

To Apply for Residency:

Complete Fillable Form on Website

EMAIL TO: laurelhills@flynnmanagement.com

Or fax to: 407-292-3302

MAIL OR HAND DELIVER TO:

Laurel Hills Villas
Leasing Office
7010 Balboa Drive
Orlando, FL 32818

If you have questions, please call the Leasing Office at 407-298-8309



Application Fees:

\$50 Per Adult \$75 Per Married Couple with joint credit

(Pet Fees – Contact Leasing Office)

Security Deposits:

One Bedroom High-Rise \$ 400 One Bedroom Villa \$ 500 Two Bedroom Villa \$ 600

Additional Deposits May Be Required Fees and Deposits may be paid with Credit Card, Money Order or Personal Check



HELPFUL HINTS FOR COMPLETING THE APPLICATION FOR RESIDENCY AT LAUREL HILLS VILLAS

In order to process your application as quickly as possible, please make sure all your information is complete and legible. PLEASE REMEMBER TO SIGN AND DATE YOUR APPLICATION.

When filling out the application, please insert the word "NONE" in any section that is not applicable (**DO NOT WRITE N/A**). As an example, in the section requesting the names of other occupants, if there are no other occupants, then the word "NONE" should be inserted. The same should apply in the section for "pets", i.e., if there is no pet, then the word "NONE" should be inserted. When your application is completed, please initial the bottom of each page.

If you are requesting permission to have a pet, you must provide a veterinarian statement dated within the last six months showing all required shots and the weight of the pet. We also require a current photo of the pet. Please initial and date both the photo and pet statement.

We request the most recent two to three years of residential history in the section "Current Residency" and "Prior Residency." Please include <u>all</u> of your addresses for those three years.

If paying by check or money order, please write one check for the application fee and a separate one for the security deposit or wait list deposit. Please contact our leasing staff for current application fees and deposit information.

All checks and money orders should be made payable to Laurel Hills Villas. We also accepted credit cards for payment. There is a convenience charge to process your credit card. Please contact Leasing Office to obtain credit card authorization form.

Please include a copy of the driver's license and Social Security card for each applicant. If you are a member of AARP, include a copy of your membership card, as this will entitle you to a \$200 discount off the first month's rent. This discount may not be used in conjunction with any other discounts/specials.

Please sign and return the APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION form along with your completed application.

PAID WAIT LIST APPLICANTS:

Please follow the Helpful Hints above, except for the Security Deposit amount. The Deposit for the Wait List is \$100. As above, please write two (2) separate checks, one for the \$20 or \$50 application fee and one for the \$100 Wait List Deposit. When you actually choose your apartment, the \$100 deposit will be applied toward the Security Deposit required for that apartment. The \$100 Wait List Deposit will be refunded upon request should you decide not to move to Laurel Hills Villas.

PLEASE FEEL FREE TO CALL US IF YOU HAVE ANY QUESTIONS. WE'LL BE HAPPY TO HELP YOU.

Sincerely.

The Staff at Laurel Hills Villas. (407-298-8309)



APPLICATION FOR RESIDENCY

APPLICANTS			First Name	MI	La	st Name	Social Security No.	
Name of Applicant/								
Head of Household								
Spouse or								
L	Other Applica							
		s who	will occupy the apartm	ent. Pe	ersons 18 years	old and older must co	mplete a separate	
apı	olication.							
#	First Name	MI	Last name		Date of	Social Security No	o. Relationship	
					Birth			
1								
2								
3								
			<u> </u>			I.	I	
	1.1		T	• •			Other A cells and	
	Identification		Appl	icant		Spouse or Other Applicant		
Date of Birth								
Dri	Driver's License							
	ate & No.)							
	Other Identification							
(Ph	otocopy)		Diameter all all	•.1				
			Please list all veh	icies y	ou pian to park	on the property.		
	Vehicles	5		Applic	ant	Spouse o	Spouse or Other Applicant	
Vel	nicle Year, Make	& Mo	del					
Vel	nicle License (Sta	te & N	No.)					
Vel	nicle Body Type,	Color						
Re	gistered in name	of						
			1			1		
Pets			Appli	cant	Spouse	or Other Applicant		
Pet's Name								
Pe	t Kind, Breed							
Pe	t Weight (Poun	ds)						

