

## MOBILE HOME MOVE-IN STEPS FOR YOURPARK COMMUNITIES

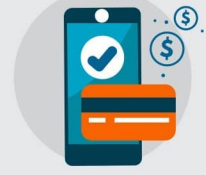
At YourPark Communities, we're here to make moving your mobile home into one of our manufactured housing communities as smooth and stress-free as possible. This guide will walk you through the steps to get approved and settle into your new home with ease.

### SUBMIT APPLICATION & COST

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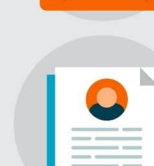
**\$50 per adult for background check.**



Online payment required.



Receive TWA/CashPay instructions via email.



Applications must be 100% filled out – **NO blanks!**

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### VERIFICATION - ID NEEDED

#### ID Options:

- ▶ American ID and social security card, or other acceptable forms.
- ▶ At least one must be a photo ID.
- ▶ Other ID forms.
  - Mexican Passport or Consular ID & ITIN
  - Mexican DL and ITIN
  - Mexican Passport and American DL
  - Some exceptions may apply based on the property.

Provide a photocopy of IDs.



### TO BE APPROVED

3



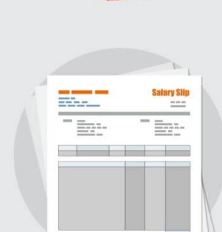
#### Clean Rental History.

- ▶ References are verified.
- ▶ Provide landlord references rather than friends or family.



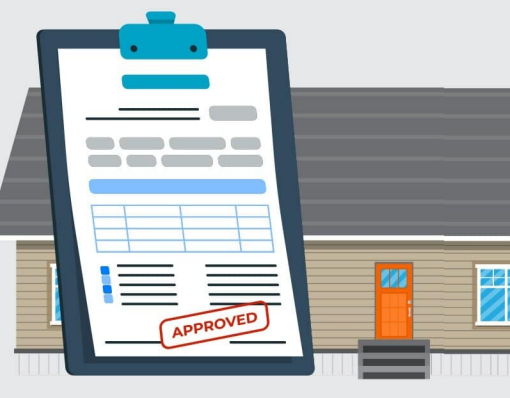
#### Background Check & Home Condition.

- ▶ Criminal history is reviewed.
- ▶ Home in good condition – provide pictures.



#### Income Requirements.

- ▶ Proof of income.
- ▶ Income must be at least 3x lot rent.
- ▶ If the unit is over \$1.2K, lower income requirements may apply.



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### HOME OWNERSHIP VERIFICATION

Verify legal (name) ownership of the home.

- ▶ Home must be registered in the Texas database under the applicant's name.
- ▶ Provide serial and label number for home.



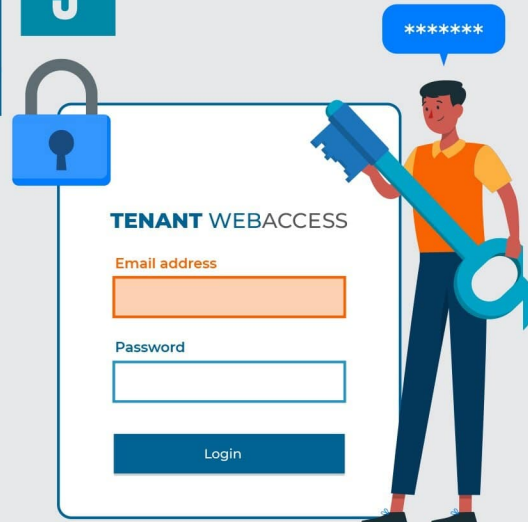
### MAKE PAYMENT - POST APPROVAL

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Payment includes deposit and first month's rent.

- ▶ Partial payments are not accepted.
- ▶ Access the payment portal via:

[www.ParkInHeaven.com](http://www.ParkInHeaven.com)



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### REVIEW AND SIGN LEASE & RULES

Review lease and community rules,

including clean lot policies, animal rules, vehicle and guest restrictions, home upkeep, etc.



**New skirting.** is required within 60 days



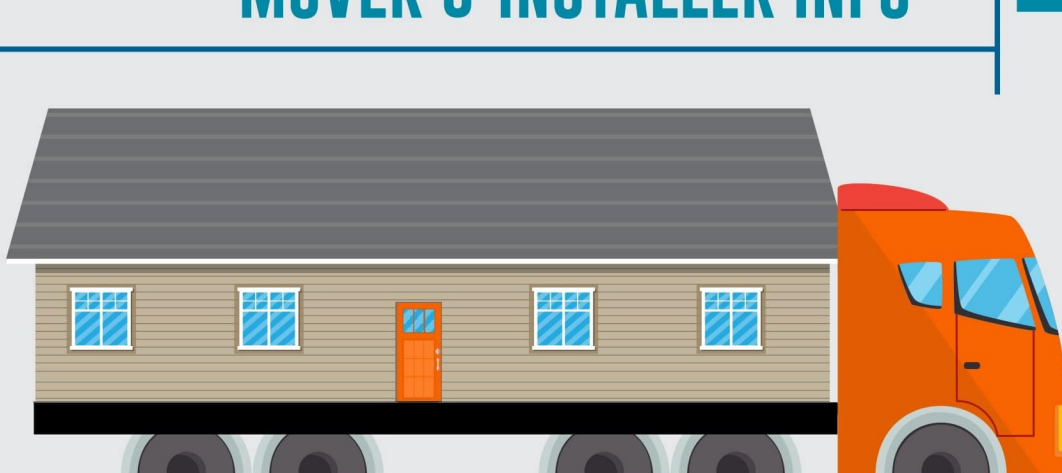
**A copy of the violations notice.** will be provided.

### MOVER & INSTALLER INFO

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Provide mover and installer contact info.

Installer must obtain a city permit.



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### HOME MOVE IN & SIGN OFF

Manager will meet the installer at the new lot.



Manager ensures the installer signs the required form.

