



 **TenantEvaluation™**
We've made it easy

**Castle Group
Proposal**



Dear Property Castle Group:

Tenant Evaluation offers the convenience of processing your entire application and collecting applicant documents such as: lease contract between tenant and owner, lease addendum, sales contract, estoppel certificate, notarized forms, and many more.

As part of our enhanced services you'll enjoy the ability to utilize a suite of premier resident screening products and tools, local support, and package pricing.

Our enhanced software will benefit your association in the following ways:

- Access to the most advanced resident screening products and databases available
- Significant cost reductions
- Results returned in 1 hour for most packages
- Streamlined screening process
- Customized product packages
- Reduced risk from Fair Housing lawsuits

Please review the packages on the following page to determine which one best suites your needs.

Tenant Evaluation is looking forward to the opportunity to serve all of your resident screening needs.

All the best,

Tenant Evaluation LLC
78 SW 7th St, Miami, FL 33130
Office 305.692.7900 Ext.

Date : 6/22/22

Product Details

DOCUMENT COLLECTION

We offer the convenience of processing your entire application and collecting applicant documents such as: lease contract between tenant and owner, lease addendum, sales contract, estoppel certificate, notarized forms, and many more!

IN-DEPTH FEDERAL U.S. CIRCUIT COURTS

We provide an in-depth federal search to capture federal offences of applicants who are wanted for drug trafficking, money laundering, and related crimes.

***INSTANT INTERNATIONAL BACKGROUND**

Within this search, we utilize worldwide court researchers, government contacts and private agencies when conducting international criminal record searches. The search will report crimes and offences comparable to felonies in the United States. When available, the international criminal records search will report less serious offences as well. Should you wish to do a more in-depth search, we recommend an in-depth international.

***INSTANT NATIONWIDE EVICTIONS, SUITS, LIENS, AND JUDGEMENTS**

This services searches thousands of public records throughout the 50 states ranging from eviction filings to civil suits.

CREDIT REPORT WITH SOCIAL SECURITY VALIDATION

Each consumer credit report is provided with a FICO® score and automatic verification of application data including social security number, Death Master, address and phone number. Also, each report offers a comprehensive selection of additional data with the consumer credit report including: Bankruptcy Watch - Strong bankruptcy predictor, Decode – Trade line Contributor details, Fraud Alerts and Tools.



EMPLOYMENT VERIFICATION

Our team of agents contacts an applicant's current or previous employer to verify employment status and income information.

CHARACTER VERIFICATION

We contact up to two references to verify character essential information about your prospective tenant.

BANK VERIFICATION

We gather information including bank name, account name, account type, opening date, balance range, terms and status is verified.

LANDLORD VERIFICATION

We research databases for prior reported instances and if necessary contact current and or previous landlords to verify rental essential information about the applicant. A series of questions are asked in regards to payment records and their overall tenancy history.

Resident Screening & Electronic Application

The industry's most customizable online application, meeting the needs of various business models including condo/HOA, multifamily, student housing and affordable housing, with a myriad of workflows. Applicants are required to create a username and password to apply, increasing ease of use. Add, remove, or require questions. Tenant Evaluation's resident screening takes the guesswork out of qualification. Built-in flexibility allows you to tailor criteria by community, region or portfolio and apply parts of the screening to different applicant types (e.g. only criminal on the guests, and credit and criminal on the resident). Red flag warnings facilitate compliance with the Fair and Accurate Credit Transaction Act (FACTA) designed to address identity theft.

*Due to variants in database updates and access, please refer to our website for a complete list of provided databases and their schedule of updates.

TENANT APPLICATION PACKAGES

Does the association/property allow

LEASES

YES NO

PURCHASES

YES NO

GUEST / ADDITIONAL RESIDENT

YES

1 Select the packages you want to use

PREMIUM DOCUMENT COLLECTION

Collection of Electronic Signatures/Initials

- Data collected will be automatically transferred into your electronic application/screening package, reducing workload and making the process easier for your applicants.

Premium Document Collection

- Photo ID
- Marriage Certificate
- Pet Photo (optional)
- **Up to 10 extra documents**

Collection of Application Fees

- Staff Training
- E-Statements (ACH Direct Deposit)
- *An extra \$10.00 fee will be charged if rebates checks apply

BACKGROUND PACKAGE

Criminal Background

- Instant Nationwide & Instant International
- National Sex Offender/Predator Search
- Federal Database Search & FBI Most Wanted
- County and State Databases
- 65+ Terrorists Databases

Collection of Electronic Signatures/Initials

- Data collected will be automatically transferred into your electronic application/screening package, reducing workload and making the process easier for your applicants.

