



Dear Prospective Tenant:

Thank you for your interest in our community. When you are ready to submit your Application to Rent, we will need the following items:

1. **Application to Rent:** Application must be completed in its entirety for every person over the age of 18 that will be residing in the home. Spouses may complete one application. Non-spouses must complete separate applications.
2. **Proof of Income:** Acceptable proof of income would be copies of your three most recent paycheck stubs, two (2) months of bank statements showing your monthly income, or any other documents that can show proof of your monthly or yearly income.
3. **Identification:** Driver's license or other Government issued identification and social security card for each applicant. Copies not accepted. If you have never been issued a social security card you must state this in writing and sign it.
4. **Credit Checks:** Cashier's check or money orders **ONLY** (personal checks will not be accepted) in the amount of \$25.00 per adult applicant payable to:

Park Name

All of the items mentioned above must be submitted with your application. Income, employment, credit history, and prior tenancies are all taken into consideration in the application process. Although we are permitted fifteen (15) business days to process an application, they are processed as quickly as possible and in the order they are received. You will be notified by phone and/or mail when a decision has been made. Incomplete or partial applications will not be accepted. Delay in submitting the necessary documents will delay the processing of your application.

Sincerely,

Park Management

22880 Savi Ranch Parkway • Yorba Linda, CA 92887-4629 • (714) 974-0397



APPLICATION TO RENT

Park Name: _____

Applicant Name: _____	Social Security #: _____
Drivers License #: _____	Date of Birth: _____
Co-Applicant: _____	Social Security #: _____
Drivers License #: _____	Date of Birth: _____
Phone Number: _____	E-Mail: _____

PROPOSED OCCUPANTS: (List all occupants. <u>Anyone over the age of 18 must complete an Application to Rent</u>)

Will you have any pets? _____ If so, please describe: _____
 Why are you vacating your present place of residence: _____
 Have you ever been evicted or asked to move from any residence? _____ Yes _____ No
 If "Yes", please explain: _____

Last three places of residence (must provide street address, city, zip code, and phone numbers):

Address	Name of Owner/Manager/Complex	Phone	From-to-Date
Street: _____ City: _____ State: _____ Zip: _____			
Street: _____ City: _____ State: _____ Zip: _____			
Street: _____ City: _____ State: _____ Zip: _____			

Combined Current Salary: ___ Week ___ Month ___ Annual (check one) \$ _____

	Present Occupation	Prior Occupation	Spouses Occupation
Occupation:			
Employer:			
Business Address:			
Business Phone:			
Position Held:			
Name & Title of:			
Superior:			
Length of Employment:			

*If self-employed, name, type of business, business address, telephone.

Financial Obligations (Auto loans, personal loans, credit cards, etc.):

Payment made to: _____	Amount: _____
Payment made to: _____	Amount: _____

Emergency Contacts:

Name: _____	Address: _____	Phone: _____	Relationship: _____
Name: _____	Address: _____	Phone: _____	Relationship: _____

Automobiles:

Make: _____ Model: _____ Year: _____ License #: _____ Color: _____
 Make: _____ Model: _____ Year: _____ License #: _____ Color: _____

The undersigned Applicant hereby offer to rent/lease real property described on attached Application to Rent: It is understood the this Application is not a Rental Agreement/Lease and that Applicant has no rights to said property until written Rental Agreement/Lease is duly executed after the approval of this Application. Applicant is aware of an agrees to all the covenants and conditions in the proposed Rental Agreement/Lease and agrees to timely execute said Rental Agreement/Lease after notification of the acceptance of this Application and Offer. Time is of the essence.

A credit check fee of \$ 25.00 to process this Application will be given by Applicant to the owner/manager when this Application is turned in for processing. Applicant represents all information on this Application to be true and accurate and understands that owner/manager will rely upon said information when accepting this Application whether an independent investigation has been performed or not. Applicant hereby authorizes the owner/manager and his/her/its employees and agents to verify said information and make independent investigations to determine Applicant's rental, credit, financial and character standing. Applicant hereby releases owner/manager, his/her/its employees and agents, and any and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and are hereby authorized to release, without limitation, any and all such information they have concerning Applicant and in so doing so will be acting on Applicant's behalf and will be held blameless and without and liability whatsoever.

NOTICE: The rental for which you are applying may be reported to and monitored by various Consumer Credit Reporting Agencies. Your failure to satisfactorily perform your rental obligations may result in a derogatory entry in your rental and/or credit consumer file and could hamper your ability to obtain housing and/or credit in the future. In addition, owner/manager may report any and all information to other property owners/managers, credit grantors and/or public agencies.

Date: _____ Manager's Signature: _____ Manager's Name Printed: _____
 Date: _____ Applicant's Signature: _____ Applicant's Name Printed: _____
 Date: _____ Applicant's Signature: _____ Applicant's Name Printed: _____





EMPLOYMENT VERIFICATION FORM

This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used only for the purpose of evaluating the application for rental housing. The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 2. Copies of this form and the Applicant's signature are acceptable. The applicant may be contacted to verify the authenticity of this request. Please mail or fax this form to the person listed in Section 2 as soon as possible (within 24-48 hours).

