

QUALIFICATION GUIDELINES

Thank you for applying at Palatial Living Mobile Home Subdivision. We desire to provide the highest quality in housing for all individuals that qualify under our guidelines. We are committed to complying with all applicable laws including all Fair Housing Laws and prohibit discrimination based on race, color, sex, religion, national origin, disability, familial status, or source of income, made unlawful by Federal, State, or Local laws. Palatial Living is a pet-free community.

Below is a list of requirements that must be met by each applicant. This document has also been designed to outline our process in determining your qualifications.

1) **Application.** A signed and fully completed application is needed for each adult 18 or older. The required non-refundable application fee of \$25 is to be paid before the application will be processed. A deposit of \$440 is required to hold any space. Submitted applications are valid for forty-five (45) days from date of submission. If approved, the lease agreement must be signed within that same time period.

2) **Credit History.** A credit report will be obtained for all applicants. Credit history will be reviewed at the discretion of Palatial Living management, and all remarks on the credit report will be considered. The following items found on the credit report are grounds for denial of an application:

-Any unpaid collection accounts, unpaid judgments or liens, unpaid charge-off accounts, current past due accounts, and excessive past due history

3) **Rental History.** A positive rental history or mortgage payment history for a minimum of one year. Delinquent payments or failure to fulfill terms on a prior lease are grounds for denial.

4) **Employment.** Current and/or prior employment for a minimum of 1 year.

5) **Income.** Two current pay stubs and/or tax returns will serve as proof of income.

6) **Criminal Background.** In order to maintain a better living environment, a criminal background check will be performed on each applicant. A court conviction for any of the following reasons may be considered grounds for denial:

-Felony convictions and/or misdemeanor convictions

7) **Identification and Citizenship Status.** State or federal identification (If non-U.S. citizen, original documentation of immigration status must be presented to Palatial Living management and a certified copy is required to be on file).

_____ Date: ____ / ____ / ____
Applicant #1 Signature

_____ Date: ____ / ____ / ____
Applicant #2 Signature

APPLICATION FOR LEASE AGREEMENT

All unmarried occupants 18 and older must submit separate forms

TODAY'S DATE: ____ / ____ / ____

1. Applicant #1 Full Name: _____ Male ___ Female ___
Social Security Number: _____ Date of Birth: _____
Driver's License No: _____ State: _____
U.S. Citizen? Yes ___ No ___; if no, proof of immigration status required (e.g. green card or visa)

2. Applicant #2 Full Name: _____ Male ___ Female ___
Social Security Number: _____ Date of Birth: _____
Driver's License No: _____ State: _____
U.S. Citizen? Yes ___ No ___; if no, proof of immigration status required (e.g. green card or visa)

3. Other Occupants (under the age of 18):

_____	_____
Name/Relationship/Date of Birth	Name/Relationship/Date of Birth
_____	_____
Name/Relationship/Date of Birth	Name/Relationship/Date of Birth

4. Lot Address: _____ Requested Date of Move-In: _____
Name of Financial Institution providing financing: _____

5. Present Address: _____
Dates from _____ to _____ Apt/Mtg/Landlord Name: _____
Are you related to this landlord? ___ Yes ___ No
Phone Number: _____ Apt/Mtg/Landlord Phone Number: _____

6. Previous Address: _____
Dates from _____ to _____ Apt/Mtg/Landlord Name: _____
Are you related to this landlord? ___ Yes ___ No
Phone Number: _____ Apt/Mtg/Landlord Phone Number: _____

Previous Address (if the above are less than 2 years): _____

EMPLOYMENT

7. Applicant #1

Present Employer: _____ Position: _____

Business Address: _____ Business Phone: _____

Supervisor: _____ Employed Since: _____

Gross Monthly Salary: _____

Previous Employer: _____ Position: _____

Business Address: _____ Business Phone: _____

Supervisor: _____ Employed Since: _____

Gross Monthly Salary: _____

Applicant #2

Present Employer: _____ Position: _____

Business Address: _____ Business Phone: _____

Supervisor: _____ Employed Since: _____

Gross Monthly Salary: _____

Previous Employer: _____ Position: _____

Business Address: _____ Business Phone: _____

Supervisor: _____ Employed Since: _____

Gross Monthly Salary: _____

8. Vehicles

Auto Year, Make & Model: _____ Color: _____

License No. & State: _____ Registered To: _____

Auto Year, Make & Model: _____ Color: _____

License No. & State: _____ Registered To: _____

9. Have you ever been evicted from any leased premises or been involved in a landlord/tenant dispute?

If yes, explain: _____

10. Have you or any other applicant or other occupant ever been convicted of a felony or misdemeanor?

If yes, explain: _____

11. Have you or any other applicant or other occupant ever declared bankruptcy? _____

12. Emergency Contact: _____ Relationship: _____

Phone Number: _____ Address: _____

Applicant(s) represent that all of the above statements are true and complete and hereby authorize verification of the above information, references and credit records. A full disclosure of pertinent facts may be made to owner's agent. Applicant(s) acknowledges that false information herein may constitute grounds for rejection of this application, termination of occupancy, and/or non-return of deposits.

I, the undersigned applicant(s) have read and agree to all the provisions of this application.

_____ Date: ____ / ____ / ____

Applicant #1 Signature

_____ Date: ____ / ____ / ____

Applicant #2 Signature

ADDENDUM TO LEASE APPLICATION

Each Applicant: Please list below ALL names that you are using or have gone by in the past:

**THE FOLLOWING QUESTIONS MUST BE ANSWERED BY YOU AND ANYONE
REGARDLESS OF AGE WHO WILL BE RESIDING WITH YOU:**

Do you use illegal drugs? Yes No

Do you now, or have you in the past, engage(d) in the sale or distribution of
illegal or controlled substances? Yes No

Have you ever been convicted of a crime? Yes No

Have you ever been required to register as a sex offender? Yes No

Do you engage in activity with a gang or have any gang affiliations? Yes No

Do you have pending criminal, misdemeanor or civil cases? Yes No

Are you currently or have you ever been placed on parole or probation? Yes No

Do you currently have any outstanding warrants for your arrest? Yes No

Have you ever been given a Non-renewal notice or has your lease ever been
terminated by a landlord? Yes No

**IF YOU ANSWERED "YES" TO ANY OF THESE QUESTIONS, PLEASE EXPLAIN IN
DETAIL EACH OF YOUR "YES" ANSWERS. INCLUDE "WHERE" AND "WHEN" IN
YOUR EXPLANATION**

This Lease Application Addendum is incorporated into and becomes part of the Lease Application.
Applicant(s) and all occupants declare that the above statements are correct and complete and authorize
verification of all information as stated on the Lease Application.

Applicant Signature: _____ Date: _____