Premium Document Collection

- Photo ID
- Marriage Certificate
- Pet Photo (optional)
- Up to 10 extra documents collection

Collection of Application Fees

- Staff Training
- E-Statements (ACH Direct Deposit)
- *An extra \$10.00 fee will be charged if rebates checks apply

PRICE \$25

Renters

Select

Buyers

Select

Guest

Select

PRICE \$30

Renters

Select

Buyers

Select

Guest

Select

TENANT APPLICATION PACKAGES



BUSINESS PACKAGE

- ✓ **Criminal Background**
 - Instant Nationwide & Instant International
 - National Sex Offender/Predator Search
 - Federal Database Search & FBI Most Wanted
 - County and State Databases
 - 65+ Terrorists Databases
- ✓ **Credit Report with SSN Validation**
- ✓ **Collection of Electronic Signatures/Initials**
 - Data collected will be automatically transferred into your electronic application/screening package, reducing workload and making the process easier for your applicants.
- ✓ **Premium Document Collection**
 - Photo ID
 - Marriage Certificate
 - Pet Photo (optional)
 - **Up to 10 extra documents**
- ✓ **Collection of Application Fees**
 - Staff Training
 - E-Statements (ACH Direct Deposit)
 - *An extra \$10.00 fee will be charged if rebates checks apply

BUSINESS + PACKAGE

- ✓ **Criminal Background**
 - Instant Nationwide & Instant International
 - National Sex Offender/Predator Search
 - Federal Database Search & FBI Most Wanted
 - County and State Databases
 - 65+ Terrorists Databases
- ✓ **Credit Report with SSN Validation**
- ✓ **Collection of Electronic Signatures/Initials**
 - Data collected will be automatically transferred into your electronic application/screening package, reducing workload and making the process easier for your applicants.
- ✓ **Premium Document Collection**
 - Photo ID
 - Marriage Certificate
 - Pet Photo (optional)
 - **Up to 10 extra documents**
- ✓ **Collection of Application Fees**
 - Staff Training
 - E-Statements (ACH Direct Deposit)
 - *An extra \$10.00 fee will be charged if rebates checks apply
- ✓ **Nationwide Evictions, Suits, Liens, and Judgements**

PRICE \$43

Renters



Select

Buyers



Select

Guest



Select

PRICE \$56

Renters



Select

Buyers



Select

Guest



Select

PREFERRED PACKAGE

- Criminal Background**
 - Instant Nationwide & Instant International
 - National Sex Offender/Predator Search
 - Federal Database Search & FBI Most Wanted
 - County and State Databases
 - 65+ Terrorists Databases

- Credit Report with SSN Validation**

- Collection of Electronic Signatures/Initials**
 - Data collected will be automatically transferred into your electronic application/screening package, reducing workload and making the process easier for your applicants.

- Premium Document Collection**
 - Photo ID
 - Marriage Certificate
 - Pet Photo (optional)
 - **Up to 10 extra documents**

- Collection of Application Fees**
 - Staff Training
 - E-Statements (ACH Direct Deposit)
 - *An extra \$10.00 fee will be charged if rebates checks apply

- Nationwide Evictions, Suits, Liens, and Judgements**

- Standard Reference Verifications**
 You can select **ONE** from the following

PRICE \$ 66

Renters



Select

Buyers



Select

Guest



Select

PREFERRED PACKAGE PLUS

- Criminal Background**
 - Instant Nationwide & Instant International
 - National Sex Offender/Predator Search
 - Federal Database Search & FBI Most Wanted
 - County and State Databases
 - 65+ Terrorists Databases

- Credit Report with SSN Validation**

- Collection of Electronic Signatures/Initials**
 - Data collected will be automatically transferred into your electronic application/screening package, reducing workload and making the process easier for your applicants.

- Premium Document Collection**
 - Photo ID
 - Marriage Certificate
 - Pet Photo (optional)
 - **Up to 10 extra documents**

- Collection of Application Fees**
 - Staff Training
 - E-Statements (ACH Direct Deposit)
 - *An extra \$10.00 fee will be charged if rebates checks apply

- Nationwide Evictions, Suits, Liens, and Judgements**

- Standard Reference Verifications**
 You can select **TWO** from the following

PRICE \$ 72

Renters



Select

Buyers



Select

Guest



Select

TENANT PREMIUM PACKAGE

- ✓ **Criminal Background**
 - Instant Nationwide & Instant International
 - National Sex Offender/Predator Search
 - Federal Database Search & FBI Most Wanted
 - County and State Databases
 - 65+ Terrorists Databases

- ✓ **Credit Report with SSN Validation**

- ✓ **Collection of Electronic Signatures/Initials**
 - Data collected will be automatically transferred into your electronic application/screening package, reducing workload and making the process easier for your applicants.

- ✓ **Premium Document Collection**
 - Photo ID
 - Marriage Certificate
 - Pet Photo (optional)
 - Up to 10 extra documents collection

- ✓ **Collection of Application Fees**
 - Staff Training
 - E-Statements (ACH Direct Deposit)
*An extra \$10.00 fee will be charged if rebates checks apply **Nationwide Evictions, Suits, Liens, and Judgements**

- ✓ **Premium Reference Verifications**

All FOUR verifications included

 - ✓ Character Verification
 - ✓ Employment Verification
 - ✓ Landlord Verification
 - ✓ Bank Verification

PRICE \$ 78

Renters



Select

Buyers



Select

Guest



Select

APPLICANT FEES

2 Please set the amount of the fees to be collected from the applicant by Tenant Evaluation via Credit / Debit card.

Please set the amount of the fees to be collected from the applicant by Tenant Evaluation via Credit / Debit card.

