

# Resident Application Instructions

Instructions:

Visit our website at [manors12.com](http://manors12.com)

click on the more link then Apply now

Fill out the Online Form completely.

Upload your Tax returns, Driver's License, and SSN

Review your Application or edit

Payment section

Choose your preferred Payment Method

Echeck (EFT)

Credit Card (2.75% convenience Fee Added)

or Mail

Once the Application is received, you will receive a secondary email, to authorize your Credit Check and Background Check. This email will use the service Smart Move, please fill this form out and select "I am a Renter" (Even if you are a unit owner). Complete this form out as soon as possible in order to complete your application.

Please note. A separate application needs to be fill out for each applicant over the age of 18. And a \$100 application fee will apply to each applicant.

## **APPLICATION REQUIREMENTS**

1. Yearly Income required is \$40,000.00 for a single person, or combined income of \$60,000.00 for couple
2. A minimum credit score of 650 required for approval, your credit check report will be pulled by the association; it is not necessary to submit your own.
3. No Criminal Background, your criminal background report will be pulled by the association

## **FEES TO CONSIDER**

A non-refundable processing fee of \$100 for each applicant over eighteen (18) years of age

A \$500 refundable move-in deposit. This deposit cover damage to the common areas, the deposit must be made 72 hours prior to moving in. The deposit will be returned after the resident moves out and a property inspection confirms that no damage was caused during the resident's tenancy period.

Please note: If you are filling out the application for 2 people over the age of eighteen you must fill out a separate application online for each person.

If you have any questions, please feel free to email us at [officemanors12@gmail.com](mailto:officemanors12@gmail.com) or call our office at 954-866-5773

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