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## APPLICATION FOR TENANCY PROCESS CHECKLIST

### EQUAL HOUSING OPPORTUNITY

We conduct our business in compliance with the Federal Fair Housing Law. It is illegal to discriminate against any person based on race, color, religion, sex, handicap, familial status, or national origin.

Please provide the following: Completed and signed Application for Tenancy by each adult applicant (18 years or older).

- Copy of valid government-issued photo ID for each adult applicant (18 years or older).
- Proof of income – two (2) most recent months' paycheck stubs or Social Security or Disability Statements for each adult applicant (18 years or older).
- Photograph of any and all pets; copy of license if applicable.
- Copy of RV registration if applicable.
- Application fee of \$25 if applicable

### Guidelines for Approval:

- Minimum credit score of 600.
- Minimum gross income of three (3) times the monthly rent/utilities/covenants. Security deposit equal to one (1) full month's rent.
- Any applicant with an eviction within the past five (5) years or active bankruptcy is subject to denial.
- Debt to income ratio should be at 42% or less.
- Any misrepresentation on the application, discovered before or after approval, will result in voiding, withdrawal, or dismissal of the lease.
- Up to two (2) pets are allowed (subject to management approval). Breed & weight restrictions may apply. Pets must be under 30 pounds and spayed/neutered. No breeding is allowed.
- Any recreational vehicle older than 10 years, or that has significant damage or is in poor condition, may require additional maintenance, repair, paint/weather resistance before being allowed into the park. The storage fee to park in the community is \$75.00 per month.

### Additional Information:

If your application package is complete (all of the above-referenced documentation is provided), Park Management will process your application package and may schedule a meeting with you. If you need to cancel your appointment, please call at least 24 hours prior to the appointment. If you are late, Management will reschedule your appointment. It is your responsibility to bring a translator to the appointment if necessary. Failure to provide the above documentation may result in a delay of the application process or denial of your application for tenancy. Providing false or misleading information or omitting any information constitutes fraud and justifies rescission of the application, damages, and other remedies.

### Acknowledgement:

Acknowledge Receipt of Application for Tenancy Process Checklist by Prospective Homeowner/Tenant:

Space Number: \_\_\_\_\_ Date: \_\_\_\_\_

Prospective Tenant Name (Printed): \_\_\_\_\_ Prospective Tenant Signature: \_\_\_\_\_

Prospective Tenant Name (Printed): \_\_\_\_\_ Prospective Tenant Signature: \_\_\_\_\_

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**SECTION 3: EMPLOYMENT INFORMATION (Must show a five (5) years minimum history. If less than 5 years with current employer provide previous employer information on back of this page.)**

Applicants Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Additional Income (Source and Amount): \_\_\_\_\_

Co-Applicants Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Additional Income (Source and Amount): \_\_\_\_\_

**SECTION 4: OCCUPANTS UNDER 18 YEARS OF AGE**

Please list all minors who will be occupying the space:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**SECTION 5: EMERGENCY CONTACTS**

Please list 2 persons, not living with you, to notify in case of an emergency.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**SECTION 6: VEHICLES**

Please list the vehicles to be parked at the home site. Number of Automobiles: \_\_\_\_\_ (only 2 per home site are allotted).

Year: \_\_\_\_\_ Make & Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Number: \_\_\_\_\_

Year: \_\_\_\_\_ Make & Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Number: \_\_\_\_\_

**SECTION 7: PETS**

All pets must be approved by Park Management prior to move-in. We allow for 2 pets only, please refer to Park Rules and Regulations for maximum height and weight requirements. ***Aggressive Breeds are expressly prohibited.***

Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_

**SECTION 8: FINANCIAL**

Have you ever been asked to terminate your residency elsewhere, been Evicted or Foreclosed? \_\_\_\_\_

If yes please explain: \_\_\_\_\_

Have you ever filed for Bankruptcy? \_\_\_\_\_ If yes please list date: \_\_\_\_\_

Was the Bankruptcy Discharged? \_\_\_\_\_ If yes please list date: \_\_\_\_\_

**SECTION 9: MOBILE HOME, RV, OR TRAILER THAT WILL OCCUPY THE SPACE**

Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_ License/Decal Number: \_\_\_\_\_

Width: \_\_\_\_\_ Length: \_\_\_\_\_ State Registered: \_\_\_\_\_ Amps Needed: \_\_\_\_\_

**Financed by/Legal Owner:** Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Registered Owner:** Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*\*Please include photo for all RVs, Trailers, or Mobile Homes brought into the Park.*

**Authorization for Release of Information**

The undersigned requests the management to run a credit and eviction, and to check references and representations as acceptable by law. The undersigned acknowledges that in the event both management and the undersigned execute a rental agreement, it is subject to approval by the management of the undersigned's mobile home or recreational vehicle as provided in the Rental Agreement.

The undersigned represents and warrants that the above information is true and correct and has been made for the purpose of informing the management of the park. The management has permission to verify any and all information offered on this application.

The undersigned understands that in the event of any of the above information cannot be verified by the management of the Park, that the management of the Park has the right to deny the application.

The undersigned further understands that Prospective Residents shall have no rights of tenancy until a Rental Agreement has been signed by the park management and the Prospective Resident(s).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_