



Welcome to Yacht Harbour and thank you for choosing us to be your new home.

Application/Background Check

We have recently changed our application process, to paperless system. Please follow the steps outlined below to fill out your Tenant Application and to submit for the required Background check. The Application fee is \$100.00 per adult living in the Unit or \$100.00 for a married couple and is to be paid online as well.

Step 1:

1. Please go to the following website: www.tenantev.com
2. Once there please enter our building code: 5719
3. Follow the prompted steps and begin to fill out your information.
4. Please make sure all of your contact information is correct, as any incorrect info will result in a prolonged screening process.

Step 2:

1. Signing: After step 1, you will have the option to complete your online application now or complete later. If you chose to complete later, you will receive an email with the link to access your online application at any time. (If applicable, once you have completed and signed all the forms, your co-applicant will receive a separate email to complete their signatures.)
2. Upload: After step 1, you will receive an email with the link to upload the required documents to complete your application. (Please be aware if for whatever reason you mistype your email, you must contact Tenant Evaluation directly to change it at 1-855-383-6268)

** Please Note if any information is left blank or is incomplete in anyway the website will not allow you to submit your application.

After your Application is submitted:

- * Please allow 5 to 7 business Days for your background check and application to be processed
- * Upon completion you will be contacted to schedule an interview.



APPLICATION CHECK LIST

The following is a list of required information and forms that you will need to complete your online application.

- ✓ Copies of two forms of ID (Driver's License, Social Security Card, Passport, etc.)
- ✓ Personal email and phone number of TWO references
- ✓ Vehicle license plate number, model and year (If applicable)
- ✓ Employment information
- ✓ Move in date
- ✓ Previous residence information
- ✓ Financial history

The following list is required information to be turned directly to Yacht Harbour, via email.

To: Carlos Calderon Administrative assistant ccalderon@kwpmc.com

- i. A legible copy of the executed contract of sale. If unit is to be leased, the full executed Yacht Harbour addendum must be included and signed by owner and tenant.
- ii. Prior to your move in date, a refundable \$250.00 elevator deposit. You must provide a personal or cashier's check made out to Yacht Harbour Condominium.
- iii. Prior to your move, you **MUST** call the front desk to reserve the use of the service elevator.
- iv. If purchasing, a Certificate of Inspection from a licensed plumber of the units plumbing and AC hoses must be provided (AC hoses must be replaced EVERY 5 years)
- v. Certificates of Property and Liability Insurance as provided in Article XXVII (G) of the Declaration of Condominium.

If Purchasing as a Corporation, Please Note:

- The signed Rental/Purchase application should be filled out by the CEO/Director of Corporation
- Certified copy of Articles of incorporation
- Certificate of good standing
- Current list of officers and directors
- Corporate resolution agreeing to abide by the rules, regulations and by-laws of yacht Harbour Condominium association.