

RESIDENCY APPLICATION & MOVE-IN PROCESS

APARTMENT

Applicant(s) Name: _____

Lot Number: _____
(Street Address)

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.) AMRENT Tenant Report Request Form (Credit/Criminal Background Check Form) – signed & DOB
- 6.) Fee for Application of Residency – money order or check, **no cash**, \$50.00 each applicant
- 7.) Credit/Criminal Background Report (This report gets sent back to Park Mgr after Tenant Report Request is processed)
- 8.) (a.) Lease Agreement – signed (b.) CFMHP Community Guidelines - signed
- 9.) Security Deposit (one month’s rent)
- 10.) First Month’s Rent
- 11.) Rental Move-in & Move-Out Checklist form – completed & copy sent by Cotton Farms Management to Corp Office (in NY)
- 12.) **Tenant** to call Eversource to set up account 800/662-7764. (Upon move-out, must call Eversource to discontinue service.)
- 13.) Key for mailbox at Mail House

Park Manager’s Signature

Date

Once checklist is complete, retain in resident’s file