

Steps for Selling / Park Approval Process:

- The seller is required to submit a signed Notice of Intent to Sell to the office.
- The office will conduct an exterior inspection of the property.
- Both the seller and the agent will receive a Statement of Deficiencies that outlines all deficiencies on the exterior of the property.
- The seller must complete all items on the Statement of Deficiencies unless stated otherwise by the District Manager.
- The seller must notify the office when deficiencies have been completed, after which office staff will conduct a re-inspection.
- Once all deficiencies are addressed, we can accept the seller's potential buyers' information (name, phone number, and email address) to send the application link to the buyer/homeowner. **(Seller or listing agent MUST contact the office.)**
- The buyer is required to complete the application and upload the necessary documents to the Rent Café portal.
- If the buyer's information matches what is listed on the application, the buyer's application is sent for screening. It can take 7 business days to receive results.
- If the buyer receives park approval, they must provide a copy of the homeowner's insurance for the home, with a minimum liability coverage amount of \$100,000.00.
- Once the homeowner's insurance is provided to the Assistant Manager, please provide the close of escrow date at least two days prior to closing.
- The buyer must complete all lease documents by the closing date.