RESIDENCY APPLICATION GUIDELINES

Thank you for your interest in our community. Here are a few guidelines to help streamline the application process. **Everyone over 18 living in the household must apply.**

**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 with accompanying tax return

√ Purchase Agreement

√ Home Financing Paperwork (Bank or Private Sales Agreement) with monthly home payment info (If applicable)

**Application Guidelines:**

**PAPER Applications:**

√ Please be sure the application is LEGIBLE and COMPLETE.

√ Be sure Social Security numbers are legible and correct.

√ Make sure your employment contact information is complete.

√ All applicants must sign the application. (Use a second application if necessary.)

√ Please remit a money order for the application fee. We cannot process your application without it.

**ONLINE Applications:**

√ The app fee is paid while applying online. *Visa, Mastercard, Discover and Amex* are accepted.

√ Upload the Photo ID & pay stubs while applying online. Submit all other documents to the manager; if possible, before applying online.

**ALL Applications (Paper or Online)**

Please provide:

√ A physical address (no PO Box)

√ Min 2 years employment history

√ Landlord references for the past 2 years

If all documents are in order and these guidelines followed, we will process your application within 5 business days. Failure to provide documents or complete information could delay your application. Thank you for choosing our community as your future home!