

## GS Communities Online Application Instructions

1. Go to the website <https://gsmc.twa.rentmanager.com/applynow>
2. Only one person should start this process, if there is more than one person applying make sure to utilize step 7 below. If only one person is applying then continue and skip step 7.
3. Under Apply Now select the property to which you are applying.
4. Enter in the information asked and click sign up.
5. You will receive an email with the link to the application.
6. Click the link and fill the application out.
7. IF THERE IS MORE THAN ONE PERSON APPLYING
  - a. Click the "Add Additional Applicant" button under "Additional Applicants"
  - b. You will fill in their name and email address
  - c. Then the additional applicant needs to follow the link in their email to complete their full application.
8. At the end of the application, you will need to click that you acknowledge and agree to several items.
9. Then digitally sign the document and hit submit.
10. You will then be directed to the page to pay the application fee and associated convenience fees.
11. Once that is completed let the manager know, and we will reach out once the application is run and we have a decision.
12. If you need to need to add information or finish the application before fully submitted, go to the website at step one and click the button for existing account to log back into your account.