

Shelter Cove Tenant

Background Check Instructions

Every potential resident over the age of eighteen years must complete their background check **BEFORE** they will be allowed to be a resident in Shelter Cove.

The current fees below are subject to change without notice.

- **Individual** applicants: \$45 Application fee
- **Married** applicants: \$90 Application fee
- **Rush fee:** \$45 fee

Step 1: Landlord to arrive at your rental amount, length of stay and your method of payment.

Step 2: The applicants will go to the Tenant Evaluation's website: (or use attached flyer with QR code. <https://tenantevaluation.com/> to start their application The applicants will enter the community code **6869**, complete the information requested and pay the application with a credit card. At this point the main applicant will receive an email with instructions to complete this step is called DocuSign, that contains Shelter Cove's Application Documents. Here, the main applicant will fill out the information Shelter Cove requires and sign all pertinent documents. The applicant will also receive a second email with instructions on how to upload the documents, such as a copy of their driver's license or passport, social security number, pet photo and a photo of their living unit. If the tenant does not upload pictures (all 4 sides) of their RV, they will not be approved until provided to the committee. When the applicant's click on the "Finish" button, the tenant will then receive the second email stating that the applicant application is completed and is in process. It may take approx. 72 hours for Tenant Evaluation to complete.

Step 3: Once Tenant Evaluation has processed all the verifications and has obtained all the required documentations, the committee will then receive a final email from Tenant Evaluation stating the applicant's check is completed. The committee members then have access to review the application and background check, discuss and approve or deny the application. After the committee makes a decision, the tenant will receive an email if they are approved or denied.

Step 4: Tenant or Landlord completes the gate access form to be programmed into the community gate system. Provide gate form to any current officers of the board. Emails are listed below.

Please do not hesitate to contact Tenant Evaluation for technical issues completing your background check at 305.692.7900. You may also reach out to Shelter Cove's community manager with Sentry Management.

Bridgette Sheari at 407 846 6323 Ext 55028 Email: bshearin@sentrymgt.com if you have any questions regarding the rental rules and regulations of the community or need help with the background check. We may see an application coming in but are unaware of the exact owner the tenant is renting from therefore it is a good idea to let a board member know to look out for the name of your tenant.

Please see Email address to the board members currently on the background check committee. You may contact within regards to tenant background checks and applications:

President: President@ShelterCoveFlorida.com

Vice President: VicePresident@ShelterCoveFlorida.com

Secretary: Secretary@ShelterCoveFlorida.com

Treasurer: Treasurer@ShelterCoveFlorida.com

Tenant Gate Access

Owner or Tenants must complete a gate access form in order to purchase keys or gate cards. Tenants must complete the background check and be approved prior to being programmed into the gate system. Forms include Last name, First name and telephone number is required to be correctly entered into the gate system. This information provided will allow each resident to buzz their guest or delivery person into the community therefore it is important to have all forms completed. If you have issued them gate cards, we will need to know the 5 digits located on the card in order to assign that card to your tenant. All tenants upon vacating property will be immediately deleted from the gate system as well as gate card deactivated or reassigned to the next tenant with proper notice.