

RESIDENCY APPLICATION & MOVE-IN PROCESS
for MOBILE HOME Residency

Applicant's Name(s): _____ _____	Lot Number: _____ (or Street Address) _____
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Realtor Name: _____ Realtor Phone: _____

Realtor Email: _____

Closing Attorney's Name: _____ Closing Atty's Phone: _____

Closing Atty's Email: _____

CHECKLIST of REQUIREMENTS:

- 1.) Application for Residency Form– completed and signed
- 2.) Copy of Driver's License(s)
- 3.) Copy of Social Security Card(s)
- 4.) Copy of Paystub(s) and/or any other proof of income
- 5.) Fee for Application of Residency – money order or check, no cash, \$50.00 each applicant
- 6.) AMRENT Tenant Report Request Form (Credit/Criminal Background Check Form) – signed & DOB
- 7.) Credit/Criminal Background Report (This report gets sent back to Park Mgr after Tenant Report Request is processed)
- 8.) Community Guidelines – signed
- 9.) Manufactured Home Space Lease Agreement (rental agreement) – signed
- 10.) Collection of Security Deposit – money order or check, no cash (full rent amount of \$567)
- 11.) Collection of 1st Month's Rent - money order or check, no cash (discounted amount of \$542)
- 12.) Copy of Dog's License; Copy of Cat's Vaccinations
- 13.) Copy of Bill of Sale/Title/Deed – showing proper conveyance
- 14.) Consent Form (**Land Owner's Consent**) – Must be mailed to NY office for Cotton Farms MHP owner's signature. **Please forward in a timely manner prior to closing** to:

KDM Development Corp.
Cotton Farms MHP, LLC
1080 Pittsford-Victor Road, Suite 202
Pittsford, NY 14534
Attn: George DaGraca
- 15.) Move-in Form – completed by & copy sent by Cotton Farms Management to Corp Office (in NY)
- 16.) Key for mailbox at Mail House

Park Manager's Signature Date

Once checklist is complete, retain in Resident's file