

NEW PARK RESIDENT APPLICATION REQUIREMENTS

Park tenancy application and approval requires the following:

1. Complete Rental Application.
2. Application Fee of \$24.70 (per individual applicant).
3. Copy of valid driver's license or picture ID.
4. Proof of Income: Six weeks of recent pay stubs, three months of bank statements, Social Security statement(s), or tax return(s).
5. Pet Application form (if applicable).

All Application Fees are Non-Refundable

YOU MUST NOTIFY THE OFFICE IN ADVANCE OF THE CLOSE DATE

Upon Close:

1. Lease Agreement to be signed immediately upon closing.
2. Copy of Bill of Sale.
3. Copy of Closing Statement: To confirm all required funds were collected and disbursed at closing.
4. Proof of Homeowners Insurance.
5. Notify the City of Lewiston (tax office).
6. Once settled: notify the office of any/all updated phone number(s) and or email addresses. **Contact info must be current at all times.**

Lot Rent is due on or before the 1st of each month

Online Application: Applications can be completed online by clicking the appropriate park link below.
Please be sure to submit your application to the correct park!

- **Fox Run MHP:** [Complete Fox Run Application](#)
- **Lewiston MHPS - Country Lane Estates:** [Complete Country Lane Application](#)
- **Lewiston MHPS - Stetson Brook Estates:** [Complete Stetson Brook Application](#)

Application Fee: Fees must be paid online by debit card, credit card, or ACH. ACH is preferred, as there are no processing fees.

Once approved for residency, monthly payments may be made online through PayParkRent.com, the RM Resident App, or by CashPay.

Should you have any questions, please contact our office at Lewiston@BoaVidaMHP.com.

Thank You,
Lewiston MHPS & Fox Run Management

APPLICATION FOR TENANCY

Park Name: _____

Park Address : _____

NOTE: Only husband, wife and minor children may fill out the same application. All other adults must complete their own application. Verification of identity and income must be submitted for all adults. *No Applications will be processed without ALL information required.*

SECTION 1: APPLICANT INFORMATION

Applicant Name: _____
First Middle Last

Social Security Number: _____ Drivers License Number: _____ Date of Birth: _____

Phone Number: _____ Email Address: _____

Co Applicant Name: _____
First Middle Last

Social Security Number: _____ Drivers License Number: _____ Date of Birth: _____

Phone Number: _____ Email Address: _____

SECTION 2: RESIDENCE INFORMATION (Must show a five (5) years minimum history. *If less than 5 years at current address provide previous additional information on back of this page.*)

Applicant Current Street Address: _____

City: _____ State: _____ Zip: _____ Length of Time: _____

Own or Rent: _____ Monthly Payment: _____

Landlord Name: _____ Phone Number: _____ E-mail: _____

Reason for Leaving: _____

Co- Applicant Current Street Address: _____

City: _____ State: _____ Zip: _____ Length of Time: _____

Own or Rent: _____ Monthly Payment: _____

Landlord Name: _____ Phone Number: _____ E-mail: _____

Reason for Leaving: _____

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. Pet information and photo must be provided. Dogs are not permitted, except where required by applicable law.

Type of Pet: _____ Breed: _____ Name: _____ Size: _____ Color: _____

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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 THAT DOES / 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: _____

Authorization for Release of Information

The undersigned requests the management to run a credit, eviction, and background check, 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 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. Landlord is required by law to provide the applicant a complete copy of the information obtained pursuant to the background check, credit check, or other screening process.

The undersigned understands that in the event 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: _____

Please also attach supplemental information to this application:

- 1.) Copy of ID(s) 2.) Two months proof of income or bank statements 3.) Photo of Pet if applicable.