



AGENT REQUIREMENTS

Dear Agents,

I want to take time to thank you for your interest in representing our Park Community. Below are lists of Agent Requirements that need to be completed before you are able to obtain Park Approval for your prospective residents and steps to be taken in representing possible sellers. **We accept Resident Applications, (in person, with advanced notice required), between the 13th and the 28th of each month.**

1. The Current home owner must submit a 60 Day Notice of Intent to Sell.
2. All homes will have a Park inspection, (to determine suitability to be retained in the Park), as well as lot repairs and external repairs/improvements required to the home.
3. All homes will have a Termite¹ and Health and Safety inspection. All repairs from the Park inspection, H&S and Termite inspections will be completed BEFORE LEASE SIGNING APPOINTMENT.
4. Applicants, (EVERYONE 18 YEARS OF AGE, OR OLDER, WHO WILL BE LIVING IN THE HOME), must make an appointment to turn in applications, along with Purchase Agreement. Applications must be complete, (and COMPLETED BY THE APPLICANT). ID required identification:
 - a. State ID: Driver's License, State ID or Passport.
 - b. Social Security Card (we will make copies).
 - c. Three (3) months' pay records or Two (2) years Income Tax records.
 - d. Each applicant must provide their own \$30.00 Cashier's Check or Money Order.
5. Submit Bank Commitment letter from approving financial institution.
6. All prorated rent will be done in Escrow with a copy of escrow instructions sent to Park Management.
7. Insurance Binder Certificate of Coverage – should name The Franciscan Park as “additional insured” – for liability purposes
8. Leases are effective on the 1st of the next month following the lease signing for approved residents. Leases are signed between the 15th and the 28th of the month.

¹ Wood Destroying Pests and Organisms Inspection Report

*****The requirements and conditions and all documentation stated above must be received by the Franciscan management and staff before a lease appointment will be set for lease signing. Agents are responsible for making all copies. Emailing documents does not meet this requirement due to the cost of ink, paper and reproduction. It is the Agent's responsibility to submit complete sales packages and meet all requirements.**

*****It is the responsibility of the Seller's Agent / Buyer's Agent, or unrepresented parties; to make certain all the above conditions are met and that all information is provided to the Franciscan office.**


***** The Franciscan management and staff reserves the right to reschedule lease signings to the following month, after the 15th of the month, if any of the above requirements are not met timely.**

*****All requirements must be completed and documentation submitted to the Park office, in full, no later than two working days prior to the end of the month TO ALLOW TIME FOR Park's final inspection.**

We strive to assist all new and potential tenants, and their respective real estate representative(s), in order to make the home buying experience a pleasant one. We ask that you follow our guidelines and protocol. Thank you.

We anticipate and look forward to welcoming new residents to The Franciscan.

Sincerely,



Jon Hall

The Franciscan Park Manager