

Guidelines and Procedures for Buying Homes in our Community
Application Process & Orientation Meetings

These guidelines have been formulated to assist in the ownership transfer of homes located in this community. They are intended to ensure that the park rules and California Civil Code are complied with.

There will be two meetings with Management:

1. The application and Orientation meeting 2. The signing meeting.

If these guidelines are followed, the transfer process will flow smoothly and in a timely manner.

Please bring all the following documents to the application meeting. After the prospective purchaser has been approved and accepted, the second meeting will be scheduled.

1. Prospective residents have checked with the office for management approval.
2. Completed Application (4 pages) signed, **and** completed Credit Verification.
3. A. Proof of Income (if employed, 2 months current pay stubs, if retired a copy of Social Security and other income).
B. Prospective Purchaser's income must meet the Parks credit and income requirement. **Each person's** income requirement is 3 x's the base rent *plus* \$100.00. Also **each person must have** a credit score of **680** or higher to qualify.
4. Prospective residents must meet the community age requirements. One resident on title must be 55, second at least 40 years of age. Drivers License or Birth Certificate, **and** Social Security Card must be provided. Yes ____ No ____
6. Park Disclosure statement signed. Int. ____
7. Prospective residents understand that the purchaser of the home must reside in the home and be the registered owner with the state. Int. ____
8. Prospective residents understand that renting and subletting of the home is prohibited. Int. ____
9. Prospective residents understand the pet policy Int. ____

It is important that you return your application as soon as possible so we may start the approval process. Loan Approval is *not* Park Approval.

If approved, you will have a second appointment with management. Please read and understand them, but **Do Not Sign** until in person with management, when we have our second meeting.

Buyers _____

Park Management

Date

The Anacapa
720 W Santa Maria St., Santa Paula, Ca 93060
(805)525-4612

Application for Residency 1 of 5

Personal

Date of application _____

✓ 1st Applicant: _____ Phone: _____

Drivers License # _____ Social Security # _____

✓ 2nd Applicant _____ Relationship _____ Phone _____

Drivers License # _____ Social Security # _____

Name(s) of other person(s) who will be occupying the Home: _____

Present address: _____

Monthly Rent or Mortgage Payment: \$ _____ Phone: _____

Present Landlord/Mortgage Co.: _____

Address _____ City _____ State _____ Zip _____

Previous Address: _____

Previous Landlord/Mortgage Co.: _____

Address _____ City _____ State _____ Zip _____

Previous Address: _____

Previous Landlord/Mortgage Co.: _____

Address _____ City _____ State _____ Zip _____

Have you ever been asked to terminate your residency elsewhere or have you ever been evicted?

1st Applicant: Yes _____ No _____ 2nd Applicant: Yes _____ No _____

If yes, please explain: _____

Have you ever lived in a Manufactured/Mobilehome Community before? Yes _____ No _____

Name of Community: _____ Date _____

Address _____ City _____ State _____ Zip _____

Application for Residency 2 of 5

Vehicles

Make: _____ Model: _____ Year: _____ License No: _____ State: _____

Make: _____ Model: _____ Year: _____ License No: _____ State: _____

Make: _____ Model: _____ Year: _____ License No: _____ State: _____

Employment

Employer: _____ Phone: _____

Address: _____

Position: _____ Gross Monthly Salary: _____

Immediate Supervisor: _____ Length of Employment: Yrs. _____ Mo: _____

✓ If not employed please provide source and amount of financial support:

Source: _____ Amount: _____

Source: _____ Amount: _____

Employer: _____ Phone: _____

Address: _____

Position: _____ Gross Monthly Salary: _____

Immediate Supervisor: _____ Length of Employment: Yrs. _____ Mo: _____

If not employed please provide source and amount of financial support:

Source: _____ Amount: _____

Source: _____ Amount: _____

Financial

Name of Bank: _____ City: _____

Acct. No.: _____ Checking: _____ Savings: _____ Loan: _____

Credit Card: _____ Credit Card: _____

Stocks/Bonds: _____ Value: _____

Money Market: _____ Value: _____

Brokerage Account: _____ Value: _____

Retirement Account: _____ Value: _____

Retirement Account: _____ Value: _____

Application for Residency 3 of 5

Pets

If you have allowable legal dogs or cats, please provide the following information:

Name	Age	Breed	Color Description	Height	Weight
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

References

Business: Name: _____ City: _____ Phone: _____

Business: Name: _____ City: _____ Phone: _____

Personal: Name: _____ City: _____ Phone: _____

Personal: Name: _____ City: _____ Phone: _____

In An Emergency – Person(s) to notify (other than co-resident).

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work: _____ Cell: _____

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work: _____ Cell: _____

Home Occupying Space

Make: _____ Model: _____ Sq. Ft. _____ Length: _____ Width: _____

Year: _____ HCD Decal #: _____ Serial #s _____

Space # _____ License #s: _____

Financed By: _____

Address	City	State	Zip
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Legal Owner Name/Address: _____

Registered Owner Name/Address: _____

Current Location: _____

Application for Residency 4 of 5

Residency Acknowledgement

The undersigned understands and acknowledges that this is a "housing for older persons" park. The undersigned understands and acknowledges that at all times The Anacapa is an owner occupied community and that at least one person is fifty-five (55) who is a legal or registered owner on title and that person must reside in the home on a full time basis.

The minimum age requirement of 55 years of age, for at least one resident on title and a minimum age requirement of 45 years of age or older for any other resident. The undersigned hereby represents that the person(s) making application to reside in the park meet the age requirements and have submitted proof of same.

The undersigned understands that subletting, renting, long term custodianship/house sitting is not permitted.

I/we have read, considered and agreed.

Signature of Applicant

Date

Signature of Applicant

Date

The undersigned requests the management to check the credit references and representations submitted in this application. The undersigned acknowledges that in the event that a Rental Agreement has been executed by both management and the undersigned, it is still subject to approval by the management of the undersigned Manufactured 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 Community. The management has permission to verify any and all information offered on this application.

The undersigned understands that in the event the management of the Community cannot verify any of the above information the management of the Community has the right to deny the application. The undersigned further understands no Prospective Resident(s) shall have any rights of tenancy until the owner or management and the Prospective Resident(s) have signed a Rental Agreement.

Signature of Applicant

Date

Signature of Applicant

Date

THE ANACAPA
720 W. Santa Maria Street
Santa Paula, California 93060

Application for Residency 5 of 5
CREDIT VERIFICATION & RECEIPT

APPLICANT

PHONE #

ADDRESS

CITY

STATE

ZIPCODE

SS #

DRIVERS LICENSE #

APPLICANT

PHONE #

ADDRESS

CITY

STATE

ZIPCODE

SS #

DRIVERS LICENSE #

EACH APPLICANT MUST SIGN AND DATE THIS FORM BEFORE YOUR
APPLICATION CAN BE PROCESSED.

X _____
Signature

X _____
Signature