

## Greentree Villas Application Process

- Go to the Greentree website: greentreevillas.org
- Click on “Realtor Guide” at top
- Follow the direction for “APPLICATION PROCESS”
- If you need help please look under “TENANT EVALUATION SUPPORT” below application process
- Greentree Code is 10160

Please do not call the office and ask for a status of the application once it has been submitted. This will inherently slow down the process. You can save and exit the application at any time and continue it at a later time/date by logging back into your account.

### **Please note the scenarios below and apply accordingly:**

- One person on the Deed – apply as PURCHASER - single occupant
- One person on the Deed, 2 people will be living in unit-apply as PURCHASER- two occupants (1 application)
- Two people on Deed, 2 people apply as PURCHASERS – two occupants on one application
- One or Two people on the Deed, 3 or 4 people will be living in the unit , the two on the Deed apply as PURCHASER –two occupants on one application, occupants 3 & 4 apply on a second application as OCCUPANTS
- More than two people on the Deed---whoever is listed on the Deed MUST complete an application whether they will be living in the unit or not. ALL names on Deed apply as PURCHASERS (only two people per application)
  - Please note—make sure that payment is made for the correct number of applicants and for the correct dollar amount. (Single person- currently \$50, Husband & wife-same last name (per ID) \$50, Husband & wife-different last names (per ID) \$50 per person. Mother & son \$50 per person. Father & son \$50 per person. Unrelated people is \$50 per person  
**(Please note that the current application fee is \$50 per person. This amount may change in the future. Make sure to read the payment page for current application fees).**
- Please take the time to read ALL instructions in Tenantev.com
- Be sure to include ALL forms requested. Failure to attach all required forms or properly complete all application papers will result in your application being rejected and having to be re-opened. This will cause a delay in forwarding any paperwork to Greentree’s Attorney as well as the interview process.