

BOCA FALLS

Residency Application Guide
For prospective residents and Realtors

PROPERTY APPLICATION CODE: 7599

Begin your application

Follow these steps in order. The online application generally takes up to 45 minutes to complete.



APPLY ONLINE
www.tenantev.com
Code 7599

1

Visit the application website

Go to www.tenantev.com or scan the QR code above.

2

Create or sign in to your account

Create a new Tenant Evaluation account or sign in to an existing account. Use your own current email address.

3

Enter the Boca Falls code

Enter property application code 7599 to open the Boca Falls application.

4

Complete every required section

Enter accurate information for every requested applicant and occupant. Incomplete information may delay review.

Before you continue

Use an email address that is checked regularly. Make sure all required applicants and occupants are included before moving to the document upload and submission steps on the next page.

Complete the process

Continue in order with document submission, Association review, orientation, and RFID issuance.

5

Upload supporting information

Upload all requested documents. Screening may include credit, criminal background, eviction, income, personal, and employment information.

6

Review, pay, and submit

Review the application carefully. The application fee is charged when the digital application is submitted near the beginning of the process.

7

Monitor your email

Respond promptly if Tenant Evaluation or the Association requests clarification or additional documents.

8

Wait for the Association decision

Tenant Evaluation processes screening information but does not determine approval. The Association makes the final decision.

After Association approval

9

Contact the Management Office

After approval is confirmed, contact the Boca Falls Management Office at 561-883-0728.

10

Schedule orientation

Schedule a confirmed appointment for the required in-person orientation with Management.

11

Attend the sit-down orientation

Attend on the scheduled date. Management will review access procedures, resident responsibilities, and outstanding documents.

12

Receive RFID after completion

An RFID may be issued only after orientation and final verification have been completed and confirmed by Management.

NO RFID BEFORE ORIENTATION

Application completion, payment, screening, or approval alone does not authorize RFID issuance. The resident must complete the scheduled sit-down orientation and final verification before an RFID can be provided.

Please do not arrive for an RFID without a confirmed orientation appointment.

Important information before move-in

Realtors and prospective residents should use this checklist to prevent delays in the application, orientation, and access process.

Realtor checklist

- ✓ Provide this guide to prospective buyers or tenants early in the transaction.
- ✓ Direct the applicant to www.tenantev.com and property code 7599.
- ✓ Confirm that every required applicant has completed all requested sections and uploads.
- ✓ Do not represent application payment or screening completion as Association approval.
- ✓ Allow adequate time for screening, Association review, and the required orientation.
- ✓ Remind the resident to contact Management after approval to schedule orientation.

Management Office

Boca Falls Homeowners
Association
21700 Boca Falls Drive
Boca Raton, FL 33428

Office: 561-883-0728

Email:
nilla@castlegroup.com

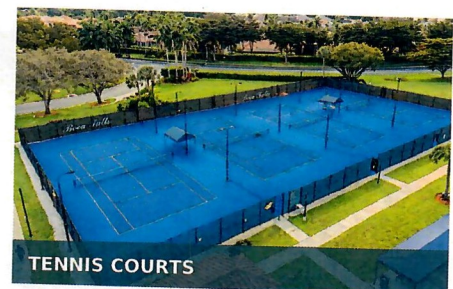
Contact the office after
approval to schedule the
required orientation
appointment.



COMMUNITY WEBSITE

Explore Boca Falls

bocafalls.sites.townsq.io/0



Community photographs provided by Boca Falls.

Application information: Tenant Evaluation property application sheet for Boca Falls HOA.