

APPLICATION PROCEDURES

We are working to maintain the quality of our neighborhood. We want to assure that people do not use their home sites for illegal activity. To that end, we have a thorough screening process. If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other residents in this community are being screened with equal care.

Because it costs time and money to do an extensive background check, there is a non-refundable processing fee of \$25 per applicant. All adults (over the age of 18) must apply for residency, and if approved sign a lease with the community.

We will accept the first *qualified* applicant(s) applying for a particular home for sale. If we do not process your application due to accepting an earlier applicant, your fee will be refunded. Applications cannot be accepted for home site addresses that have outstanding violations.

Please note applicant(s) should not enter into a contract for the purchase of a home until it is known that the application is approved. The right to occupy a home in the community is not transferable with the sale or transfer of the manufactured home. Additionally, the home must be owner occupied, and applicants must meet general density guidelines. The maximum number of people allowed per home is 2 people per bedroom. A bedroom is defined as a room that can be closed off from the rest of the home and has a closet.

Please review our list of criteria. If you feel you meet the criteria, please apply – because we'd be happy to rent to you. We provide equal housing opportunity. Please contact community management if you have questions regarding residency requirements.

If you are a previous resident of the community and have moved out, you must re-apply for residency.

Applicants are not allowed to move into the community until the application(s) is/are approved and a lease is signed with the community.

1. Completely fill out the application, including the address of the home you are applying for.

If the application is not complete, it will be returned to you to complete. This will delay your application process.

2. Pay the \$25 fee required for each adult (18 & over).

Marital status does not change the amount due. The \$25 fee is per adult applicant. Checks or money orders are made payable to the community you are applying for. Note: Some financial institutions charge a \$10 fee for account ratings. The \$10 fee is automatically deducted from the applicants account.

3. The completed application and fee can be personally given to the manager on-site, or personally delivered to:

2501 Lowry Avenue NE

St. Anthony, MN 55418

Applications will not be accepted if mailed in!

4. You will be notified by mail, within 14 days, of your approval or denial.

If you are approved for residency, your approval letter will give you additional information regarding documentation you are required to bring to your lease signing your approval is only good for 60 days from that date.

If you are denied for residency, you will receive a written explanation regarding your denial. Additionally, you will be provided with the company we retain to process applications. **Please understand all decisions are final.**

If you have any questions regarding the application procedures, please call (612) 781-3149 and identify the property you are applying for. We will be happy to answer any questions.

Thank you for your interest in our community!

Application Procedures / Criteria Disclosure

Date: _____

Address Applying For: _____

I have read and understand the *Application Procedures* including the *Application Criteria* used to evaluate my application. I understand that all decisions are final and will accept the decision reached based on my Credit, Criminal and Rental history background check done by the community in association with Apartment Services Plus, Inc. (7400 Metro Boulevard ~ Edina, MN 55439 ~ 952-925-9592).

Signatures of all applicants over 18 years old:

Print Name

Sign Name

Residents under 18 to be living in the community

Please list all children below that will be living in the home.

Full Name (First, Middle Last)

Social Security Number

Birth Date (MM/DD/YY)

Additional Application Information

- 0 Signed Application Procedures / Criteria Disclosure form
- 0 Application Complete - for all residents applying over age 18
- 0 Meet Density Requirements (2 people per bedroom)