

Application for Tenancy Checklist

Community Name	
Other monthly charges in addition to space rent	

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.

***All fields with an asterisk must be completed.** 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		Rent \$	
Community Address			
Community Email			
Type (check one)	<input type="checkbox"/> 55+ <input 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			
*Current Address		*City, ST Zip	
*Dates From / To		*Own/Rent	<input type="checkbox"/> Own <input type="checkbox"/> Rent
*Landlord Name or N/A		*Phone # or N/A	
*Rent / Mortgage	\$	Ok to contact?	<input type="checkbox"/> YES <input type="checkbox"/> NO
*Date of Birth		*Social Security #	
*Driver License #/State		*Personal Phone #	
*Email Address		*Are you a Veteran?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PREVIOUS ADDRESS *(only need if "current address" is less than 2 years)*

Previous Address		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

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

*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)

****Must complete at least one source of income and include Monthly Gross Amount***

Current Employer			
Address		City, ST	
Phone #		Start Date	
Email Address		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. ***If no pet, enter N/A next to #1***

	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. ***If no vehicle, enter N/A next to #1.***

	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.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>