1. Authorization by Rental Applicant for Release of Information:

I hereby authorize, the release of the information requested on this Employment Verification request to the Owner/Agent listed below. I hereby acknowledge that the owner/agent can make copies of this executed page in order to obtain the information requested.

Name: _____ Phone: (____) _____
Signature: _____ Date: _____

2. Information of Person Requesting the Employment Reference – TO BE COMPLETED BY PARK:

Name: _____ Phone Number (____) _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number: (____) _____ Fax Number: (____) _____

3. Applicant's Employments Information – TO BE COMPLETED BY APPLICANT:

Employer Name: _____
Employer Address: _____
Name of Supervisor/HR Manager: _____
Phone Number: (____) _____ Date Employment Commenced: _____
Check One: Full-Time Part Time - # of hours per week _____ Seasonal – Ending Date _____
Current Gross Income: \$ _____ Check One: Weekly Bi-Monthly Monthly Annual

4. Employer Verification – TO BE COMPLETED BY EMPLOYER:

Is the information provided in Section 3 above correct: _____ YES _____ NO

If no, please explain: _____

Name of Person Verifying Information: _____
Date: _____ Telephone Number: (____) _____



TENANCY VERIFICATION FORM

This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former landlord may be used only for the purpose of evaluating the application for rental housing. The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 2. Copies of this form and the Applicant's signature are acceptable. The applicant may be contacted to verify the authenticity of this request. Please mail or fax this form to the person listed in Section 2 as soon as possible (within 24-48 hours).

1. Authorization by Rental Applicant for Release of Information:

I hereby authorize, the release of the information requested on this Tenancy Verification Form to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name: _____ Phone: (____) _____

Signature: _____ Date: _____

2. Information of Person Requesting the Tenancy Verification – TO BE COMPLETED BY PARK:

Name: _____ Phone Number (____) _____

Address: _____ City: _____ State: ____ Zip: _____

Phone Number: (____) _____ Fax Number: (____) _____

3. Applicant's Rental History Information – TO BE COMPLETED BY APPLICANT:

Name of Housing Complex: _____

Address: _____

Name of Manager: _____ Phone Number: (____) _____

Date Tenancy Commenced: _____ Date Tenancy Ended: _____

Monthly Rent: \$ _____ Did You Pay Your Rent on Time? YES or NO

4. Landlord Verification – TO BE COMPLETED BY LANDLORD:

Is the information provided in Section 3 above correct: ____ YES ____ NO

If no, please explain: _____

Would you Rent to tenants again? YES or NO

If "NO", why? _____

Name of Person Verifying Information: _____

Date: _____ Telephone Number: (____) _____

Summit Mobilehome Park
24425 Woolsey Canyon Road West Hills, CA 91304 - 818-340-7564

**FAIR HOUSING AND PROSPECTIVE RESIDENT
SCREENING CRITERIA FOR RESIDENCY**

We Do Business in Accordance with The Federal Fair Housing Law

1. Individuals interested in residency must first obtain a Prospective Purchaser Package which includes information regarding the space and the Community.
2. Anyone over the age of 18 who intends to occupy the home must attend the Intake Meeting and must provide an original Social Security Card and government photo identity documentation to process a credit history which includes a rental history, unlawful detainers and bankruptcies. Applicants with a bankruptcy within the last three (3) years will not be eligible for tenancy.
3. Applicants must provide proof of verifiable income of at least three (3) months. Self employment income must also be verifiable.
4. Individuals on the Rental Agreement who meet a minimum Fico Score of 600 must have over 3x the monthly space rent in gross disposable income after living costs and other obligations are applied.
5. Individuals on the Rental Agreement who meet a minimum Fico Score of 650 must have over 2x the monthly space rent in gross disposable income after living costs and other obligations are applied.
6. Recommend that applicant(s) use an Escrow company to confirm proper transfer of title and that the title is free and clear of liens and tax responsibilities. Confirmation that title is in the process of being transferred is required prior to taking possession of the home.
7. If any household pet is to live in the Park, applicant must provide a current photo at the time of the Intake Meeting. If approved, pet entering the Park must comply with all the requirements set by the California Department of Animal Care and Control. Park rules and regulations state the following aggressive breeds are not allowed {Pit Bulls, Chow Chows, Rottweilers, Doberman Pinschers, Boston Terriers, Wolfhounds, Dingoes, German Shepherds, Bull Terriers, Great Danes, Mastiffs, American Bull Dog and other aggressive breeds are expressly prohibited.}. Exotic animals are not allowed.
8. All homes must comply with Title 25 Mobilehome Residency Law and California Health and Safety Code. A Certified Home Inspection is highly recommended.
9. Buyers may not move into the home until Management has approved them for residency. If an escrow was opened written approval that Escrow has closed is also required. The person(s) signing the Rental Agreement must be an occupant of the home and listed on Title as the Registered Owner.

**THE OFFICE HAS 15 BUSINESS DAYS TO PROCESS THE APPLICATION
AFTER ALL REQUIRED INFORMATION HAS BEEN SUBMITTED.**

Thank you for considering our Park.

Print Name

Signature

Date