

## APPLICATION PROCESS

***This application must be completed by all prospective tenants of the Aspen-Basalt Mobile Home Park. Your application must be approved by the Park before you move into the Park.***

1. Legally married couples must fill out one application. Name, social security number, driver's license and other information must be given for each spouse. Couples that are not married or roommates must fill out separate applications.
2. A \$60.00 non-refundable fee is due for each application at the time the application is submitted. This fee is for a credit and criminal history check on each applicant. The fee must be submitted for each applicant on the application if the applicants have a different last name.

If you want to provide your own credit report, the fee will be \$45.00 for the criminal background check.

3. All information on the application must be given, do not leave any blanks. Bring your social security card and driver's license or photo ID with you so that we can make copies of them.
4. The application verification process takes **a minimum of five days**.
5. You will be sent a letter stating whether your application has or has not been approved.
6. If your application is approved, you will need to make an appointment to sign the Lease, explanation of the Park rules and regulations, registration of vehicles (please bring copies of your vehicle registrations) and payment of the deposit. The deposit is equal to one month's rent. The first month's rent must be paid at this time also.