



HORSESHOE GROVE MOBILE HOME PARK

Procedure for Adding an Authorized Tenant

To ensure our records remain accurate and all residents are properly approved, **every adult living in a home at Horseshoe Grove must be approved by management and added to the Rental Agreement as an authorized tenant.**

Please follow the steps below to complete the process.

Step 1 – Provide Required Information

The current tenant must provide management with the following information for the unauthorized tenant:

- Full Legal Name
- Email Address
- Phone Number

Important: The email address **must belong to the new tenant** and **cannot already be associated with another RentRedi account.** RentRedi only allows one email address per tenant account.

Step 2 – Invitations Sent by Management

After management receives the required information, **two separate invitations will be sent.**

A. RentRedi Invitation

Management will send an invitation to the email address provided for the new tenant to create a personal RentRedi account.

B. Dropbox Sign Application

Management will send the rental application through Dropbox Sign to the same email address.

The new tenant must complete and submit the application using Dropbox Sign.

HORSESHOE GROVE

2510 West 2nd Street The Dalles, OR 97058

📞 503-877-6167

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Step 3 – Background Screening

Once the new tenant has created their Dropbox Sign account and completed the application, management will initiate the required background screening.

The background screening request will be sent electronically to the new tenant and costs \$50.00 to be paid by the new tenant.

The screening must be completed before the approval process can continue.

Step 4 – Application Review

Management will review the completed application and background screening.

If additional information or documentation is required, management will contact the applicant.

Step 5 – Sign Required Documents

If the application is approved, management will prepare the required documents for signature.

The following documents must be signed:

- Lease Addendum – Addition of Authorized Tenant
 - Signed by the current tenant(s)
 - Signed by the new authorized tenant
 - Signed by management
 - Horseshoe Grove Community Rules and Regulations
 - Signed by the new authorized tenant acknowledging receipt and agreement to comply with all park rules.
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Step 6 – Approval Complete

The new resident **is not considered an authorized tenant until:**

- ✓ The application has been completed.
- ✓ The background screening has been completed and approved.
- ✓ The Lease Addendum has been fully executed.
- ✓ The Community Rules and Regulations have been signed.

Once all steps have been completed, management will update the tenant records and the individual will become an authorized tenant of the space.

Important Information

- Unauthorized occupants may not be added to the Rental Agreement until the approval process has been completed.
- Providing false or incomplete information may delay or result in denial of the application.
- Failure to complete all required steps by the deadline provided by management may constitute a violation of the Rental Agreement and Community Rules.

If you have questions during this process, please contact Horseshoe Grove Management for assistance.

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