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Current Residency	Applicant	Spouse or Other Applicant
Daytime Telephone Number		
(Area Code and No.)		
Mobile Telephone Number		
(Area Code and No.)		
Street Address and Apt. No.		
City, State, Zip		
Name of Apt. Complex/Mort. Co.		
Name of Manager		
Telephone No. Landlord/Mort. Co.		
Date Moved In		
Monthly Payment		
Why do you wish to move?		

Prior Residency	Applicant	Spouse or Other Applicant
Street Address and Apt. No.		
City, State, Zip		
Name of Apt. Complex/Mort. Co.		
Name of Manager		
Telephone No. Landlord/Mort. Co.		
Date Moved In		
Date Moved Out		
Monthly Payment		
Why did you move?		

Current Employment	Applicant	Spouse or Other Applicant
Name of Employer		
Address of Employer		
City, State, Zip		
Name of Supervisor or Manager		
Telephone Number of Employer		
Date Started Employment		
Position		
Monthly Income		
Other Income Source		
Monthly Amount		
Total Annual Income		

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Contact in Emergency	Applicant	Spouse or Other Applicant
Name	• •	
Relationship		
Telephone (Area Code & No.)		
Street Address		
City, State, Zip		
·		
Additional Contact	Applicant	Spouse or Other Applicant
Nearest Relative (Blood)		
Relationship		
Telephone (Area Code & No.)		
Street Address		
City, State, Zip		
Do you have other income, or are there	other circumstances of which w	ve should be aware in processing
your application?		р остоин и и и и и и и и и и и и и и и и и и
усы аррисанен		
	Unit Desired	
Size Ant Desired / List and or of	Unit Desired	One Bedroom Villa
Size Apt. Desired (List order of preference)	One Bedroom High-rise Two Bedroom Villa	One bearoom villa
Date you would like to move into the Apt.	/20	As soon as possible
Fair Housing		

In accordance with federal fair housing laws it is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin in connection with the rental of most housing. The federal agency which administers compliance with this law is the U. S. Department of Housing and Urban Development.

Equal Credit Opportunity Act

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The federal agency which administers compliance with this law is the U. S. Equal Credit Opportunity, Federal Trade Commission.

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Application Fee	
Applicant has submitted the sum of \$ which is this application. The application fee is not a rental payment	
Security Deposit	
Applicant has submitted the sum of \$ which apartment. If for any reason the application is declined refunded in full. If the application is approved and applic upon date, except due to delay caused by construction or the forfeit the security deposit. Applicant understands and agree after the submission of the application to management, the	ant fails to occupy the premises on the agreed he holding over of a prior resident, applicant will ees that if applicant cancels more than 72 hours
Permission to Release Information	
I warrant and represent that the information submitted on that any false information will constitute grounds for reje release of all credit, income and rental/mortgage information. I understand that the lease a application is approved by management.	ction of the application. I hereby authorize the ation to the agents and/or employees of Flynn
Applicant Signature	Spouse/Co-Applicant Signature
Date	Date
Applicant Email	Spouse/Co-Applicant Email

Submit completed application form, authorization form, application fee and deposit to:

Laurel Hills Villas 7010 Balboa Drive, Orlando, FL 32818 Office: (407) 298-8309 Fax: (407)292-3302

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APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize Flynn Management Corporation to verify my past and present employment, including earnings records, income records, bank accounts, stock holdings, criminal history and any other items needed to process my apartment application and during my residency.

I further authorize Flynn Management Corporation to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references and payment history.

It is understood a photocopy or fax copy of this form will also serve as authorization.

