

## St. Croix Lease Application Process Yearly & Seasonal

Step	Description	If	then
1	<p>Prospective Tenant applying to rent at St. Croix at Pelican Marsh is Yearly or Seasonal required to submit an application via TENANTEV.com.</p> <p>Application process may take 30-40 minutes.</p> <p><b>The SUBMISSION DATE Application must be submitted no later than 20 days before Lease Application Start Date.</b></p>	<p><a href="#">More information required:</a></p>	<p>When initiating sign in credentials, you'll be asked for a property code.</p> <p><b>Use CODE: 10806</b></p>
2	<p>To save time - be prepared!</p> <p>Applicant should have a scanned copy of the following items <u>on the device they will use to complete the TenantEvaluation Application:</u></p> <ol style="list-style-type: none"> <li>1. Signed copy of the new lease.</li> <li>If applicant has a car:                             <ol style="list-style-type: none"> <li>2. PDF or JPEG of a valid drivers license.</li> <li>3. PDF or JPEG of a current vehicle registration.</li> <li>4. Name of employer.</li> <li>5. 2 valid references.</li> <li>6. Other personal information.</li> </ol> </li> </ol>	<p>Applicant initiates the TenantEval process, and they cannot complete it, they can always return to it.</p>	<p>Sign in again and complete the process.</p>
		<p>Applicant successfully completes process.</p>	<p>TenantEval application is submitted. The turnaround time is generally three days or less which gives the board time to review and approve/deny the application.</p>
3	<p>St. Croix Mgmt. will access the Portal daily to retrieve all completed Lease Submissions.</p>	<p>There is a completed <b>tenant evaluation</b> sitting in portal for St. Croix, it will be downloaded.</p>	<p>St. Croix Mgmt.</p> <ol style="list-style-type: none"> <li>1. Verifies that                             <ol style="list-style-type: none"> <li>a) owner assessments account is current</li> <li>b) owner water bill account is current.</li> </ol> </li> <li>2. Uploads the Tenant Application into CINC</li> <li>3. Identifies the application with "pending approval" status.</li> <li>4. The Tenants Evaluation along with the owner status (assessment/water bill) is emailed to the Board for approval.</li> </ol>
4	<p>Board Reviews the tenant application Approves or denies the application. President emails the decision to St. Croix Mgmt.</p>	<p>Application Approved</p>	<p>In TENENTEV.COM</p> <ol style="list-style-type: none"> <li>1. St. Croix Mgmt. updates the lease submission with "Approved" Status.</li> <li>2. Tenant Eval. notifies the tenant that their application has been approved.</li> </ol> <p>In CINC:</p> <ol style="list-style-type: none"> <li>1. St. Croix Mgmt. changes the application status in from "Pending" status to "Approved" status. From this screen, an email is sent to the owner.</li> <li>2. Tenant details entered on TENANT page.</li> </ol> <p>In MyQ:</p> <ol style="list-style-type: none"> <li>1. St. Croix Mgmt. update FOBS, Clickers. Add "end date" that is same as lease end date.</li> <li>2. Add vehicle description</li> </ol> <p>SAVE</p> <p>KEYS to UNIT:</p> <p>St. Croix Mgmt. confirms they have a current KEY. If NO - owner MUST provide a working KEY.</p>
		<p>Application Denied</p>	<ol style="list-style-type: none"> <li>1. St. Croix Mgmt. updates TENENTEV.COM with Denied Status.</li> </ol>

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