



New Tenant and Renewal Applications

- All occupants 18 years and older are required to complete the application process
- Association approval is mandatory for both new tenants and lease renewals
- The Management Office does not assist tenants with completing applications

Step 1: Application & Screening

All applications are processed through Verify Screening Solutions. Ph: (888) 983 9511 or support@verifyssi.com

Required documents: *(Max file size: 6MB each)*

- Fully executed lease (signed by Landlord and all tenants)
- Government-issued photo ID
- Vehicle registration
- Pet vaccination records (rabies), photo and ESA/Service Animal documentation (if applicable)

Important:

Verify Screening Solutions may contact you via email if additional information is required. Please check your inbox/spam/junk folder regularly to avoid delays.

How to apply:

1. Go to www.applyfastnow.com
2. Enter the appropriate code:
 - New Tenant: SM001
 - Renewal: SM002
3. Complete all required fields and questions
4. Application fee for new tenants \$100.00

Step 2: Association Approval

- The Management Office will conduct final review and approval
- Applicants will be contacted once a decision is made

Please note:

- The Management Office does not provide status updates due to high application volume
- Move-in is not permitted until approval is granted by the Association
- It is the Landlord and applicant's responsibility to allow sufficient time for processing prior to lease start or renewal dates

Thankyou for your cooperation in helping to maintain community standards at San Matera the Gardens