

# 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 for 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 and 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.

