

## Lakeside Cooperative, Inc.

### Application Process

Before submitting an application, please be aware that Lakeside is a **resident-owned community**, which means the owner of the home must reside in the home. Homes may not be rented.

**NOTE:** If the application forms are submitted electronically they can not be a picture converted to pdf, the actual pages need to be scanned.

To be considered for membership at Lakeside Cooperative, please submit the following **fully completed** forms together with all required supporting documentation, including:

- Application for Membership** (LC Form 5)
- Consumer Authorization and Release Form**, completed by all applicants 18 years of age or older.
- NH Criminal Background Check Authorization, completed by all applicants 18 years of age or older.**
- A copy of **photo identification** for each applicant 18 years of age or older
- Community Rules/Bylaws/Occupancy Agreement Acknowledgment Form**
- Non-refundable Fee for the criminal and financial background checks.** (see the following page)
- Proof of income**, including the previous 3 months pay-stubs, proof of Social Security and/or SSD income, annuities and/or proof of any other sources of income
- Pet Registration, if applicable** Please review our Prohibited Animals list, and if you're unsure, let us know your pet's breed. Pet registration must be submitted after membership approval and prior to move-in.

- Applicants are responsible for paying the background check fees. The New Hampshire criminal background check is \$25 per person. The AmRent (national) criminal & financial background check is \$25.75 for the buyer as well as co-applicants who will carry financial responsibility, and \$15.95 for each additional household member age 18 or older. (pay instructions below)
- Please note that incomplete applications **will be returned to the applicant** along with a Notice of Adverse Action.
- Await approval by the Cooperative's Board of Directors
- **Complete** applications will be processed within 14 calendar days.
- Applicants will be notified in writing of their approval or denial. Please note that the financial background check is conducted by a third party; the Board of Directors will not have access to the specific details of the report, only whether the criteria have been met.
- Once a purchase and sales agreement has been signed, the buyer has the option to request information about Lakeside Cooperative in accordance with NH RSA 205-A:32. If you would like this information, please fill out the Buyer Request form (LC form 10)

Please submit one combined check or money order for the background check fees, payable to **Lakeside Cooperative**, and mail it together with all required documents to:

Lakeside Cooperative  
10 Bocash Dr.  
Enfield, NH 0374

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

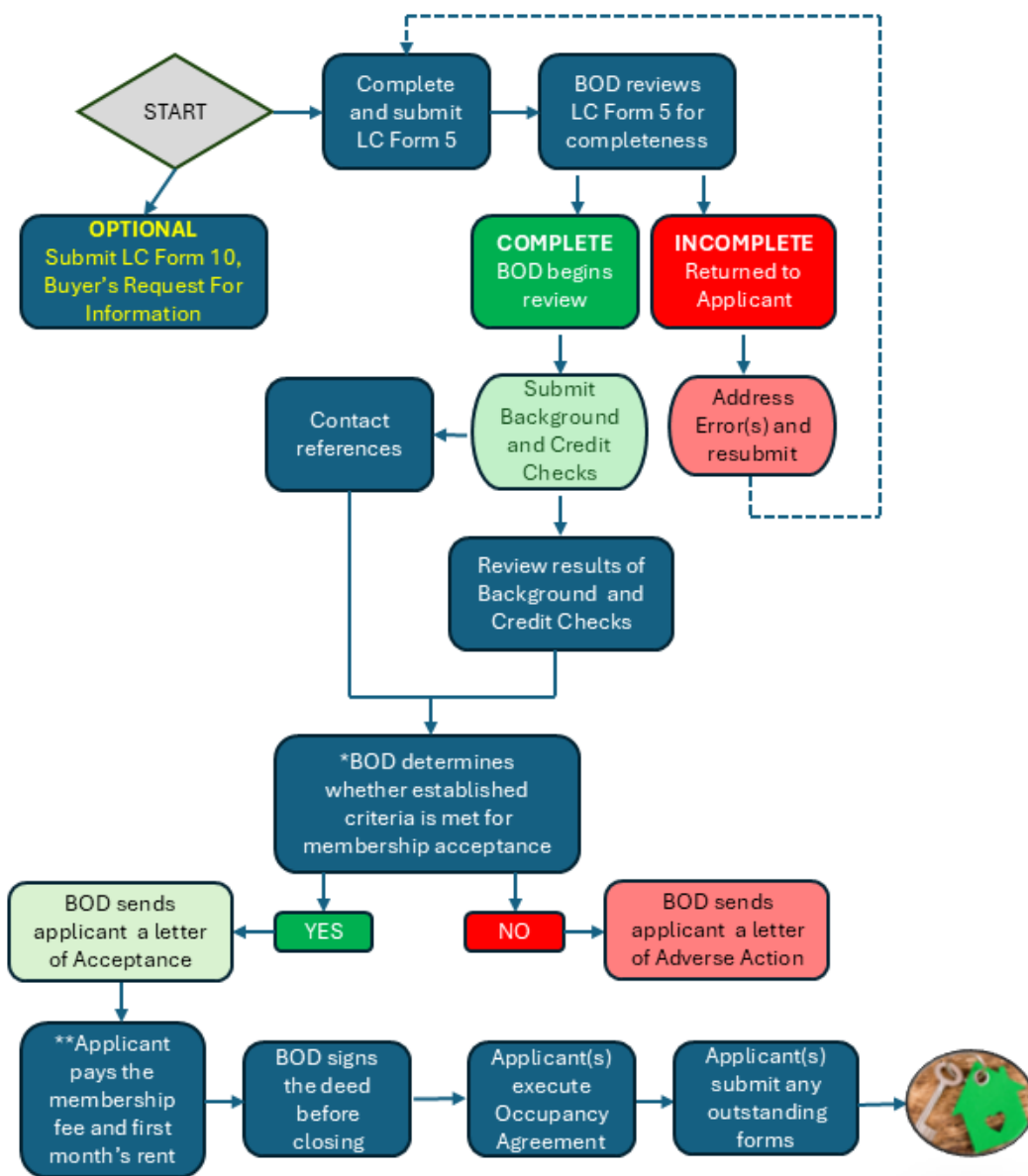
- Pay your \$450 Membership Fee (this one-time fee is fully refundable when you sell your home, minus any outstanding fees owed to the cooperative)
- Execute the Occupancy Agreement in the presence of the Board of Directors. All household members must be listed on the agreement.
- Pay your first monthly lot rent of \$500.
- 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 send an email to [lakesidecoopnh@gmail.com](mailto:lakesidecoopnh@gmail.com)

## PROCESS OVERVIEW



\*Applicant suitability considerations are limited to an evaluation of the individual's creditworthiness (past and present performance in meeting financial obligations and debt to income ratio) as well as criminal background history and feedback from employers, landlords and personal references. Consideration will **not** be given to social, political, racial, color, national origin, religious beliefs, age, sex, sexual orientation, physical or mental disability, or familial or marital status.

\*\*Title Company may include these with your closing costs.