



**FirstChoice**  
PROPERTY MANAGEMENT GROUP, INC.

## **IMPORTANT NOTICE PLEASE READ CAREFULLY**

The enclosed Sale/Rental Application must be completely filled out in order for it to be processed.

The entire package will be returned if any information is missing which will result in delay in approval.

The Board of Directors of the Association is responsible for approval or disapproval of an application. As the association's agent, First Choice Property Management is responsible for processing this application. We will be happy to answer your questions regarding the enclosed application.

### **PLEASE INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:**

- 1) Application filled out completely
- 2) Signed executed copy of Sales Contract or Lease
- 3) Proof of age of all applicants (2) clear copies of photo ID or Passport
- 4) A U.S. check or money order made payable to First Choice Property Management Group, Inc.

### **PLEASE ALLOW 30 DAYS TO PROCESS A COMPLETED APPLICATION**

It is the unit owner's responsibility to make sure your application is complete before application is submitted. Please make copies of your completed application forms, contract or lease and proper identification prior submitting your application. Maintenance payments cannot be delinquent at the time that the application is processed. Any falsification or misrepresentation of the facts will result in automatic denial. Application fees are non refundable.

Thank you for your time. We look forward to processing your application!



## First Choice Property Management Group, Inc.

1489 West Palmetto Park Road, Suite 508, Boca Raton, FL 33486

Telephone: 561-999-4349

### INFORMATION FROM PROPOSED PURCHASER OR LESSEE

- This Association requires an application fee paid to the order of First Choice Property Management Group, Inc.  
 \$125.00 - Standard 30 Days    \$175.00 - Rush 14 Days    \$225.00 - Rush 2 Days    \$75 - Lease Renewal Fee
- Attach a copy of a valid ID or Drivers License or Passport Photo
- Copy of Executed Lease or Sales Contract
- If you are Married but have two different last names please submit Marriage Certificate
- Please allow up to thirty (30) days from the date submitted for processing of this application

Sale (Please attach sales contract)       Rental (Please attach Lease)

Date: \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Current Owner: \_\_\_\_\_

Purchaser / Lessee Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Marital Status:    Single   Married   Divorced   Widowed   Separated

Are you a U.S. Citizen?      Y      N      Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employed By: \_\_\_\_\_ Position: \_\_\_\_\_ Employed Since: \_\_\_\_\_

Employers Address: \_\_\_\_\_ Employers Phone #: \_\_\_\_\_

Supervisor's Name and Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Spouses Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Is your spouse a U.S. Citizen?      Y      N      Social Security #: \_\_\_\_\_

Former Last Names: (Married or Maiden) \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employed By: \_\_\_\_\_ Position: \_\_\_\_\_ Employed Since: \_\_\_\_\_

Employers Address: \_\_\_\_\_ Employers Phone #: \_\_\_\_\_

Supervisor's Name and Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Birthdate: \_\_\_\_\_

LIST PREVIOUS EMPLOYERS FOR THE PAST THREE (3) YEARS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

PEOPLE OTHER THAN SPOUSE AND CHILDREN WILL BE OCCUPYING THIS PROPERTY

<u>Name</u>	<u>Relationship</u>	<u>Sex</u>	<u>Birthdate</u>	<u>Social Security #</u>	<u>DL #</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____

3. \_\_\_\_\_

VEHICLES

	<u>Make/Model</u>	<u>Year</u>	<u>Color</u>	<u>License Plate # / State</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

PETS

	<u>Name</u>	<u>Breed</u>	<u>Weight</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PERSONAL REFERENCES (Please list 3 people who are not related to you)

	<u>Name</u>	<u>Relationship</u>	<u>Phone #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

BANK REFERENCES

Bank name and location: \_\_\_\_\_

Checking Account #: \_\_\_\_\_ Savings Account #: \_\_\_\_\_

Bank name and location: \_\_\_\_\_

Checking Account #: \_\_\_\_\_ Savings Account #: \_\_\_\_\_

Are you using a realtor? Yes \_\_\_ No \_\_\_ If yes: Realtor's name \_\_\_\_\_

Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

EMERGENCY CONTACTS (Someone over 18 not living with you)

	<u>Name</u>	<u>Relationship</u>	<u>Phone #</u>
1.	_____		
2.	_____		

Have you, your spouse or any occupant ever: (Check only if applicable)

Been evicted or asked to move out? Yes or No

Broken a rental agreement? Yes or No

Declared Bankruptcy? Yes or No

Been sued for rent or property damage? Yes or No

\*Have you ever been charged, detained or arrested? Yes or No

\*Have you ever been charged for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision or pretrial diversion? Yes or No

\*Been charged, detained or arrested for a felony or sex related crime that has not been resolved by any method? Please indicate the year, location and type of each felony and/or sex crime. If none of the above is checked, you are declaring the answer to be "NO" to all.

\_\_\_\_\_  
\_\_\_\_\_  
**\*NOTE: If you answer NO to this question and your background results prove otherwise, your application will be automatically declined.**

**PLEASE READ:**

I/We certify that all information above is true and that any falsification or misrepresentation of the facts will result in automatic denial. I/We do hereby further agree and understand that the \_\_\_\_\_ Association will request a credit and/or background check for which I/we will be required to pay a processing fee at the time this form is submitted. I/We understand that First Choice Property Management Group, Inc. and the above referenced Association have thirty (30) days to process this application from the time this application was received.

I/We acknowledge receipt of the Declaration of Homeowners/Condominium By-Laws, Articles of Incorporation and the Rules and Regulations of the \_\_\_\_\_ Association as amended, from time to time. I/We further understand that any violation(s) of the above mentioned items may result in fines, legal action, eviction or foreclosure.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signature \_\_\_\_\_

Signature \_\_\_\_\_