



SOUTHPOINTE VILLAGE
SIGNEE CHECKLIST

Names: _____

We have sent the following documents to our Sales Counselor: Date: _____

- Applications for Residency (for each applicant, complete and signed)
- W-9 (for each applicant)
- Check for Processing Fee (\$400/person) made payable to "Willow Valley Communities"
- Residence Selection Confirmation Form (signed by each applicant)
- Check for 10% Reservation Fee made payable to "Willow Valley Communities"
- Acknowledgement Form (signed by each applicant)
- Steps for Reserving a Residence at WVC (signed by each applicant)
- Medical Insurance Responsibility Form (signed by each applicant)
- Pet Application, if applicable (signed by each applicant)
- Photographs (2) of pet, if applicable

Sales Counselor notes:

Send all documentation immediately to: _____

450 Willow Valley Lakes Drive
Willow Street, PA 17584