

THE LAKES AT HEMET WEST A MANUFACTURED HOUSING COMMUNITY

**5001 W. FLORIDA AVE
HEMET, CA 92545
(951) 925-2575**

GUIDELINES FOR COMMUNITY APPROVAL

**This COMMUNITY is an
Equal Housing Opportunity Provider.**

**We do business in accordance with
The Federal Fair Housing Law**



**It is illegal to discriminate against any person
because of race, color, religion, sex, gender identification and gender expression,
handicap/disability, familial status, ancestry, national origin, or inclusion in any protected
classification**

Dear Applicant(s),

Thank you for applying for tenancy in The Lakes at Hemet West, a Manufactured Housing Community (the "Community" or "Park").

Please Note: We use a third-party, online vendor for all our applications; we no longer have, nor can we provide, paper applications. The link to the online vendor will be provided on request.

Application Process:

1. Every person 18 or older applying for residency must fill out an application on line You must download through the online link one of the following forms of identification with your address and signature:
 - a. State-issued Identification Card
 - b. Valid Driver's License
 - c. Valid Passport with Photo
 - d. Federal Government issued Military Identification and Privilege Card
 - e. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) and one or more of the following: Passport number and issuing country, identification card number, or number, and issuing country of any government issued identification, which evidences residence or nationality and bears a photo or similar safeguard.

Please Note: School or merchant identification cards will not be accepted.

2. Applicants who are responsible for rent must download through the online link for our third-party vendor documentary proof of their respective ability to pay rent. **You must show gross income of no less than three (3) times the monthly lot rent and utilities. Acceptable proof of income includes:**
 - a. Prior month's banking statement including checking, savings, retirement, or pension accounts which show the applicant's ability to pay monthly the amount of three times the monthly lot rent. Pay Stubs: If you are paid bi-weekly, you must provide the three (3) most recent pay stubs. If you are paid monthly, you must provide the last two (2) months' pay stubs. If your income is based on commission, you must provide proof of income for past twelve (12) months.
 - b. Self Employed: Most recent four (4) months of bank statements.
 - c. Current year's award letter or prior year's tax statements will be accepted for the following: Unemployment, Social Security, Disability, and Veteran Affairs & Welfare.
 - d. Court-ordered income, such as child support or alimony.
 - e. Family support, which must also include a letter from the contributor and their proof of income.
 - f. Most current Welfare, Unemployment & Financial Aid statements.
 - g. Other – please discuss any other types of income with the manager.

Approval Criteria:

There are only four bases for denying tenancy:

1. Lack of financial ability to pay rent;
2. Inability to comply with the park's rules and regulations based on prior tenancies;
3. Inability to comply with the park's age requirements (senior housing only); or
4. Fraud, deceit, or concealment of material facts committed by the applicant(s) in the application process or submittals therewith.

The Community also requires a credit report for all applying individuals and a credit (FICO) score of at least 600. By checking the appropriate box on the online Application for Residency, the applicant(s) is confirming that park management is authorized to process a complete credit check on each of the applying applicants.

Any acceptance or denial of tenancy will be done via written notification from our third party vendor, Boom or a member of the property management team within fifteen (15) business days after the *completed* application is submitted online to the Park's third-party online vendor. The seller of the mobilehome, if applicable, will also be informed whether you have been accepted or denied for tenancy, but without any financial information. If the online application is submitted incomplete, the application will be denied until a complete application is re-submitted online to the Park's third-party online vendor.

Your Results:

1. If your application has been approved, you will receive written notification of such from our third-party vendor, Boom or a member of the property management team. Please be sure to give your most current contact information so that they can reach you in a timely manner.

2. If approved, you will need to make an appointment to come into the Community Office for an "in person" interview with a member of the property management team and sign the necessary Community's residency documents.

3. If your application has been denied, you will receive written notice of such from our third-party vendor, Boom or a member of the property management team. The denial of your application will be based on any of the above-mentioned tenant screening criteria. If you wish to correct or object to any of the reported information from your background report, you may contact the name or company listed on your written notice.

Always keep in mind:

1. All home buyers must be pre-approved by park management for residency, and **before the home is purchased to remain "in place."**

2. The Park may take up to 15-business days to review and pass on a final application, but on average, application reviews can take less time. Out of State applications may be further delayed.

3. We may require a security deposit equal to two months' rent pursuant to the Mobilehome Residency Law.

If you have any questions, then please direct them to Park Management at the following:
(951) 925-2575.

Thank you.

Regards,

The Lakes at Hemet West

Community Management