1. Please read the screening criteria prior to filling out the application and ensure that you meet the requirements.
2. Submit via EMAIL all pictures requested.
3. Print out the application and the checklist.
4. If the application and checklist were provided to you in person, skip step 2.
5. If at any time, there is not enough room in the fields provided, attach additional pages to your application.
6. Please fill out all the fields to the best of your ability. If a field does not apply to you, write “n/a”, and move on to the next one.
7. Please write clearly, especially in the fields pertaining contact information and any legal information. If we are unable to read your application, it may increase the processing time.
8. To begin your application, select if you are applying alone or if you have a co-applicant.
9. If you have a co-applicant, they must fill out the second half of this application and pay the non-refundable fee.
10. Continue down and fill out the **Applicant Information** section. When you get to the address part of this section, circle “Rent” or “Own”. If you currently rent, fill out all the fields pertaining to your rental unit in the fields that follow, if you own, write “n/a” in the fields that don’t apply.
11. Once it is complete, move on to **Rental History**. If you did not rent in the last three years, write “n/a” in the landlord related fields.
12. Once you complete the rental history, move on to the **Criminal History** section. Failure to disclose criminal convictions will result in denial of application. Be sure to fill out all the applicable fields, start by circling “Yes” or “No”. If you have no criminal convictions, the rest of the section does not apply to you. Write “n/a” in the remaining fields. (Our community does not accept violent criminals or sex offenders)
13. Continue to the next section **(Employment/Income Information).** Ensure that you meet the income criteria, refer to the screening criteria for details. If your type of income isn’t listed in this section, attach the information on a separate page.
14. Move on to the **Emergency Contact** section. Fill out the contact information of someone you would like us to contact in case an emergency arises.
15. If you have children who will reside with you, fill out their ID information. Then move on to the next section.
16. If you have any vehicles, fill out the physical description of the vehicle first and then include legal information. Please note while there is an option to list 2 vehicles on the application, having more than 1 vehicle will result in extra charges.
17. Move on to **RV Information** section. RV information is required. Refer to screening criteria for restrictions on mobile homes and other dwellings.
18. If you have any pets living with you, include their information in the **Pets** section of the application.
19. If you are applying alone, skip the **Co-Applicant** sections that follow. Once you are done filling out the application proceed to the last page. Sign and date the authorization.
20. You have an option to pay for the application with a card. If you choose to do so, fill out the **Billing Information** part of the application. If you do not want to pay with a card, leave it blank.
21. Once you have finished the application, look over the checklist of the supporting documents we need from you. Be sure to bring **COPIES** of all the documents, the office will not make copies for you.
22. Schedule an appointment or IF YOU ARE OUT OF STATE send us an email with your application, copies of legal documents. Our office will then review your packet to make sure you are not missing any requested information. We will contact you to make payment arrangements for the application and background fee to be considered for a rental space.
23. The application fee is non-refundable, and Landlord does not guarantee a space to any applicant. Residency in our community is based on availability and tenant screening.