

**Community Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

## **Thank you for your interest in our community.**

All applicants are judged by the same criteria:

- A. Housing costs cannot exceed 1/3 of gross monthly income. Housing costs include rent, utilities and mortgage payments.
- B. The applicant has demonstrated through prior tenancies that he or she will comply with the rules and regulations.
- C. The applicant has a recent credit history of paying financial obligations. "Recent" means over the last seven (7) years.

In order to consider your application, it is necessary that we receive the following items from each adult applicant (18 years of age and older):

- 1. A fully completed application form.
- 2. Copies of the most recent three-months' pay stubs or proof of earnings.
- 3. Written verification of source and amount of income other than salary or wages.
- 4. A copy of driver's license or government issued photo ID and social security card.

We need to have all of the above information in our possession before we can begin to process your application. We will run a credit report using the information you have provided. We will check your information against the information that we receive from the Credit Report to verify everything that has been submitted. Please furnish this information no later than ten (10) days from the date of acknowledging receipt of this letter. Please note: if the home is to remain in the community, make sure you are approved for occupancy before completing the purchase.

Thank you for your cooperation.