

## **RESIDENCY APPLICATION GUIDELINES**

**Thank you for your interest in our community. Here are a few guidelines that help us process your application. These apply to anyone over 18 living in the household.**

### **Documents Needed:**

√ Photo ID

√ 2 current pay stubs, **OR:**

Award letter for SSI, Disability, Work Comp or other income, **OR**

2 month's bank statements

√ Prior Year W2's **OR** 1099's or tax return

√ Bank Approval letter **OR** copy of pending Purchase Agreement if applicable.

### **Application Guidelines:**

√ Please be sure the application is **LEGIBLE and COMPLETE.**

√ Have everyone over 18 complete the application (use a second application if necessary).

√ Be sure Social Security numbers are legible and correct. Illegible or incorrect numbers prevent us from reviewing your credit report, and will result in denial of your application.

√ Provide a full physical address (no P.O. Box). *Include street, city, state and zip code.*

√ Provide a current landlord reference. If you have lived at your current address less than 2 years, please provide your previous landlord reference as well.

√ Make sure your employment contact information is complete.

√ Make sure all applicants sign the application.

√ Please remit the application fee. We cannot process your application without it.

√ Please remit a Money Order (only) for your application fee. We cannot process your application without it.

**If all documents are in order and these guidelines followed, we will process your application in 2-3 business days; failure to provide documents or complete information could delay your application. Thank you for choosing our community as your future home!**

Revised 3/09/17