IPG
INVESTMENT PROPERTY GROUP

Greetings Applicant!

Welcome to King Arthur Estates! We are delighted that you have shown an interest in becoming a resident of our community and would like to take this opportunity to share our screening process with you, let's get started!

**Application Process:**

1. At the time of pre-qualification, every person 18 or older applying for residency must fill out a background application & take part in a 10-minute interview with a member of our on-site property management personnel. You must present and allow us to make a copy of the following forms of identification with your address and signature:
   a. Valid Driver's License/Government Issued Identification

   *Note: School or merchant identification cards will not be accepted.*

2. Applicants who are responsible for rent must provide proof of ability to pay rent before or at the time of lease signing. Acceptable proof of income includes:
   a. Prior year's W2
   b. 2 months' worth of banking statements including checking, savings, retirement or pension accounts which show the applicant's **ability to pay three times the amount of the current space rent**.
   c. Pay Stubs: You must provide last 2 month's pay stubs. Commission based, you must provide past 12 months.
   d. Self Employed: 2 months' worth of bank statement **and** tax return filing.
   e. Current year's award letter or prior year's tax statements will be accepted for all of the following: Unemployment, Social Security, Disability, and Veteran Affairs & Welfare.
   f. Court ordered income, such as child support or alimony.
   g. Family support which must also include a letter from the contributor and their proof of income.
   h. Most current Welfare, Unemployment & Financial Aid Statement.
   i. Other – please discuss any other types of income with the manager

**Screening Criteria:**

1. **Credit Reporting**: If one or more of the following credit matters are found on the applicant's credit/background report, where the applicant is responsible for rent and related payments, applicant may be denied residency for any of the following:
   a. More than 5 (five) negatives showing on the report such as charge write-offs, vehicle repossessions, unpaid tax liens and/or civil judgment within the last 7 years, numerous reference to NSF checks, cash forwarding merchants and/or utility companies in collections.
   b. A total of $10,000 or more in unpaid collection accounts or as past dues or charged off.
   c. A bankruptcy filed within the past 5 years.

2. **Income:**
   a. Take home income is at least 3 times current base rent.

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**Your Results:**

1. Approvals are given verbally by a member of the property management team. Please be sure to give your most current contact information so that they can reach you in a timely manner. If approved, at the time of lease signing, you must sign the Park Rental Agreement & Rules and must pay any move in charges before moving in.

2. If your application has been denied, you will receive written notice of such. The denial of your application must be in writing and must be mailed out within 7 days of our receipt of completed application and screening fee, unless the applicant will agree in writing to a longer time. Denial must be based on any of the above mentioned tenant screening criteria. If you wish to correct or object to any of the reported information from your credit or background report you may contact the following:

   a. Criminal history: Origen Financial Services LLC, 27777 Franklin Road, Suite 1570, Southfield, MI 48034.
   b. Credit Report: Experian NCAC, P.O. Box 2002, Allen, TX 75013 1-(888)-397-3742

**Always keep in mind:**

1. It is required that all home buyers be approved by the park for residency, before the home is purchased. If the applicant's fail to provide sufficient proof of income before or at the time of lease signing, the pre-approval may be overturned for denial.
2. On average, applications will take **10-15 minutes**, but may take up to 7-10 business days depending on the several different factors to process credit and eviction checks. Out of State applications may be further delayed.
3. Once we received the background information from the screening company and depending upon its content, **we may require a security deposit** equal to the amount of 1 month's rent, or whatever is the maximum allowance per California law.

Thank you,
Property Management

USE SEPARATE APPLICATIONS FOR ALL APPLICANTS

MANAGER OFFICE USE ONLY
Attached proof of Drivers License / State ID: ☐ YES ☐ NO
Moving in with current resident? ☐ YES ☐ NO - If yes, enter the relationship: _____

# APPLICATION TO RENT

Application ID # _____
Other States: ☐ Yes ☐ No
If yes, list: ☐ ☐

| MANAGEMENT CO: | PARK NAME & ADDRESS: | By: | Date: |
|---|---|---|---|
| IPG | | MANAGERS: | OFFICE PHONE: |

NON-REFUNDABLE APPLICATION FEE EARNED ON RECEIPT $_____

MOVE IN DATE: ____/____/____ SPACE RENT: $_____ SPACE NUMBER: #_____

| APPLICANT'S Last Name | First | Middle | Birthdate | Drivers License # and State | Soc. Sec. # |
|---|---|---|---|---|---|
| | | | | | |

| Other Known Names/Alias/Maiden: | State ID # (If Applicable): | ITIN# (If Applicable): |
|---|---|---|
| | | |

| Number of Total Occupants:_____ Name(s) and Birthdate(s) of All Other Occupants | Do you have pets? ☐ Yes ☐ No | Type and size of pet(s) (May require deposits) |
|---|---|---|
| | | |

