



Rolling Acres Mobile Home Park, Inc

DOCUMENTS NEEDED FOR APPLICATION

The following documents are required to process your application.

Dear Prospective Resident,

We are happy that you have chosen Rolling Acres as the place you want to live. The following is a list of documents that we need to process your application. We understand waiting to hear if you are approved can be stressful. The process will be smooth and quick if you provide us with all the documents we need at the time of your application appointment. We will let you know in a timely manner if there are additional documents that we need. Note, that if you do not provide us the necessary documents within 15 days, your application will be canceled. Please call us if you have any questions. We look forward to working with you through the application and move in process.

Sincerely,

Karen Donawerth, property manager

Meg Roudebush, general manager

513-367-9824

PROOF OF IDENTITY

ALL OF THE FOLLOWING

- Government Issued Photo ID
- Social Security Card
- Utility Bill showing current address

PURCHASE AGREEMENT

- An agreement between the buyer and seller that outlines the details of the sale. It traditionally includes details about the home, list of appliances that are included, price, a contingency on park approval, expiration date, and buyers detail. *This is informational and not legal advice

ROLLING ACRES FORMS

- Application
- Landlord Verification
- Initialed Rules and Regulations

FEES

\$25 per applicant that is paid in an exact amount of cash or a money order made out to Rolling Acres. **This is non-refundable

PROOF OF INCOME

ANY COMBINATION OF THE FOLLOWING CAN BE USED TO PROVE INCOME

- Last 30 days pay check stubs showing year to date earnings
- 2 years federal tax returns including all schedules, business and/or personal
- Social Security and Disability award letter and most recent 2 years of 1099-SSA
- Pension award letter and most recent 2 years of W2P or Social Security 1099-R
- last 2 months of Bank Statements Statements must indicate balances and show direct deposits.
- Alimony and Child support, provide proof of receipt of payments for the past 12 months and legal documents stating the agreement

APPOINTMENT DETAILS

Date: _____

Time: _____

IF YOU ARE APPROVED

ITEMS TO BRING TO YOUR LEASE SIGNING

- Evidence of Homeowners Insurance
- Title or Receipt of Application for Title
- Government Issued Photo ID