

100 SW 18<sup>th</sup> Ave, Ft Lauderdale, FL 33312  
HEF MANAGEMENT, LLC



Dixie Court



**POINCIANA CROSSING APARTMENTS 28%**

1801 SW 1st Avenue, Fort Lauderdale, FL 33315

[poincianaleasing@hefmanagement.com](mailto:poincianaleasing@hefmanagement.com)

1. Government issued photo ID for all adults
2. Social Security cards for all household members
3. Birth Certificates for all minors in the household
4. \$85.00 non-refundable application fee per adult or \$85.00 for married couple
5. \$200.00 holding deposit (applied to security deposit if approved)  
\*Non-refundable after 72 hours if applicant fails to enter the lease after the approval of application
6. Pet Fee \$150 (non-refundable) \*Breed restrictions with weight limit of 25 lbs. full grown

**Application and holding deposit should be two (2) separate money orders. NO CASH ACCEPTED**

❖ All rent includes water, sewer, trash and pest control. Residents are responsible for electric.

One bedroom/One bathroom	*617 sq ft	\$394.00
Two bedrooms/Two bathrooms	*926 sq ft	\$473.00

***Parking is 1 spot per Unit***

**Security Deposit**

**Security deposit is equal to 1 month's rent;**

**\*Security deposit may increase depending upon credit, up to two month's rent**

**\*No rental history=deposit required is equal to one and half month's rent**

**Minimum Allowable Income**

Minimum income for (1) Bedroom \$12,090.00  
Minimum income for (2) Bedroom \$14,490.00

**Maximum Allowable Income**

(1) Person \$17,248.00	(4) People \$24,640.00
(2) People \$19,712.00	(5) People \$26,628.00
(3) People \$22,176.00	

❖ Applicants must have a combined verifiable income in an amount in accordance with current community guidelines no less than two and half times the rental rate. All income must be steady and verifiable.

**Resident Selection and Qualification Criteria**

In order to assist you with your decision on your new home, we are providing a list of guidelines used to qualify applicants for residency in our communities. Nothing contained in these requirements shall constitute representation by HEF Management, LLC that all residents and occupants currently residing in our community have met or currently meet these guidelines. Our policy is to require everyone over 18 to be a leaseholder and therefore, must be approved as a leaseholder. We make very limited exceptions. Qualification standards include but are not limited to the following criteria:

**Occupancy Standards**

- ❖ All applicants must meet the established occupancy standards. As a general policy, there should be no more than two persons per bedroom. The only exception to occupant limitations is anyone protected as familial status under Federal Fair Housing Guidelines. In this case, we will allow 2 persons per bedroom, plus one additional person in the apartment home.
- ❖ The dwelling you applied for is subject to the laws and regulations pertaining to the Low Income Housing Tax Credit (LIHTC). Your eligibility and occupancy in such housing is dependent upon strict compliance with the specific income eligibility and other requirements of each program. To determine program eligibility, you will be asked to provide sources and documentation to verify all income, assets, student status and other eligibility information.

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**Credit History**

- ❖ Our credit reporting agency evaluates credit and rental history against indicators of future rental payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, or denial.
- ❖ Medical collections or student loans will NOT affect your credit score calculation.
- ❖ Credit check acceptance factors are acceptable accounts and rent to income ratios.
- ❖ No credit history will equal good credit history.

**Rental History**

- ❖ Written rental verification is required.
- ❖ Evictions and foreclosures in the past (2) year will be denied; two to five years will be taken into consideration.
- ❖ Rental history will be reviewed. Manager will evaluate past performance of financial obligations, including references from landlords. Unpaid judgments, rent, and/or damages owed to prior landlords will result in a denial.
- ❖ Applicants must be in good standing with all Housing Authorities.

**Criminal History**

- ❖ Our investigation includes criminal background screening. It is possible your application may be denied due to criminal convictions or charges. We conduct background screening on leaseholders and occupants.
- ❖ Certain felony, federal and sexual crimes within the past 5 years may result in an automatic denial.
  - ❖ **Management reserves the right to require criminal background checks at each recertification/ renewal.**

**Rejection Criteria**

- ❖ Falsified information and willful or serious misrepresentation in the application procedure or certification process for any apartment and will be denied.
- ❖ Records of disturbance of neighbors, destruction of property or other disruptive or violent behavior.
- ❖ Non-compliance with rental agreement, Owing prior landlords, Owing utility providers
- ❖ Unsanitary or hazardous housekeeping, Credit history or Criminal Activity

**Fair Housing Statement**

- ❖ HEF Management, LLC and the Owner are committed to compliance with all federal, state and local fair housing laws. It is our policy to comply with all laws prohibiting discrimination, including all those that prohibit discrimination based on race, color, religion, national origin, sex, familial status or disability and any other local laws protecting specific classes.

