



# WESTMINSTER COMMUNITY ASSOCIATION

## LEASE APPLICATION CHECKLIST

TENANT NAME(S) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

RENTAL PERIOD: \_\_\_\_\_ TO \_\_\_\_\_

**PLEASE NOTE: ALL REQUIRED FORMS, DOCUMENTS, AND PAYMENTS ARE TO BE SUBMITTED IN ONE PACKET, TOGETHER, AT LEAST 10 DAYS BEFORE THE START OF THE LEASE PERIOD. FAILURE TO SUBMIT THE REQUIRED INFORMATION AND PAYMENT AT ONCE WILL RESULT IN A DELAY OR DENIAL OF THE APPLICATION PROCESS.**

( ) Completed and signed **WESTMINSTER LEASE APPLICATION** for all rentals. The application processing fee for each rental is \$100 and for returning rentals (\$50 will take effect on 1/1/2019). **Make cashier's check or money order payable to: Westminster Community Association**

( ) Completed and signed **BACKGROUND CHECK CONSENT** form for each tenant in the residence 18 years or older. The background check is **\$40** is for each person 18 years or older (**\$71**) for each Canadian or states that do not report to the Nationwide database 18 years or older). Former residents and/or consecutive renewals are not subject to the background check requirement. **Please note that there may be an additional surcharge if your state does not report nationally extra fee of \$50.**

Applying renters have the option of using Rentspree, an online background check recourse for background checks. Use of Rentspree eliminates the need for check, money order or cash payment. Please follow this link for more information <https://www.rentspree.com/renter/> .

When using Rentspree please have background checks sent to [office@westminstercommunity.com](mailto:office@westminstercommunity.com) and [manager@westminstercommunity.com](mailto:manager@westminstercommunity.com).

( ) Funds for the application processing fee and the background check(s) must be in the form of a money order or cashier's check and made payable to Westminster Community Association.

( ) Completed and signed **COPY OF THE LEASE** for all rentals.

( ) Please include a CLEAR copy of a driver's license for all applicants to ensure a smooth process.

**All paperwork must be completed and signed prior to submission for approval; and, submitted to the Westminster Community Association office, located at 2001 Oxford Ridge Circle, Lehigh Acres, FL 33973, no later than 10 days before the lease date. Applicant may not move in until applicant is approved, no exceptions. Please note **ALL VEHICLES MUST FIT IN THE GARAGE.****

Where should we notify you when approved? \_\_\_\_\_  
(Owner, Realtor, or Management for address)

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

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PROPERTY MANAGER CHECKLIST

DATE APPLICATION RECEIVED \_\_\_\_\_ INITIALED \_\_\_\_\_

APPLICATION FEE RECEIVED \$ \_\_\_\_\_ INITIALED \_\_\_\_\_

DATE BACKGROUND CHECK ORDERED \_\_\_\_\_ INITIALED \_\_\_\_\_

DATE BACKGROUND CHECK RECEIVED \_\_\_\_\_ INITIALED \_\_\_\_\_

BACKGROUND CHECK FEES RECEIVED \$ \_\_\_\_\_

DATE RENTSPREE BACKGROUND CHECK RECEIVED \_\_\_\_\_

TOTAL FEES RECEIVED \$ \_\_\_\_\_ CHECK/ MO # \_\_\_\_\_ INITIALED \_\_\_\_\_

APPLICATION STATUS

APPROVED \_\_\_ DISAPPROVED \_\_\_ DATE \_\_\_\_\_

COMMITTEE MEMBER \_\_\_\_\_

COMMENTS \_\_\_\_\_