

Timberwalk at Three Oaks

Thank you for requesting an HOA Lease Application through FirstService Residential. Please take the time to read through this letter, as it has a wealth of information and will make the process go smoother and faster to get you to your new residence.

Please submit your application **online**, at least 20 days prior to your desired closing or move in date. This is due to the Board of Directors having to approve each application.

A \$1,000.00 security deposit check or money order, made out to **Timberwalk HOA** is required for all lease applications. Please include the street address of the home you are applying for, in the memo section of the check or money order.

The security deposit may be mailed or hand delivered to:

FirstService Residential
10600 Chevrolet Way, Ste 302
Estero, FL 33928
Attn: Melissa Peterson

Please follow each step and complete to ensure no delays on your closing/move in.

STEP 1 – Tenant Evaluation

- Visit www.tenantev.com and enter the correct code that is provided in is packet (pg 3). **Read all of the required fields carefully. If the required fields are not completed, the application will not be considered complete and that will result in delays.**
- Complete all of the applicable information and pay the application fees online with a credit card, then click submit.
 - If you are a student of FGCU or another local institution, **be sure to enter the code for student lease.**
 - If you are not a student of FGCU or another local institution, **be sure to enter the code for Lease (boyfriend/girlfriend or husband/wife).**
 - If you are an adult **over the age of 18 living with your parents who are also applying**, please use the code for additional occupants.
- Keep in mind that the community's physical address is 9790 Roundstone Circle and **the answer to the first question is YES.**
- If you are applying with a roommate the application fee will be doubled, due to two applications being processed at once.

STEP 2 - DocuSign

- At this point you will receive an email with instructions to complete Step 2, called DocuSign. Complete all of the information requested and submit promptly. ***Please note that if you do not respond to the first and second email from Tenant Evaluation, the application will not be complete and we will not be notified of your application.**
- You will also receive a second email message with instructions on how to upload the required documents. Please have the following documents ready to upload:
 - Driver's License or Passport
 - Marriage Certificate (if married with different last names)
 - Valid Vehicle Registration
 - Proof of Current Vehicle Insurance
 - Lease agreement.
- If the lease term is twelve months, the lease agreement **must declare** that the Board of Directors reserves the right to review the lease after six (6) months and terminate the lease, in the event that the tenants have accumulated violations.
- Once the first applicant completes all the required information and clicks on the "Confirm Signing" button, then the co-applicant (if applicable) will receive the same email with instructions to fill out Step 2 with their electronic signatures.

STEP 3 - NOTIFICATION

- You will be notified of the status of your application after we receive the full security deposit and the Board of Directors has reviewed the application.
- Feel free to contact the Tenant Evaluation customer support line at: **855.383.6268**, with any questions that you may have.

Thank you,

Melissa Peterson, LCAM
Community Association Manager
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Email Melissa.Peterson@fsresidential.com