



SILVER MAPLES
of Chelsea
RETIREMENT NEIGHBORHOOD

100 Silver Maples Drive | Chelsea, MI 48118

Waitlist Agreement

The purpose of the Waitlist agreement is to provide potential residents who are interested in a future move to the community, an opportunity to be put on a waitlist so they are notified when a villa or apartment of their choice is available. The following guidelines have been established to create a fair and equitable manner for notification and reservation of available homes.

1. A refundable \$1,000.00 deposit must be made to Silver Maples to be placed on the waitlist. This non-interest bearing deposit is refundable upon written request. To request a refund and ask that your name be removed from the waitlist, you must provide written notification either by email or mail to the Marketing department. Please allow 14 days for processing. Once the deposit is refunded, your name will be removed from the waitlist.
2. You may join the waitlist as an “active” or “inactive” member. Inactive members will not be contacted when a residence of their choice comes available until Marketing receives notification that they are active on our waitlist. The “inactive” status is a great option for someone who is pre-planning, looking to make a move in several years.
3. When Silver Maples is notified of an upcoming vacancy, we will begin to develop our call list. Initial emails/calls will be placed to notify the first few people on the list what is becoming available, information about the home (floor plan style, location within the community, monthly fees, and entry fee if applicable), when tours can be arranged, and their position on our call list. Once a home becomes available, active individuals will be contacted as follows:
 - A. Current residents on our internal list will be contacted and given the option to reserve the available villa/apartment. They have 24 hours to make a decision.
 - B. Non-residents will be contacted according to the date they joined the waitlist, skipping those that are “inactive” members on the list. Once you are officially offered a home you are given 48-hours to make a final decision. *Note: The offering and 48-hour decision making time period is seven (7) days a week. If we reach your name on the call list over the weekend, you will be notified and the 48-hour timeframe for a decision will be in effect.*
 - C. If you decline three (3) home offerings you will remain on the waitlist, but will be moved to the bottom of the list with the current date at that time. ***Please note that Silver Maples will never remove you from the waitlist without written request.***
 - D. Inactive members may be notified of availabilities as a courtesy if all active members have declined the available home. These courtesy calls will not count toward your three (3) allowed denials of occupancy.
4. Upon acceptance of an available villa/apartment, the future resident(s) will need to pay a deposit according to the policy below which is based on the specific area of interest. Confidential Data Application (CDA) will need to be completed and submitted 3-5 days after the home/apartment is reserved. The Executive Director & CEO of Silver Maples reviews and approves all applications based on current financial requirements. Once the CDA is approved the future resident(s) will begin coordination with Marketing on their anticipated move date.

5. A. Villa Homes/Maples Apartments (Independent Living): To officially reserve a home, you must pay a 10% deposit of the entry fee option you've selected. Once the home is ready for occupancy, the future resident(s) have up to 15 days to move in before monthly fees will commence.

B. Meadows Apartments (Assisted Living): To officially reserve an apartment you must pay last month's rent as a deposit. Once the home is ready for occupancy, the future resident(s) have up to 10 days to move in before monthly fees will commence.

6. There is no guarantee implied or promised that future deposit fees or monthly service fees will remain the same.

I have read and understand the terms and conditions of the Waitlist agreement, and my preferences:

INDEPENDENT LIVING:

<u>THE VILLAS</u> ☐ <i>Active</i> ☐ <i>Inactive</i>	<u>THE MAPLES</u> ☐ <i>Active</i> ☐ <i>Inactive</i>
☐ <i>Beechwood</i> ☐ <i>Maplewood</i>	☐ <i>Aspen</i> ☐ <i>Bayberry</i>
☐ <i>Birchwood</i> ☐ <i>Wildwood</i>	☐ <i>Cedar</i> ☐ <i>Dogwood</i>
☐ <i>Rosewood</i>	☐ <i>Elderberry</i> ☐ <i>Honeysuckle</i> ☐ <i>Golden Bell</i>
	☐ <i>Golden Rod (ADA Compliant)</i> ☐ <i>Ivy</i>

ASSISTED LIVING:

THE MEADOWS ☐ *Active* ☐ *Inactive*

☐ *Azalea* ☐ *Oak* ☐ *Tupelo* ☐ *Respite*

List Any Preferences (1st floor, view, etc.): *Please note that specific preferences will increase your wait time.*

Print Name(s): _____ **Date:** _____

Signature: _____ **Signature:** _____

Address: _____ **City** _____ **State** ____ **Zip** _____

Email: _____ **Phone:** _____

Method of Contact (Please order preference using 1, 2 or 3): ____ **Phone** ____ **Email** ____ **Text**
.....

☐ *Include contact in communications regarding availability.*

Additional Contact: _____ **Relationship:** _____

Email: _____ **Phone:** _____
.....

For Office Use: **Marketing/Sales Representative:** _____ **Date:** _____