

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!