**ADA Statement**

- ❖ HEF Management LLC and the Owner are committed to compliance with the American with Disabilities Act by allowing the modification of existing premises for reasonable accommodations at the expense of the disabled person, if the disabled person agrees to restore the premises at their own expense to the pre-modified condition provided the modification would not affect the use and enjoyment of the premises for future residents

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative/Agent for Owner

\_\_\_\_\_  
Date

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## Poinciana Crossing Apartments

### ITEMS NEEDED TO COMPLETE YOUR APPLICATION

#### PLEASE BRING WITH YOU:

- DRIVER'S LICENSE OR GOVERNMENT ISSUED PHOTO FOR EACH PERSON 18 YEARS AND OVER
- SOCIAL SECURITY CARDS FOR EACH PERSON LISTED ON THE APPLICATION (INCLUDING MINORS)
- BIRTH CERTIFICATE FOR ALL MINOR PERSONS LISTED ON THE APPLICATION
- MARRIAGE CERTIFICATE(S) (IF APPLICABLE or IF SEPARATED)
- DIVORCE DECREE (IF APPLICABLE)
- ALIMONY PAPERWORK (IF APPLICABLE)
- CHILD SUPPORT COURT DOCUMENTS (IF APPLICABLE) AND PRINT OUT OF PAYMENTS
- CHILD SUPPORT LETTER SHOWING NO PAYMENTS RECEIVED (IF APPLICABLE)
- LAST SIX PAYSTUBS RECEIVED
- IF SELF EMPLOYED PROVIDE LAST TWO INCOME TAX RETURNS
- UNEMPLOYMENT PAYSTUBS OR AWARD LETTER (IF APPLICABLE)
- CURRENT SOCIAL SECURITY AWARD LETTER OR BENEFIT (IF APPLICABLE)
- VA/MILITARY INCOME PROOF (IF APPLICABLE)
- BANKING INFORMATION (6 MONTHS CHECKING STATEMENTS, MOST RECENT SAVINGS STATEMENT, MONEY MARKET ETC.) (FAX#, ADDRESS, PH# AND ACCOUNT#)
- STATEMENTS OF LIFE INSURANCE POLICIES, SAVINGS CERTIFICATES/MONEY MARKET/CREDIT UNION.
- PENSION STATEMENTS(IF APPLICABLE)
- OTHER RETIREMENT FUNDS /ANNUITIES/ASSETS STATEMENTS (IF APPLICABLE)
- AFDC/TANF(FOODSTAMPS) AWARD LETTER OR STATEMENT
- NOTARIZED CONTRIBUTION LETTER (IF ANY RE-OCCURRING CONTRIBUTION IN PLACE)
- SCHOLARSHIP/GRANT INFORMATION AND PROOF (IF APPLICABLE)
- STUDENT SCHEDULE (IF APPLICABLE)
- PROOF OF ANY OTHER INCOME SOURCE NOT LISTED ABOVE

#### PLEASE NOTE

ALL INCOME INFORMATION/PROOF MUST BE CURRENT AND DATED WITHIN 120 DAYS OF YOUR ANTICIPATED MOVE-IN. PAPERWORK OLDER THAN 120 DAYS WILL NOT BE VALID. (THIS EXCLUDES: IDENTIFICATION/SS CARD/BIRTH CERTIFICATES/DIVORCE DECREES/ANY COURT RELATED PAPERWORK/CHILDREN CUSTODY AWARD PAPERWORK.)

#### **PLEASE ALSO NOTE THAT THERE ARE 3 LEVELS OF APPLICATION APPROVAL:**

- CREDIT/CRIMINAL BACKGROUND CHECK APPROVAL STEP 1
- SATISFACTORY LANDLORD VERIFICATION APPROVAL STEP 2
- COMPLIANCE APPROVAL STEP 3 (FINAL STEP)

**ONCE YOU HAVE ALL 3 APPROVALS, YOUR APPLICATION IS CONSIDERED APPROVED FOR MOVE IN.**

PLEASE HAVE AVAILABLE ALL CONTACT INFORMATION FOR ALL SOURCES OF INCOME, PREVIOUS LANDLORDS, ETC.