

Lake Forest Condominium

Address: \_\_\_\_\_

Unit # \_\_\_\_\_

The Westcoast Management & Realty Client Services Department is happy to work with you during your application process to the above-referenced association. In effort to ensure a smooth application process please take the time to read and implement the following:

Applications must be completed in full and required items must be submitted together at the time of application. Partially submitted applications will delay processing. A checklist has been provided below for your use to ensure that all required items are submitted successfully.

You can mail this information to the following address: Lake Forest Condominium

C/O Westcoast Management  
10502 N. Dale Mabry Hwy  
Tampa, FL 33618

Please allow 1-2 weeks for processing from the date of receipt. Should you have any questions regarding the application process please contact Client Services at 813-908-0766 or via email: [Service@wcmanagement.info](mailto:Service@wcmanagement.info) (office hours are weekdays 9am to 5pm). Thank you in advance for your attention to this matter. We look forward to working with you!

**PLEASE REMIT THE FOLLOWING:**

- \_\_\_\_\_ Signed Contract (**SALE**)
- \_\_\_\_\_ Copy of Lease (**LEASE**)
- \_\_\_\_\_ Background Check - fee **\$100 (PER ADULT)** Paid online. See below. (**SALE, LEASE & OCCUPANT**)
- \_\_\_\_\_ Paper Application (**SALE, LEASE & OCCUPANT**)
- \_\_\_\_\_ Photo ID (**SALE, LEASE & OCCUPANT**)
- \_\_\_\_\_ \$100 Application Fee, Payable to Lake Forest (**SALE, LEASE & OCCUPANT**)

**INSTRUCTIONS FOR BACKGROUND CHECK, DONE ONLINE:**

There is an upfront fee of \$100 (per adult) for background checks to go along with your application.

- **TO APPLY FOR PURCHASE:**
  - Go to:  
Enter your email address and Click "continue". You will create a password and verify your email address.  
Application is not complete until payment is made.
- **TO APPLY FOR LEASE:**
  - Go to: <https://wc.quickleasepro.com/d/apply/103629>  
Enter your email address and Click "continue". You will create a password and verify your email address.  
Application is not complete until payment is made.
- **TO APPLY FOR OCCUPANT (NOT LEASING BUT RESIDING IN UNIT):**
  - Go to: <https://wc.quickleasepro.com/d/apply/169252>  
Enter your email address and Click "continue". You will create a password and verify your email address.  
Application is not complete until payment is made.

**Note that each adult will need to pay/apply using this process.**

Packet can not be sent to the board until all required documents have been received by the Management Company.

Lake Forest Condominium  
C/O Westcoast Management  
10502 N. Dale Mabry Hwy Tampa, FL 33618  
E-Mail: [service@WCManagement.info](mailto:service@WCManagement.info)  
Phone (813) 908-0766 FAX (813) 908-6833

Lake Forest Condominium

**Application Type:**    Sale       Lease       Occupant (state relationship: \_\_\_\_\_)

Unit Address: \_\_\_\_\_

Current Owner(s)/Landlord: \_\_\_\_\_

Realtor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Title Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Will new owner live in unit: (please select one)     full time     part time     lease

Rental Occupancy Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**1<sup>st</sup> Applicant:** \_\_\_\_\_

First

Middle

Last

Current Address: \_\_\_\_\_

Street Address

City

State

Zip

Gender: M / F (circle one) Birth Date (MM/DD/YY): \_\_\_\_\_

Driver's License # / US Photo ID # \_\_\_\_\_ State Issued \_\_\_\_\_

(Please circle form of ID provided)

Phone: (\_\_\_\_) \_\_\_\_\_ Alt Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord/Mortgage Holder: \_\_\_\_\_ Length of Residence: \_\_\_\_\_ to \_\_\_\_\_

Has an eviction action ever been filed against you? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_

**NOTE: If you answered "Yes" to any of the above questions please explain the circumstances on the back of this sheet.**

**2<sup>nd</sup> Applicant:** \_\_\_\_\_

First

Middle

Last

Current Address: \_\_\_\_\_

Street Address

City

State

Zip

Gender: M / F (circle one) Birth Date (MM/DD/YY): \_\_\_\_\_

Driver's License # / US Photo ID # \_\_\_\_\_ State Issued \_\_\_\_\_

(Please circle form of ID provided)

Phone: (\_\_\_\_) \_\_\_\_\_ Alt Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord/Mortgage Holder: \_\_\_\_\_ Length of Residence: \_\_\_\_\_ to \_\_\_\_\_

Has an eviction action ever been filed against you? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_

Lake Forest Condominium

**NOTE: If you answered "Yes" to any of the above questions please explain the circumstances on the back of this sheet.**

**Additional occupants that will reside in this unit: (Any occupant 18 or older must complete application)**

- 1) \_\_\_\_\_ Birth Date: \_\_\_\_\_  
2) \_\_\_\_\_ Birth Date: \_\_\_\_\_

**Vehicle Registration:**

- 1) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Year: \_\_\_\_\_ Tag#: \_\_\_\_\_ State Issued: \_\_\_\_\_ Decal# \_\_\_\_\_  
2) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Year: \_\_\_\_\_ Tag#: \_\_\_\_\_ State Issued: \_\_\_\_\_ Decal # \_\_\_\_\_

**Pet Registration:**

**Pet 1:**

Pet's Name: \_\_\_\_\_ Type of Pet: \_\_\_\_\_  
Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_  
Identification Tags: Yes \_\_\_\_\_ No \_\_\_\_\_ Tag #: \_\_\_\_\_

**Pet 2:**

Pet's Name: \_\_\_\_\_ Type of Pet: \_\_\_\_\_  
Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_  
Identification Tags: Yes \_\_\_\_\_ No \_\_\_\_\_ Tag #: \_\_\_\_\_

**Each applicant, Please Initial the Following:**

I/We have received a copy of all Condominium Documents.

\_\_\_\_\_

I/We have received and read a copy of the Rules and Regulations

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_