## SECTION 1 CURRENT RESIDENCE HISTORY (If residency is less than 2 yrs, provide additional below)

| APPLICANT'S Current Address | City | State | Zip | How Long? ____ Yrs. ____ Mo's | ☐ OWN ☐ RENT | Phone ( ) | Monthly Payment $ |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| Name of Present Landlord | Mortgage Co. | Apartment Community | Other | City | State | Zip | Landlord Day Phone ( ) | Landlord Night Phone ( ) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

Cell Phone ( )

## SECTION 2 PREVIOUS RESIDENCE HISTORY

| APPLICANT'S Previous Address | City | State | Zip | How Long? ____ Yrs. ____ Mo's | ☐ OWN ☐ RENT | Phone ( ) | Monthly Payment $ |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| Name of Previous Landlord | Mortgage Co. | Apartment Community | Other | City | State | Zip | Landlord Day Phone ( ) | Landlord Night Phone ( ) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

## SECTION 3 EMPLOYMENT HISTORY

| APPLICANT Employed By | Department | Supervisor's Name / CO | How Long? ____ Yrs. ____ Mo's |
|---|---|---|---|
| | | | |

| Address | City | State | Zip | Phone ( ) | Position Held / Occupation | Monthly Income (Gross) $ |
|---|---|---|---|---|---|---|
| | | | | | | |

ADDITIONAL INCOME
Additional Income such as child support, alimony or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification hereunder.
SOURCE: Amount of $_____ per SOURCE: Amount of $_____ per

## SECTION 4 CREDIT & LOAN REFERENCES

| Auto # 1 (Make & Model) | License Plate # | State | Car payment made to | Address | Monthly Payment $ |
|---|---|---|---|---|---|
| | | | | | |

| Auto # 2 (Make & Model) | License Plate # | State | Car payment made to | Address | Monthly Payment $ |
|---|---|---|---|---|---|
| | | | | | |

Other vehicles (Boats, Vans, Motorcycles, RVs, etc.) Make, Model, License Plate #

| Loans, Charge Accounts & Credit Card & Other owed to | Account # | Address | Total Debt $ | Monthly Payment $ |
|---|---|---|---|---|
| | | | | |

| Bank or Savings and Loan | Branch | Address | Checking Account # |
|---|---|---|---|
| | | | |

## SECTION 5 ADDITIONAL INFORMATION

| Name of APPLICANT'S Nearest Relative | Relationship | Address | City | State | Zip | Phone ( ) |
|---|---|---|---|---|---|---|
| | | | | | | |

| Emergency Contact | Relationship | Address | City | State | Zip | Phone ( ) |
|---|---|---|---|---|---|---|
| | | | | | | |

APPLICANT'S Email Address – required for DocuSign

Have you ever been convicted of a crime? ☐ Yes ☐ No

By signing below, you are Authorizing Investment Property Group to obtain a consumer credit report and/or an Investigative Consumer Report which may include the checkin of the applicant's credit, income, employment, rental history, criminal court records and may include information as to his/her character, general reputation, persona characteristics, and mode of living. You have the right to request additional disclosures provided under Section 606(b) of the Fair Credit Reporting Act, and a written summar of your rights pursuant to Section 609(c). You have the right to dispute the accuracy of the information provided by the screening company or the credit reporting agency as we as complete and accurate disclosure of the nature and scope of the investigation. The name and address of the screening company: Origen Financial Services LLC, 2777 Franklin Road, Suite 1570, Southfield, MI 48034.

I authorize Origen Financial Services LLC to obtain such credit reports, character reports, verification of rental and employment history & any other pertinent informatio it deems necessary when verifying information set forth in the above application; to provide an investigative report to the undersigned Landlord. I further understand that false fraudulent or misleading information disclosed above shall be grounds for denial of tenancy or subsequent eviction.

Signed: _____ Date: _____

The undersigned agent/manager for the above referenced landlord certifies that the information sought herein or in any consumer report prepared by Origen Financial Services LLC is for the purpose of evaluating the applicant's application for tenancy and for no other purpose.

Manager Signed: _____ Date: _____