

Hacienda Village Co-op, Inc.  
280 La Vista Drive West  
Winter Springs, FL 32708  
Phone 407-327-0051 Fax # 407-327-0052  
Email: [haciendavillage280@gmail.com](mailto:haciendavillage280@gmail.com)

**Application Submission Instructions**  
**The following items must be submitted with your application:**

Verification of Photographic Identity, such as copies of either:

- State issued driver's license
- State issued identification card
- Passport

\*\*Required for conformance to the Federal Patriot Act

Verification of Age:

- Copy of Social Security Card

\*\*Minimum age: 55 years old for primary purchaser; 45 years old for all others.

\*\*Hacienda Village is a registered 55+ community with the Florida Commission on Human Relations

Verification of Employment, if applicable:

- Pay stubs for one month
- Employer's notarized statement on business letterhead confirming your employment including rates of monthly gross and net pay

Verification of Vehicle Ownership:

- Registration for all vehicles
- Insurance for all vehicles

Verification of Income, such as either:

- Current pay stubs for one month
- W-2 forms for the past calendar year
- Tax return for the past calendar year
- Social Security Benefits Awards letter
- Pension Distribution letter with length of term

\*\*Minimum monthly income requirements: \$2,000 per individual, or \$2,500 per couple

Verification of Proof of Purchase:

- A complete signed Sales Contract, including monthly mortgage payment amount clearly stated. This agreement should be made "contingent upon" Purchaser being approved by the Board for Residency.
- Proof of Funds for cash purchase or pre-approval letter if obtaining a mortgage.

Verification of Pet Size and Immunizations, if applicable:

- A veterinarian's statement reflecting
- All animals have had all required immunizations
- Breed of animals must be approved
- No dog runs or fences permitted

Application Fee: \$50, per person, check, or money order only, payable to Hacienda Village which is Nonrefundable.  
\*\*\* Application process takes 7-10 business days & Falsification of information is grounds for automatic denial.

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### RESIDENT APPLICATION FORM

Date: \_\_\_\_\_

#### **APPLICANT 1:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ M/I: \_\_\_\_\_ Jr/Sr: \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\*Social Security # \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Full Time Resident  OR Part Time Resident

#### **APPLICANT 2:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ M/I: \_\_\_\_\_ Jr/Sr: \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\*Social Security # \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Relationship to Applicant 1: \_\_\_\_\_  
Full Time Resident  OR Part Time Resident

#### **APPLICANT 1 -PRESENT ADDRESS:**

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Years at this address: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Own or Rent: \_\_\_\_\_ If Owned, are you selling the home? Yes/No: \_\_\_\_\_

**APPLICANT 1 -PREVIOUS ADDRESS:**

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Years at this address: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

**APPLICANT 1 - EMPLOYMENT:**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Years Employed: \_\_\_\_\_  
\*\*Income: \$ \_\_\_\_\_ Wk/Month/Yr: \_\_\_\_\_ (see below)  
Supervisor: \_\_\_\_\_  
Full Time  OR Part Time

**APPLICANT 1 -ADDITIONAL INCOME:**

Source: \_\_\_\_\_ \$ \_\_\_\_\_ Wk./Month/Yr.

**APPLICANT 2 -PRESENT ADDRESS:**

If address is the same as Applicant 1 check the box:   
Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Years at this address: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

**APPLICANT 2 -PREVIOUS ADDRESS:**

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Years at this address: \_\_\_\_\_  
Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

**APPLICANT 2 -EMPLOYMENT:**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Years Employed: \_\_\_\_\_

\*\*Income: \$ \_\_\_\_\_ Wk/Month/Yr: \_\_\_\_\_ (see below)

Supervisor: \_\_\_\_\_

Full Time  OR Part Time

**APPLICANT 2 ADDITIONAL INCOME:**

Source: \_\_\_\_\_ \$ \_\_\_\_\_ Wk./Month/Yr.

**LOT INFORMATION:**

Address: \_\_\_\_\_

Lot#: \_\_\_\_\_

**HOME INFORMATION:**

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Size: \_\_\_\_\_

Serial #/s: \_\_\_\_\_

**IF THE HOME IS FINANCED: (must be completed for approval)**

Financed by: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Account Number: \_\_\_\_\_

Purchasing a share? \_\_\_\_\_ If 'yes' complete below in full.

Share financed by: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_ Monthly payment: \$ \_\_\_\_\_

**LIST ALL VEHICLES:**

1. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag # / State: \_\_\_\_\_

2. Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag # / State: \_\_\_\_\_

**LIST ALL PETS:**

(Consistent with Park Prospectus and / or Rules and Regulations):

Pet type: \_\_\_\_\_ Weight: \_\_\_\_\_ (Approved Breed)

Pet type: \_\_\_\_\_ Weight: \_\_\_\_\_ (Approved Breed)

\*\*Provide Pet Application

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_

How did you find out about Hacienda Village? \_\_\_\_\_

I / We certify that the information is correct and complete and hereby authorize HACIENDA VILLAGE CO-OP INC. to make any inquiries deemed necessary to evaluate my / our tenancy. Including but not limited to; background check for criminal history, credit scoring and history, landlord/rental verification, and employment/income verification. Should I/We lease the above unit space and / or purchase a share, I / We understand that all information obtained will be maintained in my / our Resident File and will be kept in strict confidence.

I / We understand that if the home I / We purchase has a fence on the lot, it will be removed immediately upon moving into the home. (see: Park Rules / Prospectus).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Notes:

- Must be provided for Credit Check.
- Minimum \$2,000 (verifiable) per month for single applicant.
- Minimum \$2,500 (verifiable) per month for couple.

