

Letter to Applicants
Duvall Riverside Village Cooperative, Inc.
A Resident Owned and Operated Community

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 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 of the requested documentation, including:
 1. **Application for Membership**
 2. **Consumer Authorization and Release Form**, completed by all applicants 18 years of age or older.
 3. **An application fee of \$46** for each applicant 18 years of age or older. This fee is non-refundable.
 4. A **copy of photo identification** for each applicant 18 years of age or older. **Community Rules/Bylaws/Occupancy Agreement Acknowledgment Form**
 5. **Proof of income**, including the previous 3 month's (week's) pay-stubs and the previous year's Federal Income Tax Returns (if filed), proof of Social Security and/or SSD income, annuities and/or proof of any other sources of income.
 6. **Pet Registration**, if applicable.
 7. **Member Interest Questionnaire**

Please note that incomplete applications will be returned to the Applicant, along with a Notice of Adverse Action.

1. Attend an interview with the Membership Committee.
2. Await approval by the Cooperative's Board of Directors.
3. Complete applications will be processed within 14 calendar days, pending criminal background reports (a reasonable time,—the committee should choose a standard timeline and apply it to all applicants). Applicants are notified of their acceptance or denial in writing.

After you are approved, before you may move in

1. Pay your \$200 Membership Fee (this one-time fee is fully refundable when you sell your home, less any outstanding fees owed to the Cooperative).

2. Execute the Occupancy Agreement, with all household members listed.
3. Pay your first monthly lot rent of \$475

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 call Liz Woods 206.375.7246