

Application for Tenancy Checklist

Community Name	Driftwood RV Park
Other monthly charges in addition to space rent	WA/S/GA/CA/WIFI/ELEC

Thank you for applying to become a resident in our community. Below are instructions and guidelines for completing the application process, including a list of required documents to attach.

Incomplete applications, or failure to provide required documents, will result in a delay of your application. We cannot process incomplete application packets.

APPLICATION

- Spouses may be listed on one application, both will sign
- Minors (under 18 years old) should be listed under Occupants; will not be lease signers
- Any additional adults in the home must complete and sign their own application (select “co-applicant” and fill in name of primary applicant)
- All applicable fields must be completed, and the application(s) must be signed and dated

PROOF OF ID FOR ALL ADULT APPLICANTS

- Copy of Government Issued Photo ID (Driver License, Passport, Military ID, Matricula Consular Card)
- A SS# or ITIN is required for the application. A copy of the card may be requested later, if needed for verification, financing, etc.

PROOF OF INCOME

- Copy of Income Verification (2 months’ wage statements, bank statement, agency award letter, etc.)
- For purposes of Eligibility, income amounts from all adults and verified sources will be combined

MH ONLY

- Purchase agreement, proof of ownership (not required if sale involved Casa Parks)

RV ONLY

- Pictures of RV, all sides
- Copy of current registration

PETS (if applicable)

- Picture of every pet listed on the application, with tape measure from shoulders to floor
- Note, only 2 indoor pets permitted, non-exotic, less than 18” at shoulder, no aggressive breeds

DISCLOSURES

- ***All adult applicants will be subject to credit and reference checks, and tenant screening***
- ***If approved, all residents of our community are expected to abide by the community Rules & Regulations. You can request a copy of these from the Community Leader.***

Community Application for Tenancy

Community Name	Driftwood RV Park	Rent \$	
Community Address	16011 Lower Harbor Road, Brookings, OR 97415		
Community Email	driftwood@montechristomh.com		
Type <i>(check one)</i>	<input type="checkbox"/> 55+ <input checked="" type="checkbox"/> All Ages	Deposit \$	
Estimated Move-In Date		Space #	

This application is for (check one)	<input type="checkbox"/> Primary Applicant	<input type="checkbox"/> Co-Applicant of _____
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PERSONAL INFORMATION

Full Legal Name			
Date of Birth		Social Security #	
Driver License #/State		Phone #	
Email Address		Are you a Veteran?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SPOUSE *(only complete if spouse is also moving into same space)*

Full Legal Name			
Date of Birth		Social Security #	
Driver License #/State		Phone #	
Email Address		Are you a Veteran?	<input type="checkbox"/> YES <input type="checkbox"/> NO

ADDRESS INFORMATION

Current		City, ST Zip	
Dates From / To		Own/Rent	<input type="checkbox"/> Own <input type="checkbox"/> Rent
Landlord Name		Phone #	
Rent / Mortgage	\$	Ok to contact?	<input type="checkbox"/> YES <input type="checkbox"/> NO

(Only need "Previous" if current address is less than 2 years)

Previous		City, ST Zip	
Dates From / To		Own/Rent	
Landlord Name		Phone #	
Rent / Mortgage	\$	Ok to contact?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Have you (or spouse) ever been evicted?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, when?	
Reason for Eviction?			

OTHER OCCUPANTS *(List anyone under the age of 18 who will also be living in the space.)*

Name	Relationship	Date of Birth

EMPLOYMENT AND FINANCIAL INFORMATION

PRIMARY (or CO-APPLICANT)

Current Employer			
Address		City, ST	
Phone #		Start Date	
Position		Monthly Gross	

Other Income (specify)			
Address		City, ST	
Phone #		Start Date	
Received How Often?		Monthly Gross	

Other Income (specify)			
Address		City, ST	
Phone #		Start Date	
Received How Often?		Monthly Gross	

SPOUSE

Current Employer			
Address		City, ST	
Phone #		Start Date	
Position		Monthly Gross	

Other Income (specify)			
Address		City, ST	
Phone #		Start Date	
Received How Often?		Monthly Gross	

EMERGENCY CONTACTS

Name		Phone #	
Address		City, ST Zip	
Email Address			
Name		Phone #	
Address		City, ST Zip	
Email Address			

PET INFORMATION

Maximum is 2 indoor pets. No exotic animals. Dogs must be compliant with height requirement. Breed restrictions apply. Check with Community Leader.

	Type	Height / Weight	Color	Name
#1				
#2				

HOME INFORMATION

Type of Home (check one)	<input type="checkbox"/> RV	<input type="checkbox"/> Mobile/Manufactured Home	<input type="checkbox"/> Other (specify)
If Financed, Lienholder:		Phone #	
Account #		Monthly Payment	\$
<i>If RV, complete the following section</i>			
Make & Model		Year	
License / Decal #		Size (length)	
Tip / Slide Out	<input type="checkbox"/> Left side	<input type="checkbox"/> Right Side	Amps Needed

VEHICLE INFORMATION

Maximum is 2 vehicles per home site, if space allows. Recreational vehicles (boats, jet skis, quads) are not permitted. Not all home sites allow for on-site parking. Some communities have alternative parking spaces available. Check with Community Leader for details.

	Year	Make/Model	Color	License Plate
#1				
#2				

STATEMENTS OF UNDERSTANDING AND AUTHORIZATION

I/We certify that all information is correct and complete. I/We understand that if any information is found to be false, it shall be grounds to deny the application for residency. I/We authorize the community management to conduct any credit and reference checks or other inquiries on all adults listed in this application that may be necessary for verification of this information.

I/We, the undersigned, authorize the Community Management Company to obtain such credit reports and tenant screening reports deemed necessary or prudent, and authorize any and all credit reporting agencies, tenant screening services, and any references listed in this application to provide such reports to this Company.

If application is approved, I/we understand I/we will execute a written rental agreement with the community and will receive a copy of the signed agreement, all disclosures, and the Community Rules and Regulations.

I/We understand the management company has the right to refuse any manufactured home or RV described in this application if there is any misrepresentation or if the home / RV arrives in unacceptable condition.

Applicant Signature _____ **Date** _____
Spouse Signature _____ **Date** _____

OUR COMMITMENT TO YOU

Once we receive the completed application and all required documents for verification, we will provide a response of approve or deny in less than 7 days, in accordance with state regulations. All processed applications are kept active for 90 days.

We do business in accordance with the federal Fair Housing Law. It is illegal to discriminate against any person because of race or color, religion, sex, national origin, familial status, or disability.

Community Leader _____ **Date** _____