

**PREOWNED SALES**

**Applicant Information**

**Applicant (Buyer)**

**Resident (Seller)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**REQUIRED DOCUMENTS CHECKLIST**

**DATE**

**SPECIFIC DOCUMENT**

\_\_\_\_\_

Proof of Income-2 Current Paystubs, W-2, or bank statements

\_\_\_\_\_

Signed Credit Application

\_\_\_\_\_

Photo Identification

\_\_\_\_\_

Application Fee (\$265-Non-refundable)

\_\_\_\_\_

Copy of Purchase Agreement

\_\_\_\_\_

Blank Copy of Lease

\_\_\_\_\_

Personal Interview

\_\_\_\_\_

Approval Letter

\_\_\_\_\_

Proof of Homeowner's Insurance naming Applewood Community as additional insured

**Before closing, the buyer should:**

- Be sure there is no outstanding rental or late fee balance \_\_\_\_\_
- Be sure there is no outstanding water/sewer balance (MVWA) \_\_\_\_\_
- Be sure to review and sign the Applewood site inspection \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_