

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 for Each Applicant

√ Photo ID

√ 2 *current* pay stubs, OR:

Award letter for SSI, Disability, Work Comp or other income, OR
2 months bank statements

√ Most recent W2's OR tax return (1040/1040EZ pages only)

√ Bank approval, IF home is being financed
(Applicants with bank approvals in the amount of \$50,000 and higher **do not** need to submit income information (i.e. pay stubs, bank statements, tax return, W2's))

√ Purchase Agreement OR Agreement of Sale (AOS)

Application Guidelines

PAPER Applications:

√ Cost to apply *by paper*: \$40 per person

√ Please be sure:

- the application is LEGIBLE and COMPLETE.
- social security numbers are legible and correct.
- your employment information is complete (2 years if avail.).

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

√ Include a **check or money order** for the application fee. We cannot process your application without it.

ONLINE Applications:

√ Cost to apply online: \$30 per person

√ The fee is paid when applying online. ACH, Visa, Mastercard, Discover and Amex are accepted.

ALL Applications (Paper or Online)

Please provide:

- A physical address (no PO Box).

- Min 2 years employment history.

- Landlord references or residency for the past 2 years. A landlord reference may be required as part of our review.

If all documents are in order and these guidelines followed, we will process your application within five (5) business days. Failure to provide documents or complete information could delay your application.

Thank you for choosing our community as your future home!

MANAGEMENT RENTAL APPLICATION

APPLICANT				CO-APPLICANT			
Applicant Name:				Co-Applicant Name:			
Social Sec. No:		Date of Birth:		Social Sec. No:		Date of Birth:	
Home Phone:		Cell Phone:		Home Phone:		Cell Phone:	
E-Mail:				E-Mail:			
Driver's Lic. No./State:		Student: ___Yes ___No		Driver's Lic. No./State:		Student: ___Yes ___No	
Vehicle Make/Model/Year/Tag #:				Vehicle Make/Model/Year/Tag #:			
Provide Addresses for Prior 24 Months				Provide Addresses for Prior 24 Months			
Current Address (street, city, state, zip code) Street _____ City _____ State _____ Zip _____ Own Rent M/I Date: _____ Lease Expires: _____ Rent/Mort. Amt \$ _____ Landlord: _____ Tel.: _____				Current Address (street, city, state, zip code) Street _____ City _____ State _____ Zip _____ Own Rent M/I Date: _____ Lease Expires: _____ Rent/Mort. Amt \$ _____ Landlord: _____ Tel.: _____			
Previous Address (street, city, state, zip code) Street _____ City _____ State _____ Zip _____ Own Rent M/I Date: _____ Lease Expires: _____ Rent/Mort. Amt \$ _____ Former Landlord: _____ Tel.: _____				Previous Address (street, city, state, zip code) Street _____ City _____ State _____ Zip _____ Own Rent M/I Date: _____ Lease Expires: _____ Rent/Mort. Amt \$ _____ Former Landlord: _____ Tel.: _____			
Person(s) occupying home in addition to applicants:							
Name:		Relationship:		Social Sec. No.:		Date of Birth:	
Name:		Relationship:		Social Sec. No.:		Date of Birth:	
Name:		Relationship:		Social Sec. No.:		Date of Birth:	
Pet: Yes No	Breed:	How Many: 1 or 2		Size:	Indoor or Outdoor		
APPLICANT EMPLOYMENT INFORMATION				CO-APPLICANT EMPLOYMENT INFO			
Name & Phone # of Employer:		Time at this job: ____ years ____ mos		Name & Phone # of Employer:		Time at this job: ____ years ____ mos	
Self Employed		Monthly Income: \$ _____		Self Employed		Monthly Income: \$ _____	
Position/Title/Type of Business:		Personnel Phone:		Position/Title/Type of Business:		Personnel Phone:	
If employed in current position for less than TWO YEARS or if currently employed in more than one position, complete the following.							
Name & Phone # of Employer:		Date (from-to):		Name & Phone # of Employer:		Date (from-to):	
Self Employed		Monthly Income: \$ _____		Self Employed		Monthly Income: \$ _____	
Position/Title/Type of Business:		Personnel Phone:		Position/Title/Type of Business:		Personnel Phone:	

Other Monthly Income	Applicant	Co-Applicant	Total
Total	\$	\$	\$

* Self Employed Applicant(s) may be required to provide additional documentation such as tax returns and financial statements.

HOME INFORMATION

VIN #:	Year:	Make:	Model:
Cash Deal	Financed Amt:	Mo. Paymt Amt	
\$	\$	\$	

IN CASE OF EMERGENCY: (Please include one local contact)

Name:	Address:	Tel #:	Relation:
Name:	Address:	Tel #:	Relation:

I hereby give consent to contact the above-listed individuals to discuss any emergency situation.

INITIALS

DECLARATIONS

	Applicant		Co-Applicant	
	Yes	No	Yes	No
Are you a co-maker or endorser on a note?				
Will you occupy the property as your primary residence?				
You may use the space below to provide any additional information you feel is relevant to your application:				

ACKNOWLEDGEMENT AND AGREEMENT

It is understood that the application-processing fee is not refundable, except as provided by applicable law. Applicant(s) hereby consent to allow the owner, manager, or his/her/their agent (hereinafter "Landlord") to obtain credit information, criminal history and related information regarding the applicant(s) for the purpose of determining whether or not to enter into a lease with the applicant(s). Applicant(s) understand that Landlord shall have a continuing right to review applicant's credit information, rental application, payment history, occupancy history, criminal background history and related information for account review purposes and for improving application methods.

Applicant(s) hereby declares that all information provided on this Rental Application is complete, true, and correct to the best of his/her/their knowledge. Applicant(s) hereby authorizes the owner, manager, or his/her/their agent (hereinafter "Landlord") to verify any information at any time contained in this application, including but not limited to, verification of current residency and employment. This application is for preliminary screening use only and does not obligate Landlord to execute a rental agreement or deliver possession of the premises. Applicant(s) further acknowledges that any false or fraudulent information contained herein will void this application and terminate any rental agreement.

Applicant Signature	Date	Co Applicant Signature	Date
X		X	
Management Representative Signature	Date		
X			

The application fee deposited with this application is to cover the cost of processing; this fee is nonrefundable. If this application is approved, I understand that I will pay a security deposit and that I will enter into a separate lease.

Management is committed to comply with all federal, state and local fair housing and equal housing opportunities laws.



8/23/2021