



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.

Waitlist Deposit

A refundable, non-interest bearing \$1,000.00 deposit is required to be placed on the waitlist. This deposit is refundable upon written request submitted by email or mail to the Marketing Department. Please allow up to fourteen (14) days for processing. Upon refund, your name will be removed from the waitlist.

In the event of the waitlist member's death prior to residency, the \$1,000.00 waitlist deposit shall be refunded to the beneficiary designated below, who may be an individual, a trust (with trustee), or the personal representative of their estate.

Active and Inactive Status

You may join the waitlist as either an "active" or "inactive" member. Inactive members will not be contacted when a residence of their choice becomes available until Marketing receives notification that they wish to be active. Inactive status is intended for individuals who are pre-planning and are not interested in a move in the near future.

Notification of Availability

When Silver Maples is notified of an upcoming vacancy, a report is created which lists all internal and external waitlist members who are interested in the style of villa or apartment that will be available – inactive members will be removed from this list. Individuals will be contacted as follows:

- A. Current residents on the internal waitlist will be contacted first and given twenty-four (24) hours to make a decision.
- B. External waitlist members will be contacted according to the date they joined the waitlist. Once officially offered a home, individuals are given forty-eight (48) hours to make a final decision. The offering and decision-making timeframe applies seven (7) days a week, including weekends.
- C. If three (3) home offerings are declined, the individual will remain on the waitlist but will be moved to the bottom of the list using the current date.
- D. Inactive members may be notified of an available home, as a courtesy, if all active members decline. Courtesy calls do not count toward the three (3) allowed denials.

Silver Maples will never remove an individual from the waitlist without written request.

Reservation and Application Process

Upon acceptance of an available villa or apartment, the future resident(s) must submit the applicable deposit outlined below and complete the Confidential Application within three (3) days after the home is reserved. All applications are reviewed and approved by the President and CEO based on current financial requirements.

Reservation Deposits

A. Villa Homes / Maples Apartments (Independent Living)

To officially reserve a home, a deposit equal to ten percent (10%) of the entry fee is required. Residents may take occupancy as soon as the home is ready. If the resident has not physically moved in, monthly fees will begin five (5) days after the home is ready for occupancy.

B. Meadows Apartments (Assisted Living)

To officially reserve an apartment, last month's rent is required. Residents may take occupancy as soon as the home is ready. If the resident has not physically moved in, monthly fees will begin five (5) days after the home is ready for occupancy.

Fee Changes

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

I have read and understand the terms and conditions of the Waitlist Agreement and indicate my preferences below:

INDEPENDENT LIVING:

THE VILLAS ☐ *Active* ☐ *Inactive*

☐ *Beechwood* ☐ *Maplewood*

☐ *Birchwood* ☐ *Wildwood*

☐ *Rosewood*

THE MAPLES ☐ *Active* ☐ *Inactive*

☐ *Aspen* ☐ *Bayberry*

☐ *Cedar* ☐ *Dogwood*

☐ *Elderberry* ☐ *Honeysuckle* ☐ *Golden Bell*

☐ *Golden Rod (ADA Compliant)* ☐ *Ivy*

ASSISTED LIVING:

THE MEADOWS ☐ *Active* ☐ *Inactive*

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

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

Prospective Resident Information

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

Signature: _____ **Signature:** _____

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

Email: _____ **Phone:** _____

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

Additional Contact (Must be someone other than the prospective residents)

Name: _____ **Relationship:** _____

Email: _____ **Phone:** _____

☐ *Include contact in communications regarding availability.*

Waitlist Deposit Beneficiary Designation

☐ **Individual**

☐ **Trust**

☐ **Estate**

Name / Trust Name / Estate of: _____

Relationship / Trustee / Personal Representative: _____

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

Email: _____ **Phone:** _____

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