



Application Steps

Thank you for your recent interest in Gaines Park. Before proceeding with the move-in process, there are a few important steps that need to be taken in order to provide you or your loved one with a comfortable relocation. Below is a list of steps to proceed:

Step One

- ❖ Schedule an appointment to tour our community and become familiar with the Gaines Park staff, layout, location, services and amenities.
- ❖ Once you have toured our community and have decided to make the commitment to move into Gaines Park, an Administrative Fee of \$600.00 will need to be paid to reserve an apartment. If no apartments are available, this fee will place your name on our community waiting list. Once an apartment becomes available, this fee will be applied as the Administrative Fee.

Step Two

- ❖ An Application must be completed for all new residents. This will be given at the time of commitment along with the Physicians Report form.

Step Three

- ❖ All residents who plan to move into Gaines Park must have a health assessment with our Resident Care Manager. This assessment is done to determine what Level of Care each individual requires. The assessment is critical to your well-being, therefore we recommend a family member, sponsor, relative or close friend join you for your assessment.

Step Four

- ❖ Once your health assessment is completed you will be given a resident agreement package to review and complete. The Physicians Report form is essential and should be given to your personal physician to complete. This form must be signed and completed in its entirety by your doctor within 30 days of admission. **Note: ALL STATE REQUIRED PAPERWORK AND SCREENINGS MUST BE COMPLETED BEFORE DATE OF MOVE-IN.**

Step Five

- ❖ Once all of your initial application paperwork is completed and given to our Community Relations Director it will conclude the application process. We will review all of your information and contact you regarding availability and admission to our community.