



**Carlyle Place**  
*NavicentHealth*

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### Process For Becoming a Resident

1. Sign Residence and Life Care Agreement
2. Put 10% of Entrance Fee down as deposit for a specific apartment or garden home
3. The Approval Process begins and should take no longer than 30 days to complete

#### **The Approval Process**

- Fill out application for **Residency**. (If there are two (2) applicants, each applicant should complete an Application. The financial information can be completed jointly).
- The Physician's Examination Form must be completed by your primary physician.
- Sign the Medical Release Form. Carlyle Place will order medical records from your primary physician to cover a minimum of two years.
- When the above information has been obtained, the Marketing Coordinator will call to schedule an Assessment to be completed by the Wellness Nurse at Carlyle Place. The assessment is a three part questionnaire which should take about thirty minutes per applicant.
- The Financial Application is reviewed by the Director of Financial Services for approval.
- Applicant will receive a letter signed by the Executive Director regarding the approval status.
- When approved, Resident will have sixty (60) days to move in or until the Monthly Service Fee begins.

#### **Forms Requiring Your Signature**

Resident and Life Care Agreement

Application For Residency

Medical Release Form

Physical Examination Form (doctor completes -- only needs your signature)

Smoker's Statement of Understanding

Photo Release Form

Criminal Background Release

Acknowledgement form for receiving Disclosure Statement