




Fleming Island

1544 County Road 220, Suite 102
Fleming Island, FL 32003
(904)375-9111


Amelia Island

3391 S. Fletcher Ave., Suite A
Fernandina Beach, FL 32034
(904)321-1999

Initial Application Checklist

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- _____ Review Tenant Selection Criteria (Paper Application Requires Initials)
 - _____ Complete Rental Application (Online or Paper)
 - _____ Pay Rental Application (Online or Certified Funds at either location)
 - _____ Proof of Income (Last 2 pay stubs, LES, etc.)
 - _____ Copy of Government Issued Photo ID
 - _____ Approve Online Credit Check Request (Online Applications)

After Approval

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- _____ Pay Security Deposit Upon Approval (Certified Funds Only)
 - _____ Pay Lease Prep Fee Upon Approval (Separate Certified Funds)
 - _____ Sign Lease Agreement
 - _____ Pay First Month's Rent Upon Lease Signing