on Tenant Evaluation (Please see attached for instructions)
 - ☐ Convenience fee of \$50 if complete application not received 20 days prior to closing.
 - ☐ Processing Fee \$100 (Paid online through Tenant Evaluation)
- (Married couples are considered **one applicant**. All occupants 18 years of age and older and required to apply.)*

Lease:

- ☐ Copy of Lease ***(Sub-leasing and room rentals are PROHIBITED)***
 - ☐ Completed Application on Tenant Evaluation (Please see attached for instructions)
 - ☐ Convenience fee of \$50 if complete application not received 20 days prior to closing.
 - ☐ Processing fee of \$100 (Paid online through Tenant Evaluation)
- (Married couples are considered **one applicant**; however, a background check will be done on each applicant. All occupants 18 years of age and older and required to apply.)*
- ☐ Security Deposit of \$1000 ***(Paid by the current homeowner via check to Valencia Golf and Country Club HOA. (Deposit shall be held by the association to pay for any damaged caused to the Common Area Property or other portions of property resulting from acts or omissions of tenants. Deposit, without interest, will be refunded within 30 day at the end of the lease term if no damage has been caused by tenant or their guests during the lease period (Homeowner must notify HOA that the home will no longer be leased). Prior to leasing the home, the outside must be compliant with community standards, i.e. roof and gutters cleaned, driveway cleaned, face of house cleaned and home painted, if necessary. Unpaid fines assessed by Valencia Golf and Country Club HOA, will be retained from the damage deposit.)***
 - ☐ Any guest (s) occupying a home for 30 days or more **MUST** complete and submit an occupancy application to be approved by the Board of Directors. Once the lease period expires, lease extensions must be at least 6 months. No month-to-month leases permitted. Lease extension copies must be provided to Property Manager 10 days in advance to lease expiration.

The Association shall reserve the right to terminate the lease upon default by tenant in observing any of the provisions of the Declaration or Master Covenants, and any applicable rules duly adopted by the Board of Directors of Valencia Golf and Country Club HOA.

Please Initial: _____

Valencia Golf and Country Club

Step ①

Please make sure to select the correct application type and code before proceeding with the application process.
(Before you begin, please note that a valid major credit card is required)



Go to: [Tenantev.com](https://tenantev.com)



Ready: Create your User Account!



Enter Code to begin!

8482

Step ②



Sign: Once payment has been processed, you will be requested to sign a Receipt and provide your Authorization for Application processing. You will also be requested to Electronically sign the Community's Application. If applicable, once you have completed and signed all the forms, your co-applicant will need to also Electronically sign the Application through their own user account.



Upload: Through your account, you will be requested to upload the documentation required by the community in order to complete your application.

Customer Support: 1-305-692-7900

Identity Theft:

You can be charged with identity theft if you enter another person's name or social security number, or any other information other than your own on an application. Conviction for identity theft carries with it some potentially hefty penalties. In fact, the Identity Theft Penalty Enhancement Act signed into legislation in 2004 established identity theft as a federal crime. The law sets the penalty for identity theft at up to 15 years in prison and paying as much as \$250,000 in fines.