

PATTERSON PROPERTY MANAGEMENT, INC.

5225A West Broward Blvd.

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[Website: www.pattersonpropertymanagement.com](http://www.pattersonpropertymanagement.com)

HOA APPLICATION INSTRUCTION SHEET

HOA Application Form Please complete all response spaces on application.
The reverse side of the application may be used for additional information if needed.
Please be sure to indicate which community and unit you are applying for on page 2.

Incomplete Applications will not be processed.

Application Fee(s) \$150.00 for the first applicant and \$35.00 for each additional adult applicant, in the form of **cash, cashiers check or money order**. Fee includes costs of credit report, background check, eviction check and all verifications of income, prior residence history and references. **RUSH FEE \$50.00 for 48 hour turnaround.** .

Make check payable to **Patterson Property Management**.

Application Fee is non-refundable once the process to verify information has begun.

*******Please contact Charles Patterson for STATUS update regarding your application*******

PLEASE INCLUDE WITH ALL APPLICATIONS LEGIBLE COPIES OF:

1. PROOF OF INCOME:

IF EMPLOYED: Last two most recent pay stubs or copies of paychecks.

IF SELF EMPLOYED: Copy of last year's complete, signed income tax returns (personal and bus.) with all attachments,

OR 3 months most recent bank statements showing cash flow (all pages).

2. PROOF OF IDENTITY:

PHOTO ID: Recognizable copy of a valid, current government-issue drivers license or photo ID for all adult applicants, or copy of passport for international applicants.

SOCIAL SECURITY CARD: Copy of valid Social Security Card for each applicant, or 3 business reference letters from country of origin for international applicants.

3. TRANSACTION DOCUMENTATION: Signed sales contract or lease agreement (all pages)

FULL NAME _____ PHONE/FAX () _____ EMAIL _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____ DRIVERS LIC # _____

SPOUSE NAME _____ DATE OF BIRTH _____ SOC SEC # _____

DRIVERS LIC # _____ SPOUSE PHONE # _____ PETS _____

OTHER OCCUPANTS: NAME/AGE _____ RELATIONSHIP _____

NAME/AGE _____ RELATIONSHIP _____

NAME /AGE _____ RELATIONSHIP _____

PLEASE PROVIDE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (CURRENT TO LAST)

CURRENT ADDRESS _____ CITY _____ ST _____ ZIP _____

DATE IN _____ DATE OUT _____ RENTAL AMT. \$ _____ REASON LEFT _____

LANDLORD OWNER/AGENT NAME _____ PHONE () _____

PREV. ADDRESS (IF WITHIN LAST 3 YEARS) _____

DATE IN _____ DATE OUT _____ RENTAL AMT. \$ _____ REASON LEFT _____

LANDLORD OWNER/AGENT NAME _____ PHONE () _____

*****IF NECESSARY, PLEASE USE BACK PAGE FOR ADDITIONAL ADDRESSES AND EMPLOYERS*****.

PLEASE PROVIDE EMPLOYMENT HISTORY FOR THE LAST 2 YEARS

YOUR STATUS: _____ EMP. FULL-TIME _____ PART-TIME _____ STUDENT _____ RETIRED _____ UNEMPLOYED

EMPLOYER _____ MO. GROSS INCOME _____

ADDRESS _____ PHONE () _____

DATE EMP. FROM _____ TO _____ POSITION HELD _____

SUPERVISOR/MANAGER _____ PHONE () _____

SPOUSE STATUS: _____ EMP. FULL-TIME _____ PART-TIME _____ STUDENT _____ RETIRED _____ UNEMPLOYED

EMPLOYER _____ MO. GROSS INCOME _____

ADDRESS _____ PHONE () _____

DATE EMP. FROM _____ TO _____ POSITION HELD _____

SUPERVISOR/MANAGER _____ PHONE () _____

BANKING INFORMATION:

1. NAME _____ CITY-STATE _____ TYPE OF ACCT _____

2. NAME _____ CITY-STATE _____ TYPE OF ACCT _____

EMERGENCY CONTACT _____ PHONE () _____

ADDRESS _____ CITY-STATE _____ ZIP _____

RELATIONSHIP _____

HAVE YOU EVER FILED FOR BANKRUPTCY? _____ NO _____ YES _____ DATE

HAVE YOU EVER BEEN EVICTED FROM A TENANCY? _____ NO _____ YES _____ DATE

HAVE YOU EVER BEEN ARRESTED FOR A FELONY? _____ NO _____ YES _____ DATE

WILLFULLY OR INTENTIONALLY REFUSED TO PAY HOME OWNER ASSOCIATION FEES? _____ NO _____ YES _____ DATE

IF YES TO ANY QUESTIONS ABOVE, PLEASE EXPLAIN:

I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION, A CREDIT REPORT AND BACKGROUND CHECK. I UNDERSTAND THAT ANY OMISSIONS OR FALSIFIED INFORMATION I PROVIDE OR DEROGATORY CREDIT/RECORDS MAY RESULT IN THIS APPLICATION BEING DENIED, AND THAT I MAY FACE IMMEDIATE EVICTION FROM THE RESIDENCE UPON FUTURE DISCOVERY.

COMMUNITY _____ UNIT NUMBER _____ OWNER NAME _____

AUTOMOBILES (MAKE/YEAR/COLOR/LICENSE PLATE/STATE LICENSED)

- 1. _____
- 2. _____
- 3. _____

COMMENTS: _____

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF APPLICANT _____ DATE _____