



"Community of Convenience"
1112 W. 7th Street
Auburn, IN 46706

(260) 925-4414

Guidelines and Recommendations for Moving into our Community

1. Apply at and be approved at **our office** by the park management to be a resident of our community
 - a. Application fee is \$20 per person or \$20 per married couple
 - i. Credit and criminal history is checked
2. Confirm with home owner/seller that lot rent/water/sewer are current. We strongly suggest a written contract!
 - a. Due to privacy laws, the office cannot give you this information without permission from the home owners
 - b. Lot rent/water/sewer balances stay with the home (they are a lien against the home)
 - c. Lot rent must be current before approval to move in will be given
3. Call the Treasurer's Office to confirm all current and back taxes are paid through the end of the year
 - a. (260) 925-2712
4. Proceed with the purchase of the home. Be sure to obtain valid and signed off title.
5. Get a Title Transfer Permit from **DeKalb County Treasurer's Office** (State Form 7878)
 - a. 2nd floor of the **DeKalb County Court House**
 - b. Normal hours are Monday-Friday 8:30am-4:30pm
6. **At the community office:**
Give us a copy of:
 - a. Title to the home which has been signed off
 - b. Your Title Transfer Permit from DeKalb County Treasurer
 - c. All adults' Driver's Licenses
 - d. All adults' Social Security CardsGet from us:
 - a. Your new billing for the address of the home which you are purchasing
 - b. Form which we have faxed to **Auburn City Utilities (Electric Company)**
Electricity, trash, recycling (260) 925-0365
210 E. 9th Street, Auburn, IN 46706
7. Transfer the title into your name at the **License Branch**
 - a. What to Bring
 - Title (Signed Off) \$15
 - Title Transfer Permit Driver's License
 - 2 pieces of mail in your name for the new address
 1. One of these can be a change of address confirmation from the **US Post Office**
 - a. Can be done at the local branch
 - i. **201 S. Jackson Street, Auburn, IN 46706**
 - ii. While there, go ahead and pick up the key to your mailbox
 2. One of these can be your new billing from our office
8. If your home has any gas appliances, set up gas service with Northern Indiana Public Service Company
 - a. (888) 643-5427
9. Stop back at our office to get your Wi-Fi Password after you:
 - a. Allow us to make copy of new Application for Title for home in your name
 - b. Pay any outstanding bills due to us

