



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**



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 all of your addresses for those three years.

Please include two (2) checks, one for the \$20 or \$50 application fee and a second check for the Security Deposit, which is \$400 for a one-bedroom high-rise, \$500 for a one bedroom villa and \$600 for a two-bedroom villa. 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	Last Name	Social Security No.
Name of Applicant/ Head of Household				
___ Spouse or ___ Other Applicant				

Please list all others who will occupy the apartment. Persons 18 years old and older must complete a separate application.

#	First Name	MI	Last name	Date of Birth	Social Security No.	Relationship
1						
2						
3						

Identification	Applicant	Spouse or Other Applicant
Date of Birth		
Driver's License (State & No.)		
Other Identification (Photocopy)		

Please list all vehicles you plan to park on the property.

Vehicles	Applicant	Spouse or Other Applicant
Vehicle Year, Make & Model		
Vehicle License (State & No.)		
Vehicle Body Type, Color		
Registered in name of		

Pets	Applicant	Spouse or Other Applicant
Pet's Name		
Pet Kind, Breed		
Pet Weight (Pounds)		

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		

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 we should be aware in processing your application?

Unit Desired	
Size Apt. Desired (List order of preference)	<input type="checkbox"/> One Bedroom High-rise <input type="checkbox"/> One Bedroom Villa <input type="checkbox"/> Two Bedroom Villa
Date you would like to move into the Apt.	<input type="text"/> / <input type="text"/> / 20 <input type="text"/> <input type="checkbox"/> 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.

Application Fee

Applicant has submitted the sum of \$_____ which is a non-refundable payment for the processing of this application. The application fee is not a rental payment or security deposit.

Security Deposit

Applicant has submitted the sum of \$_____ which is payment of the security deposit for an apartment. If for any reason the application is declined by management, the security deposit will be refunded in full. If the application is approved and applicant fails to occupy the premises on the agreed upon date, except due to delay caused by construction or the holding over of a prior resident, applicant will forfeit the security deposit. Applicant understands and agrees that if applicant cancels more than 72 hours after the submission of the application to management, the security deposit will be forfeited.

Permission to Release Information

I warrant and represent that the information submitted on this application is true and correct. I understand that any false information will constitute grounds for rejection of the application. I hereby authorize the release of all credit, income and rental/mortgage information to the agents and/or employees of Flynn Management Corporation. I understand that the lease agreement will not become effective until this application is approved by management.

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**



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



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.

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 if the accommodation/modification does not create an undue financial and administrative burden or a fundamental alteration of the program.

Name	Date	Name	Date
------	------	------	------

CREDIT CARD AUTHORIZATION FORM

Property Name: Laurel Hills Villas

Resident/Applicant Name: _____

_____ Rent \$ _____

_____ Security Deposit \$ _____

_____ Application Processing Fee \$ _____

_____ Other \$ _____

_____ Convenience Charge** \$ _____

****Amt. charged up to \$500 - \$15.00
Over \$500 - \$25.00**

**Total Amount to be Charged **Must include \$15 or \$25
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 Management Corporation to charge the above credit card in the amount listed as "Total Amount to be Charged." **This charge will appear on your credit card statement as Flynn Management Corporation.** I certify that I am the cardholder of the above referenced credit card and have the authority to complete this transaction.

Cardholder signature

Date

Fax to: 727-754-8468

Attn: Mary Jane Lucas