

APPLICATION COVER LETTER / INSTRUCTIONS

This community is:

All Age 55+

Dear Applicant:

Thank you for your interest in our community. In order to process your application for residency, it is necessary to provide the following information for each individual who will be on the registration of the home or reside in the home as a co-occupant.

1. A fully completed application form. All blanks require a response. If the information requested on the form is not applicable, then respond N/A (not applicable).
2. Management obtains a credit report and an Unlawful Detainer report on all applicants. Management cannot use any similar reports supplied by the applicant or their agents. There is no charge to the applicant for these reports.
3. Financial documentation must be submitted with the application. All persons who will be on the title of the home as registered owners must provide at least one of the following forms of financial documentation:
 - Copies of bank statements showing direct deposits and identifies the source of those deposits.
 - Current wage earning statement that shows year-to-date totals. If wage earning statement does not include year-to-date totals, then three previous month's wage earning statements are required at the time the application is submitted.
 - Copy of Social Security Income or pension commitment letters indicating the amount and timing of this income.
 - Copies of Certificate of Deposits, Money Market Accounts or other investments showing total amount invested.

Note: If none of the above is available, then management can accept a copy of the prior year's Income Tax Returns for each applicant.

4. A copy of the purchase agreement or a letter from the escrow company, which shows the escrow number and address in respect to the mobilehome that is being purchased.
5. If the home is to be financed through a financial institution or lender, a copy of the loan commitment showing the loan amount, down payment and monthly payment.
6. A Social Security card or Tax Identification Number (TIN) and a valid Driver's License (or photo I.D) is to be presented at the time the Application for Residency is submitted. This is required for all individuals declared on the application over the age of 18 years, and who will be residing in the home.
7. Copies of valid registrations for all vehicles declared on the application.
8. **Pets:** If declaring a pet, you may be requested to bring the pet to the park office to be viewed and possibly photographed by management.
9. Denote space number of the home you are purchasing at the top of the application and ensure all persons declared on the application sign and date the application before submitting to the park office.
10. Management will conduct secondary reviews of all applicants who do not have a minimum FICO score of 620; monthly space rent plus mortgage expense is more than 35% of gross monthly income, and/or there is reason to believe Rules of the Community cannot be complied with.

We suggest you return the application for residency and all requested supporting documentation in person within ten (10) business days upon receipt of the application. Management will then preview the application to ensure it is complete and that they have copies of all the supporting documentation needed to begin the formal review process.

Upon receipt of the completed application, management will begin processing the application. Although management has fifteen (15) business days in which to determine their decision, typically the application process only requires three (3) to five (5) business days. However, there is always the possibility of delays. Incomplete, unsigned or missing documentation are the usual reasons for the delays. The period permitted for the application process does not begin until all the requirements of the submittals are satisfied.

Once the decision has been made regarding the application, the applicants will receive either a park approval letter from management or a letter of denial from the corporate office.

If you have any questions regarding the application or the required documentation, please contact one of the park office staff for assistance.

Community Name: _____

Date Given to Prospective Buyer: _____

cc: Prospective Buyer
Selling Resident
All listed real estate agents