







# 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.

## 1 SUBMIT APPLICATION - COST

-  \$50 per adult for background check.
-  Online payment required.
-  Receive TWA/CashPay instructions via email.
-  Applications must be 100% filled out—NO blanks!

## 2 VERIFICATION - ID NEEDED


-  Provide a photocopy of IDs.
-  ID Options:
  - American ID and social security card.
  - At least one must be a photo ID.




- Other ID forms accepted in South Texas
  - Mexican Passport or Consular ID & ITIN
  - Mexican DL and ITIN
  - Mexican Passport and American DL

## 3 TO BE APPROVED




-  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 - 3X
  - Proof of income and at least 3X lot rent.
  - Send picture of the four sides of home.
  - If the unit is over \$1.2K, lower income requirements may apply.




## 4 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.



## 5 MAKE PAYMENT - POST APPROVAL

-  Payment includes deposit & first month's rent.
-  Partial payments are not accepted.
-  Access the payment portal via: [www.ParkInHeaven.com](http://www.ParkInHeaven.com)



## 6 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.

## 7 MOVER AND INSTALLER INFO

-  Provide mover and installer contact info.
-  Installer must obtain a city permit.

## 8 HOME MOVE IN - SIGN OFF

-  Manager will meet the installer at the new lot.
-  Manager ensures the installer signs the required form.