Applicant's Signature	Co-Applicant's Signature
Print Name	Print Name

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A 55 AND OLDER COMMUNITY

RESIDENT SELECTION POLICY

ADOPTED OCTOBER 1, 2015

WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW

It is illegal to discriminate against any person because of RACE, COLOR, RELIGION, SEX, HANDICAP or NATIONAL ORIGIN. Pursuant to the Fair Housing Act, Laurel Hills Villas Apartments is 55 and over housing and requires at least one member of each resident household to be at least 55 years of age or older, and no one in an eligible household can be younger than 18.

- 1. Two years or more good rental history (or home ownership) will be verified.
- 2. If relying on employment income, you must be continuously employed six months or more at the same local job. The income must be wage or salary. Tips, commissions or bonuses should not be included unless the employer can verify the income.
- 3. Income from sources other than employment (i.e. interest income, financial assets, social security, pension, or self-employment income) shall be verified. Sufficient third party documentation is required.
- 4. Net income should be three times the market rent.
- 5. Good credit must be established including acceptable Beacon Score of 620 or higher or other credit rating. Any history of failure to pay legal obligations such as child support, alimony, obligations owed to governmental entities, rent payments, mortgage payments, car loans, and similar obligations may be considered by us when screening your application.
- 6. If employment or income is not sufficient, or good credit cannot be verified, or housing history is insufficient, applicants may be qualified by paying one or more extra months' rent in advance.
- 7. Verification using government identification or a birth certificate or other generally accepted forms of identification containing the birthdates for each household member must be provided. At least one member of each resident household must be at least age 55 and no household member will be admitted under the age of 18.
- 8. Student households are not permitted. A student household is one in which any permanent resident or occupant over 18 years old is enrolled full or part-time in a university, college, community college, or other institution of higher education. Part-time shall mean no more than 10 credit hours a semester or enrolled five months a year.
- 9. All applicants must comply with the rules of the community including pets, vehicles, etc.

10.	Size Apartment	Maximum Number of Occupants Maximum Number	of Adults
	One Bedroom	2	2
	Two Bedroom	4	3
		*Maximum number of unrelated adults in any unit is 2.	

Date

11. If we obtain a criminal history report on you as part of the process of screening your application, please be advised that we consider information contained in such reports on a case-by-case basis as part of our effort to provide a safe environment not only for our residents and their family members, guests and items of property but also for the members of our management staff who work in the apartment community. Specifically, we consider the nature and severity of any criminal conviction identified in the report and the amount of time that has passed since the criminal conduct occurred. By way of illustration only, convictions for crimes involving injury to person or property; bodily harm to or molestation of a minor; any act which places the offender on a sex offender registry; manufacture, distribution or sale of illegal controlled substances; or any act which constitutes a threat to the health or safety of other individuals, results in substantial physical damage to the property of others, or interferes with the peaceful and quiet enjoyment of residential premises likely will constitute grounds for rejection of an application for housing, depending upon when the conviction occurred.

Upon written request, reasonable accommodations and modifications will be provided to applicants and residents with disabilities i
the accommodation/modification does not create an undue financial and administrative burden or a fundamental alteration of the
program.

Name

Date

Name

CREDIT CARD AUTHORIZATION FORM

Property Name: <u>Laurel Hills Villas</u>		
Resident/Applicant Name:		
Rent	<u>\$</u>	
Security Deposit	<u>\$</u>	
Application Processing Fee	\$	
Other	<u>\$</u>	
Convenience Charge** **Amt. charged up to \$500 - Over \$500 -	\$ \$15.00 \$25.00	
Total Amount to be Charged **Must include \$1. Convenience Charge in order to process application		
Type of Credit Card: Please check one.		
Master Card Visa Discover		
Credit Card Number:		
Expiration Date:		
CVV2 (3 digit code on back of card):		
Cardholder First Name:	Last Name:	
Cardholder Address:		
City: State:	Zip Code:	
Phone Number with area code:		
By signing below, I authorize Flynn Manage card in the amount listed as "Total Amount to your credit card statement as Flynn Manacardholder of the above referenced credit of transaction.	be Charged." This charge will appear gement Corporation. I certify that I am t	on he
Cardholder signature	Date	
Fax to: 727-754-8468	Attn: Mary Jane Lucas	

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