



## Letter to Applicants

Thank you for your interest in our community. We hope you consider joining us as resident owners. We strive to maintain a positive and well-kept community.

### About the community

- This is a people-oriented community, we help each other
- Good roads, water lines and septic
- Conveniently located for easy access to natural beauty, employment, and shopping
- Clean and well-maintained
- Strong sense of community
- Members (you) create and live by the community rules. Please read them before you join

### About the application process

- Complete the application.
- Return it fully completed with all requested documentation, including:
  1. **Application for Membership**
  2. **Consumer Authorization and Release Form**, to be completed by all applicants 18 years of age or older
  3. A **copy of photo identification** for each applicant 18 years of age or older
  4. **Community Rules/Bylaws Acknowledgement Form**
  5. Non-refundable application fee of \$100 for each applicant who is 18 year of age or older to cover administrative costs and report fees
  6. **Proof of income**, including previous four consecutive-weeks pay-stubs and previous years Federal Income Tax Return, proof of Social Security and/or SSD income, annuities and/or proof of any other sources of income
  7. Pet Registration, if applicable
- Please note that ***incomplete applications will be returned to the applicant*** along with a Notice of Adverse Action
- Attend an interview with Membership Committee

- Await approval by the cooperative's Board of Directors
- Complete applications will be processed within 14 calendar days. Applicants are notified of their acceptance or denial in writing.

**After you are approved, before you may move in:**

- Pay your \$300 Membership Fee (this one-time fee is fully refundable when you sell your home, minus any outstanding fees owed to the cooperative)
- Execute the Occupancy Agreement, with all household members listed
- Pay your first monthly lot rent of \$514 (as of November 2024)
- Cooperative Board of Directors signs the deed, and you close on your home

**After you move in**

- Learn how the cooperative works; attend a board meeting
- Sign up to participate on a committee
- Get to know your neighbors – **you are now part of the community!**

If you have questions, please contact: [secretary@leeoak.org](mailto:secretary@leeoak.org)