



REAL ESTATE AGENT REQUIREMENTS

April 5, 2022

Due to changing environmental limitations being placed on our community we will accept applications via e-mail only at franciscan@apertopm.com. Color copies of Identification, Social Security cards (front and back), and Money Orders must accompany applications. Money Orders should be mailed to The Franciscan, 700 Hoffman Street, Daly City, CA 94014.

Prior to receiving applications for residency, we must have received a signed "60 Day Notice of Intent to Sell," from the current resident. All the homes will have an Initial Park Inspection, (to determine suitability to remain in the park), Per title 25- Section 1640 of the California MRL. The inspection will determine any required lot repairs or required improvements/repairs to the exterior of the home.

All homes for resale will have a Wood Destroying Pest and Organism (also known as a termite report), and Health and Safety inspection performed by a licensed professional. All repairs outlined in these reports, and the Initial Park Inspection report, must be completed before scheduling a lease signing and a final Park inspection completed and passed.

RESIDENT APPLICATIONS:

- Agents are responsible to ensure that all applicants meet all requirements prior to submittal of applications.
- Agents are responsible to ensure that all applications are complete prior to submittal. Instructions are found on the front page of the Application for Residency. Applications are not considered received until ALL applications are received complete, with required documentation, and
 - Fully completed Application for each titleholder/occupant 18 years and older.
 - Copies of most recent three month's pay records or two (2) years Tax Returns.
 - Purchase Agreement and or Escrow Contract for home being purchased.
 - Commitment letter from lender with estimate of monthly payments or statement of cash purchase.
 - a \$31.50 Money Order, per applicant (must be received via US Mail prior to background check).
 - Color copies of both sides of each piece of identification must be included with the application. This includes a Driver's License, State-issued ID or Passport and a copy of Social Security card. All must be legible, and clear, and not expired.

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700 Hoffman Street, Daly City, California 94014 Office: (650)755-3483 Fax: (650)755-9682

Applications must be signed, dated, and completed, by each respective applicant. (Not (5) completed by (1) person), as indicated in the instructions on the front page of the Application for Residency.

Please allow up to 14 business days for application approval.

LEASE SIGNING:

Leases are signed, between the 10th and 23rd of the month prior to move in only. Move-ins are on the 1st of the month only, all “Pro-rated Rent” will be handled through Escrow, with a copy of Escrow instructions sent to park management. The Franciscan can only accommodate first of the month move ins and last day of the month move outs.

- Appointments are available Tuesday and Wednesday 10 am and 1 pm; Monday and Thursdays 1 pm only, and Friday 10 am only. **ALL** applicants must attend the same appointment and allow for two or more hours to complete.
- Agents are responsible, at the time they submit their applications, that they meet all requirements, and that applicants have assembled all required documentation.
- It is the responsibility of the Agent to ensure that applicants have read and understand, the three (3) available lease options, the Rules and Regulations of the Park and the California MRL. All are available on our website TheFranciscan.info (no .com).
- Applicants must decide, and advise park management, of which lease they have chosen at the time that they are scheduling a lease signing.
- All work outlined in the Initial Park Inspection, Wood Destroying Pest and Organism, Health and Safety and Final Park Inspection reports must be completed prior to lease signing.
- Lease signings are limited to the month prior to move in.
- After lease signings, residents should submit an insurance binder certificate of coverage -naming the Franciscan Park as “additional insured.”