

FAQ's for Purchasing and Leasing Units at South Wind Estates

How do I rent or sell my unit? South Wind Estates uses a 3rd party processing team called **Tenant Evaluation**. Tenant Evaluation is an online tool which gathers the necessary information from potential buyers and lease applicants for the Association to verify their eligibility to reside in the community. **This process is called Screening**.

How do I get access to Tenant Evaluation? You can call the management office on site at 561-369-2995 and ask for the application information to be emailed to you. Your property manager can send you the application information by emailing the request to:

swe_condo2pm@palm-isles.org

There is not a paper copy of this application. The applications must be done online.

Types of Applications: There are 3 types of applications. Purchasing, Leasing, and Additional Occupant. If you are having difficulty with the application, please contact Tenant Evaluation directly. **Current Lessee's who wish to extend their lease must send a NEW LEASE and OCCUPANCY FORM. If an occupant vacates the premises and wants to lease again after leaving, they MUST fill out a new application.**

What is the Approval Process? Once the application has been completed, the Property Manager will receive the application results. These results are forwarded to the designated Board Approvers. If the application is approved, you will receive an approval email. If the application is denied, you will receive an email. The Property Manager will forward the approval to Palm Isles. **Please note it is the responsibility of the Property Manager to facilitate the process not the Board of Directors.**

ID Cards and Decals ID Cards and Decals are issued by **Palm Isles Management** You must call and make an appointment prior to going there. Their phone number is **561-369-2995**.

The community you are applying to could request information such as Credit report (Social Security number necessary), Criminal background check, Eviction report, Proof on income, Personal and work verifications.

Application Fee: There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process. You will still be required to pay the \$100 application fee to the master association.

This application is linked to the email address you will use to create your new account. If you have questions regarding the application requirements, please contact the association directly.

**Tenant Evaluation does not determine your approval. The community association
The screening committee makes the final decision after reviewing your application.**