

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!

**If you have additional questions or haven't been contacted after five days of making the application please email this address with questions
applications@gspmanagement.com**