

**INSTRUCTIONS FOR
GO TEXAN CERTIFIED RETIREMENT COMMUNITY PROGRAM APPLICATION
FORM RED-103**

SECTION A

1. CLIENT INFORMATION

- Enter the City or County name.
 - Check the box that identifies whether community is in a city or county.
 - Enter the Comptroller Taxpayer ID No.
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SECTION B

1. CHIEF ELECTED OFFICIAL

- Check the box that identifies the title of the Chief Elected Official in the city or county.
- Enter the Chief Elected Official's full name, telephone and fax numbers, E-mail and Web Addresses.

2. MAILING ADDRESS

- Enter the full mailing address of the Chief Elected Official.
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SECTION C

1. LOCAL CONTACT PERSON

Enter the suffix, full name, title, telephone and fax numbers, and E-mail address of the local contact person (Sponsor).

2. MAILING ADDRESS

Enter the full mailing address of the local contact person (Sponsor).

3. FACILITY ADDRESS – PHYSICAL ADDRESS OF CONTACT PERSON

Enter the full physical address – not a P.O. Box.

SECTION D

1. WEB SEARCH CRITERIA (THIS INFORMATION WILL NOT BE USED IN THE SCORING PROCESS)

Check the boxes that identify the facilities and services available to the retirement community. If the facility or service is not available, check the "None" box.

SECTION E

1. POPULATION INFORMATION

Enter the exact population based on the latest Census.

SECTION F

1. PAYMENT

Please use the following formula to calculate your payment for this program:

Payment = Exact population _____ x .25 cents or \$5,000.00 (whichever is the higher amount) =
\$ _____

- Check the box that identifies the method of payment.
 - Enter the amount of payment you are sending in with this application.
 - Mail the payment with the application to the TDA address indicated.
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SECTION G

1. CHIEF ELECTED OFFICIAL SIGNATURE

- Please read the entire statement.
 - Sign and date the form.
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SECTION H

1. CHECKLIST FOR CERTIFIED RETIREMENT COMMUNITY PROGRAM APPLICATION

Please use this checklist to ensure you are sending TDA all of the required information and documentation.