

VILLAS OF WINDMILL POINT II POA., INC.

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FORM #1-CT — NEW TENANT APPLICATION CHECKLIST — UNIT # _____

**** IF THE NEW TENANT IS FOR A POA-OWNED OR MANAGED UNIT,
SKIP #1 AND #2, GO TO #3**

- ___ 1. Give Landlord or Agent **FORM #1-L** to fully complete and return with a \$50 processing fee.
- ___ 2. Landlord must return **FORM #1-L** with \$50 AND PROOF OF INSURANCE on unit.
- ___ 3. The POA mails out, emails out, faxes, or hands the prospective new Applicant(s) the following forms and a rule book:
- ___ 4. **FORM #1-OC - TWO PAGES.** Give separate forms for EACH ADULT.
- ___ 5. **FORM #1-V**—Give up to TWO MAXIMUM per unit for vehicle permits.
- ___ 6. **FORM #1-G**—Give one form PER ADULT. Tell them to check box for New "OCCUPANT", not owner and they can request just the free rule book on Line # 1 if they wish, and write "0—ZERO" after line #4. If they are there at office in person they should sign below Line #4 right there and then and a Rule Book should be given to them then if possible and if we already have the \$50 from the owner/landlord.
- ___ 7. Give tenant one Rule Book per unit.
- ___ 8. Tenant must return all 3 completed forms from #4,5,6 with 2 forms of ID, 1 MUST be photo.
- ___ 9. Tenant must pay \$90.00 PER ADULT APPLICANT OVER 18. ABSOLUTELY NO CASH!
- ___ 10. POA schedules a preliminary background check/screening within 5 to 7 business days.
- ___ 11. If Background check comes back good, POA WILL CONTACT tenant for an interview date within the next ten to fifteen days AFTER screening and tell owner tenant has passed.
- ___ 12. Landlord / Owner MUST supply either actual OR sample lease intended to be used, which MUST COMPLY with Board Rule #380 (f) (1), (2), and (3) having those exact words.
- ___ 13. At the interview, tenant will be quizzed for understanding of rules and regs., including cars, parking, garbage cans and days, conduct of guests and keeping unit clean outside. Tell tenant Mailboxes belong to USPS and must go to Peacock for new key, and to turn on utilities immed.
- ___ 14. IF interview is satisfactory, Tenant must sign a FORM #1-A of understanding Rules.
- ___ 15. A POA COA (Certificate of Approval) will be issued same or next day.