



Owner and Rental Application Procedure

TDSunshine Property Management and the Association does business in accordance with the Fair Housing Act and does not discriminate on the basis of race, creed, color, sex, religion, national origin, age, disability, marital status, familial status, sexual orientation, or any other protected basis.

1. A Rental Application is required for each adult, eighteen years of age or older, intending to occupy the premises. A clear and readable photo identification (driver's license, military ID, State ID, passport ID) must be presented with each Rental Application. Each Rental Application and credit form must be filled out completely and signed by the applicant. Complete Rental Applications include: "Credit form", "Rental Application Policies and Resident Qualification Criteria and "Rental Application."
2. A processing fee of \$125.00 in cash, official bank cashier's check, or money order must accompany each Rental Application. ***Personal checks must be written out to the Association.*** If paid in cash the exact amount is required. The processing fee is non-refundable. No Rental Application will be processed without a processing fee. Rent, deposits or other fees are not accepted without an approved Rental Application.
3. Applicants must provide documentation of U.S. citizenship or immigration status. Applicants must provide their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
4. Reliable documentation and telephone numbers, including work fax numbers, for all income sources must be provided. Employment and income will be verified on all applicants. Self-employed applicants may be required to produce upon request the previous year's Tax Return (1040).
5. After application has been processed, the renter(s) will be contacted by the screening committee to schedule a personal interview. All occupants of the unit must be present at the personal interview.
6. This will take between 2 -4 weeks processing time.