For Individual/ Non-married applicants: \$ 150

For married couple: \$ 150

Does your association charge a different amount for Additional Residents/ Guest?

Yes No

For Individual/ Non-married applicants: \$ _____

For married couple: \$ _____

Florida Statues limits the application fee to a maximum of \$150.

Please refer to the following link: [FLORIDA STATUE LAW](#)

If your Association will charge over \$150.00 per applicant, we highly recommend that you contact the association's legal counsel to obtain guidance in regards to the fees your association is allowed to charge.

A 3.9% credit card surcharge will be assessed on application fees collected through the Tenant Evaluation's system.

Processing credit card payments on behalf of the associations is part of our operational procedures. Cardholder has an amount of time set by their banking institution to dispute a processed credit card payment transaction and file a Chargeback. Once Chargebacks are filed, your account will be assessed with the dispute amount and an additional Chargeback Bank Processing Fee of \$25.00. Our accounting team will process the chargebacks dispute and submit a rebuttal that may or may not result in regaining the payment. All the Debits and Credits resulting from a chargeback will be disclosed on the monthly Rebates Statements and may result in an Invoice.

BREAKDOWN APPLICATION FEE

Note that Tenant Evaluation will remit to your community the difference between TE's charges and the amount collected from the applicant.

For example: (The following fees breakdown is just an example, actual amounts will vary depending on amount charge to applicant and TE package selected)

Payment from Applicant:	\$150
TE Package Pricing:	\$35* (this fee will vary depending on the package selected)
3.9% Credit Card surcharge from Applicant Payment:	$150 - 3.9\% = \$5.85$
Total Rebate to Community:	$150 - \$35 - 5.85 = \109.15

Note: A 3.9% credit card surcharge will be assessed on application fees collected from the applicant(s).



Initials



Keep customizing your application packages.

Quick-approve letter customization

We can customize your approval or denial letter to go with your own branding.

- Yes, I want custom letter**
- No, I don't want it**

Quick-approve system

This feature is designed to provide an easy-to-use interface for the approval/denial of an applicant with just the click of a button! In addition, this new feature provides timely communication between Management and the Screening Committee. You have the option to select approve/deny and automatically notify management and the applicant(s) via email of the final decision by a copy of the approval/denial letter

If interested please contact us for more information.

compliance@tenantevaluation.com

PRICE \$ 30

One time fee

COMPLIMENTARY FEATURE

Deluxe custom application

Convert your current application/screening packet into an easy to fill the electronic document. Data collected online thru the Tenant Evaluation website will be automatically transferred into your electronic application screening package, reducing workload and making the process easier for your applicants.

COMPLIMENTARY FEATURE



Who will be responsible to setup the new account in Tenant Evaluation?

* this person will be receiving the on- boarding invitation, and will be responsible to fill out the forms to set up the new property.

Fiamma

First Name

Transition Specialist

Title

Sierra Solano

Last Name

fsierra@castlegroup.com

Email

Is this person de Property Manager? **Yes** **No**

If no, please provide the Property Manager's information

Cristy

First Name

(561) 395-6311

Phone

Santiago

Last Name

csantiago@castlegroup.com

Email

CONTINUE





Proposal Agreement:

ADDRESS: 2701 S. Ocean Blvd. Highland Beach, FL 33487

BUSINESS PHONE NUMBER: (561) 395-6311

I hereby certify that I accept the services and pricing offered by Tenant Evaluation LLC as outlined on this Proposal document, all the information contained on this form reflects the final wishes of management regarding our account with Tenant Evaluation, and understand that said information will be reflected in the screening services rendered by Tenant Evaluation and on my final application given to the applicant. I understand that I am allowed to have one complimentary change within 48 hours after the set up of the community's application. All further changes requested after the 48 hour review period will incur a \$15.00 fee per change/update request.

I understand that the time it takes to process a change/ update will vary based on the change/update requested and that all requests for changes/updates to any information provided to Tenant Evaluation by my community must be made in writing. We reserve the right to increase package prices with prior notice. Applicants will be provided an option to rush their application within Tenant Evaluation's system. I understand that there will be a 3.9% convenience fee charged for application fees collected through our system by Credit Card. Prices are subject to change with prior notification.

Processing credit card payments on behalf of the associations is part of our operational procedures. Cardholder has an amount of time set by their banking institution to dispute a processed credit card payment transaction and file a Chargeback. Once Chargebacks are filed, your account will be assessed with the dispute amount and an additional Chargeback Bank Processing Fee of \$25.00. Our accounting team will process the chargebacks dispute and submit a rebuttal that may or may not result in regaining the payment. All the Debits and Credits resulting from a chargeback will be disclosed on the monthly Rebates Statements and may result in an Invoice.

Castle Group

Carlton House Management Association, Inc.

MANAGEMENT COMPANY NAME
Carole Guglielmo
~~Laraine Baldi~~

*** PROPERTY NAME**

*** PRINTED NAME**

Vice President
*** POSITION/TITLE**

*** SIGNATURE** X

*** DATE** 6/22/22

PROPOSAL PRESENTED BY:
Tenant Evaluation, LLC