Instructions for Application Submission

1. You must have the community name, lot number and social security number for all residents 18 years old and over.

2. **A non-refundable $35.00 application fee must be paid by each applicant for an application to be processed.** Have your bank account routing number and account number or credit card information available. There is a convenience fee charged when using a credit card. The applicant may choose to pay the fee for each co-applicant or have co-applicants pay their own fee.

3. Go to our website: www.reamgt.com.

4. Click on "Residents" at the top.

5. Click on "Future Residents".

6. Click on "Application for Residency".

7. You must create a new account. Fill out the information on the screen, including email address, first and last name, current address and phone number.

8. Click "Sign Up". You will receive an account finalization email from "donotreply@rentmanager.com" with the subject "Application Account Access". **You must access this email within 15 minutes to maintain security.** Click on "Finalize".

9. Follow the instructions to create a password. Click "Verify" once the password is created.

10. Select the property and lot number where you want to live. Click "Next."

11. **The application will not be processed for approval unless all occupants of the home 18 years old and older have completed the application process.**

12. **Co-applicants must also complete their own application.** If there is a co-applicant, click on "Add Additional Applicant" under Additional Applicants on the application. Enter the co-applicant's full name and email address. The email address **must** be different than the applicant's email address. Click "Submit". **This must be done prior to signing and submitting the application.**

13. If there are additional applicants, click on "Add Additional Applicant" again to add.

14. Complete the entire application and sign electronically. Click "Submit".

15. **The co-applicant must check their email immediately and begin their application with 24 hours of the email being sent.**

16. The co-applicant will receive an account finalization email from "donotreply@rentmanager.com" with the subject "Verify your Web Account". Click on the "Finalize" link in the email, create a password, complete the application, sign and click "Submit".

17. The applicant will be notified of an approval or denial of the application. Please note that approvals may be conditional upon the payment of an increased security deposit if income or credit score of applicants is insufficient.

12/5/2021