

Kensington Manor Homeowners Association

Applicant Background Check-off Sheet

Renter(s) / Occupant(s)

PLEASE NOTE:

All blanks must be filled in on this form and the Rental Application form. **A \$60 non-refundable background check fee must accompany this application for EACH person over the age of 18 years who will be residing at this property.**

Please use a separate form for each person over the age of 18 years.

This Checklist and Rental Application with Background Release Authorization must be completely filled out, and a check must be attached, otherwise, your application and check will be returned and denied. Please be sure that all forms are filled out correctly and completely, and a valid check is attached.

_____	_____
Property Address	Lot #
_____	_____
Property Owner's Name(s)	Phone#

_____	_____		
Renter's/ Occupant's Name	Phone#		
_____	_____		
Renter's/ Occupant's Current Address	City	State	Zip

Deposit Requirement-Please check all boxes to ensure that process is complete

<input type="checkbox"/> Background Check Fee \$60 Ck# _____ (Made out to Southwest Property Management) This is the fee for the processing of the background check and is non-refundable.	<input type="checkbox"/> Check is clearly marked with property address and prospective renter's last name
<input type="checkbox"/> Rental Deposit Fee \$500 Ck# _____ (Made out to Southwest Property Management) This is the fee for the processing of the background check and is non-refundable.	<input type="checkbox"/> Check is clearly marked with property address and prospective renter's last name

Copy of Lease – **Have you mailed a complete copy of the written lease with this application?**

Rental Application – **Are all Blanks filled in?**

Background Check Release Authorization from Renter – **Is the form signed and dated?**

Background Checks and Rental Applications take approximately 30 business days for processing and for review by the Board of Directors of Kensington Manor Homeowners Association. The decision by the Board of Directors is final. Southwest Property Management of Central Florida, Inc. is responsible for processing this information and relaying information and decisions from the Board of Directors to the owner of record or the management company managing the property. Southwest Property Management does not accept responsibility for the approval or denial of this application package.

Mail both forms with your checks to:
Kensington Manor HOA Rentals
c/o Southwest Property Management
PO Box 7,
Gotha, FL, 34734