



**Re: The Franciscan Park Agent Requirements:**

**Dear Agents,**

**I want to take time to thank you for the interest in representing our Park Community. Below are lists of Agent Requirements that need to be done 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 Advance Notice Required), between the 13<sup>th</sup>, and the 28<sup>th</sup> of each month.**

**First and foremost, you need to have the homeowner, (if you are listing agent), complete a 60 Days Intent to Sell Form. (A resale inspection will follow within 10 business days)**

- 1. All Resale repairs must be completed and signed off by management before a Park Lease appointment will be set for lease signing.**
- 2. Each Applicant, must complete a separate Park Application, completed in black or blue ink, which are accepted with the below criteria.**
- 3. Applicants must bring Driver's License, State issued ID, or Passport, along with Social Security Card, so that we can verify Identification. All income verification paperwork, must also be submitted at this time, with the application. Please make copies and submit 3 months Pay Stubs from each Applicant (We will make copies of ID's). Each Adult Applicant must bring a separate \$30.00 money order, or cashier's check. We will not accept incomplete applications.**

**Occupants (Non Lease/Owners). Everything listed above, with exception of Income verification.**

- 4. A fully completed Purchase Agreement, (signed by Seller/Buyer). All Applicants must have Escrow Instructions sent to Park Management.**
- 5. We need Bank Commitment paper from approving Financial Institution for Debt Ratio/for Income qualifications.**
- 6. All homes must have a Health & Safety Report submitted to Park office before a Park Lease will be signed. The agent is responsible for making the copies.**
- 7. All homes must have a Termite Inspection Report sent to Park office before a Park Lease will be signed. The agent is responsible for making the copies.**



8. All prorated of rent will be done in Escrow with a copy of escrow instructions sent to Park management.
9. Insurance Binder Certificate of Coverage – must name Franciscan Park as “additional insured” for liability purposes.
10. Leases are effective on the 1<sup>st</sup> of the next month following lease signing for approved residents. Leases are signed between the 15<sup>th</sup> and 28<sup>th</sup> of the month.

\*\*\*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. This 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 to provided to the Franciscan office.

\*\*\*The Franciscan management and staff reserves the right to reschedule lease signings to the following month, after the 15<sup>th</sup> 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 the Park’s final inspection.

In order to represent The Franciscan Park, all Agents must comply with the above standards in order to conduct business in our Community. We welcome your business, when conducted in a professional manner, as prescribed by Park requirements.

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

Sincerely,

**Jon Hall**  
The Franciscan Park Manager