

APPLICATION INSTRUCTIONS

Thank you for your interest in our community! Please read all instructions carefully- incomplete or incorrect applications could delay your approval process.

- Anyone over the age of 18, regardless of relationship to head-of-household, must complete their own application.
 - All applicants (over the age of 18) must bring:
 - Check or money order for \$ 25
 - A driver's license or state issued id
 - A Social security card for each household member
 - Occupants under the age of 18: must have copy of social security card
1. Anyone planning to reside in the household must be listed on the application.
 2. **PLEASE COMPLETE ALL QUESTIONS ON THE APPLICATION.** If a question does not apply to you, answer "no" or write in "n/a" or "none". Incomplete information will delay your application. All questions must be answered. **DO NOT** write N/A across forms that you think do not apply to you.
 3. Mistakes must be crossed out and initialed- DO NOT USE WHITE OUT!
 4. **ALL FORMS ATTACHED** MUST BE COMPLETED- **EXCEPT** FOR THE UNEMPLOYMENT AFFIDAVIT- if you are employed do not complete this page.
 5. **THE AFFIDAVIT OF ALIMONY/CHILD SUPPORT** must be completed, regardless if you do or do not receive alimony or child support or have no children- just mark the boxes that state you are not entitled to receive any monies and sign form.
 - If you entitled to child support: we need your court order or obligation summary AND;
 - 12-month history of payment (available from website or local child support agency)
 6. **WHEN RETURNING**, be sure to include:
 - If you receive SSA, SSD, or SSI: Current benefit letter from social security office
 - If employed: Six most recent, consecutive, paystubs including 1st paystub of YEAR (ytd and gross will be the same)/ eight will be needed if paid weekly
 - First page of most recent bank statement- all accounts!
 - Signed inquiry slip from ATM for cash cards, benefit pay cards (NetSPend, GreenDot, Chime, etc)
 - Most recent statements for 401(k) or the like
 - Copies of WHOLE life insurance policy(s)
 7. **Ours is a non-smoking community- smoking will not be allowed in the building. If you cannot adhere to this policy- please do not apply.**
 8. **APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE APPLICATION FEE AND WILL ONLY BE HELD FOR 3 BUSINESS DAYS IF FAXED OR EMAILED TO PROPERTY.**

