TENANCY APPLICATION PROCESS

FOR MOBILE HOME COMMUNITIES MANAGED
BY: CALIFORNIA MOBILE HOME PARK
MANAGEMENT CO.
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EQUAL HOUSING OPPORTUNITY

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, AGE, DISABILITY, MEDICAL CONDITION, HANDICAP, GENETIC INFORMATION, FAMILIAL STATUS, MARITAL STATUS, SEXUAL ORIENTATION, CITIZENSHIP, PRIMARY LANGUAGE, IMMIGRATION STATUS, ANCESTRY, NATIONAL ORIGIN, SOURCE OF INCOME, OR ANY OTHER UNLAWFUL REASON UNDER STATE OR FEDERAL LAW.

Dear Applicants and Agents:

As a prospective purchaser of a mobilehome in the Park, you are provided with the following information regarding the process for applying for tenancy in the Park. The mobilehome tenancy is two-fold: you are acquiring a mobilehome in which to live, and you are applying to qualify as a tenant with the right to maintain a mobilehome and live in it at the rental space, prior to applying for tenancy in a mobilehome park.

Each person over the age of 18 who intends to occupy a mobilehome as a tenant or who intends to live in a mobilehome purchased for tenancy in a property that we manage must attend the Park's interview as part of the application process. The documents and information that each participant in the process must provide at the interview are listed below and on page 2.

Note: A person who will not be living in the mobilehome may not participate in the application/ interview process. Also, each applicant or group of applicants who are applying for tenancy rights must qualify in their own right. Third party co-signers or guarantors are not allowed. Only applicants who qualify will be allowed to sign the rental/lease agreement and attain tenancy status.

The Interviewer sets time aside for your specific meeting. The Interviewer's time and your time are valuable; you must come to the interview prepared in advance, and have all required documentation and information collected before you schedule your meeting. If you show up without all persons 18 years of age and older, or if you are missing any of the required information or paperwork, the interview process will be suspended and your application paperwork may be returned to you.

1. Applicant(s) must present current and valid photo identification (driver's license, photo ID card or passport) for each person, 18 years of age and older that will be residing in the home.
2. Person(s) who are applying for tenancy rights ("applicant") must present a copy of their Social Security Card and/or ITIN number, which must be obtained prior to and presented at the interview. If an applicant does not have his/her card, he/she can request a verification print-out from the Social Security Administration/IRS. The verification form must be from a government agency and contain the agency's letterhead.

3. Each applicant must provide current and prior addresses and landlords' names and phone numbers for the past 5 years.
4. Each applicant must present three recent and consecutive pay statements and employer verification for each job. If self-employed, the applicant must provide verifiable proof of the amount and source of his/her monthly gross income or means of financial support.
5. You must provide the names and dates of birth of all persons you intend to occupy the mobilehome with, including applicant(s) and person(s) who are not applying for tenancy but who will occupy the home as household members or "additional occupants."
6. Each applicant must present complete information as to his/her/their current monthly financial obligations, including loans, credit cards, insurance, etc.
7. You must provide the make, model and license number of all vehicles of intended occupants, and proof of insurance.
8. For each applicant and additional occupant who is over the age of 15, you must provide a current valid driver license. Only persons who have a current valid driver license may drive in the Park.
9. If applicants have a pet, you must provide a current photo of the pet, vaccination records, and registration with the appropriate agency. Applicants will be required to fill out and sign a pet application and agreement.
10. Applicants must provide the names, phone numbers and addresses of two emergency contacts for each occupant.
11. Applicants must provide information for the mobilehome at the rental space, including the decal and serial number, year, make, model and size, and the names of the current registered owner (sellers) and any legal owner. All of this information can be obtained from the home's registration card or title search with the Department of Housing and Community Development ("HCD").
12. You must provide information on the seller/dealership, and finance company information, if any, including the company name, address, phone number and contact person. If you are obtaining a home loan for the purchase, you must submit a loan approval letter from your finance company.
13. You must provide the purchase agreement for the mobilehome, or other transfer document (e.g., if the mobilehome is an inheritance or a gift), to include the purchase price of the home and the amount of applicant(s)' monthly payments.

Standards for Screening to Qualify for Tenancy

1. Your application must be complete and accurate. Your application may be denied based upon fraud, deceit, or concealment of material facts during the application process.
2. Applicant(s) must have no evictions within the previous 5 years. Applicant(s) must provide proof that all eviction judgments that are older than 5 years have been repaid.
3. Applicant(s) must have a good payment history and conduct record in prior rentals.
4. Housing costs (consisting of space rent, estimated utilities and mortgage payments) must not exceed 33% of gross income.
5. Each Applicant(s)' FICO credit score must be 600 or greater.
6. We only consider the income of persons who are applying for tenancy.
7. You must be able to follow park rules, including but not limited to:
    a. Pets must comply with park rules: height:_____max; weight:_____max.
    b. Number of persons to occupy mobilehome cannot exceed number allowed in park rules and HUD guidelines: 2 persons per bedroom plus 1 additional person
    c. Applicants must meet age requirements of the community, if the Park is "housing for older persons."
8. Applicant(s) must be approved for loan for the mobilehome, if a loan is intended or necessary.
9. You must attend an in-person interview at the Park or designated location.
10. You must execute (sign) all residency documents: rental agreement/lease; rules and regulations, and any related or supporting documents.

When you have collected all of the information referred to on pages 1 and 2 of this letter, and you are ready to begin your application process, please call the Interviewer named below. Be sure that your appointment is scheduled at a time when all applicants and additional occupants ages 18 and over can attend.

Park Interviewer	Phone	Email
Rita_Terrebonne__	949-307-9868	Tenantapps.Rita@gmail.com_____

Be advised that during the processing of your application, all documents and information will be checked to verify their authenticity, including your photo identification, driver license, Social Security Card / ITIN, employment and residency history. We can potentially stop or pause the application process if we are unable to verify information. Applications will be rejected if false information is submitted.

In order to process your application(s), we may need additional information, which will be requested. After we have received all requested information, you will be notified in writing within 15 business days of whether your application(s) has/have been accepted or rejected.

We encourage you to request from management a copy of the lease or rental agreement, the park's rules and regulations, and a copy of the Mobilehome Residency Law. Upon request, park management will provide you a copy of each document, for your review only. We urge you to read these documents before making the decision to become a mobilehome park homeowner.

Thank you for your interest in our Community.

California Mobile Home Park Management Co.

INFORMATION AND STANDARDS FOR TENANCY

(Proof of Receipt)

Dated:_____,20_____

Received by: *(applicant initials)*_____Space_____