



We are glad you are considering Ventura at BellaTrae as your new home! Below is the New Tenant/ Lease Application Process. Please refer to the Leasing and Occupancy Policies, adopted 7/28/20.

Tenant Evaluation is the online application process. <https://tenantevaluation.com/>

Please be aware that this background check includes criminal background and sexual predator history but does not include a credit check or income verification as that would be between the unit owner or agent and their applicant.

Tenant Evaluation is a third-party vendor, and the Community Association Manager is not able to assist with the application process, upload forms or review forms. If you need assistance with the application process, please contact Tenant Evaluation Support 855-383-6268.

Applicants upload the lease and required addendums including the Rules and Regulations, pet information, etc. into the Tenant Evaluation program and complete any required application process. All parties (not named on the deed, other than direct family members as indicated on the Leasing and Occupancy Policies) that will be residing in the unit must be named as either a Tenant or Occupant.

If there is not a lease in place, for example the unit owner has a friend that would be residing in the unit, the application process must still be completed. Please contact the Community Manager for the applicable Occupant Addendum which may be used in lieu of a lease.

The Tenant Evaluation code for a NEW applicant is 7513.

The current rates are as follows:

\$100.00 for an individual or married couple applying jointly at the same time.

\$170.00 for two roommates.

To add on each additional room-mate is \$36.27.

Prices are subject to change.

The owner or agent must submit a Lease addendum for any changes in occupancy (move-ins/ move-outs) during a lease or occupancy term whenever applicable.

Once the application process is completed, the Board of Directors reviews the application(s) and renders a decision. The applicant or their agent, whichever is applicable, will be provided with a written notice of the determination.

Per the Ventura at Bella Trae Governing Documents:

12.5.6 No Lease agreement may be for a term of other than seven (7) months.

12.5.2 All lease agreements, together with an application signed by both the Owner and Tenant, in a form approved by the Association, shall be submitted at least thirty (30) days prior to commencement of the lease term.

Access decals and cards are programmed to be activated from the lease start to lease end date, and automatically deactivate upon the lease expiration date.

Please be reminded to provide the lease renewal agreement or proposed new lease and forms at least 30 days prior to the lease start date. Failure to adhere to this procedure may result in denial of the lease agreement.

Thank you for your adherence with the procedures.