

HAMMOND VILLAGE
NEW PARK RESIDENT APPLICATION
REQUIREMENTS AND CHECKLIST

A complete application to become a resident in Hammond Village requires all of the following:

- 1. Completed Application for Tenancy at Hammond Village
- 2. Payment of application fee in the amount of \$50.00
- 3. Completion of a SmartCheck Plus screening by mysmartmove.com. *(To complete this part of the application, the applicant(s) must provide the park with their e-mail address(es). The park will then provide the applicant(s) e-mail address(es) to mysmartmove.com, and mysmartmove.com will send a request for information to the applicant(s). There is a fee (currently \$38.00) for the SmartCheck Plus screening that must be paid online to mysmartmove.com at the time the applicant(s) provide the requested information to mysmartmove.com. SmartCheck Plus reports will be sent directly from mysmartmove.com to the park.)*
- 4. Copy of valid driver's license or picture ID

Prior to moving in, all of the following must be provided to Hammond Village:

- 1. Copy of Deed for the home being moved into the park
- 2. Signed Acknowledgement of Receipt and Acceptance of Hammond Village Rules and Regulations
- 3. Signed Lot Lease Agreement
- 4. Signed Waiver and Release of Homestead Rights