

#### 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.



#### **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 <u>must</u> be in writing and <u>must</u> 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, <u>before the home is purchased</u>. If the applicant's fail to provide sufficient proof of income before or at the time of lease signing, the preapproval 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 <u>ALL</u> APPLICANTS

# MANAGER OFFICE USE ONLY

Attached proof of Drivers Licen	se / State	ID: M	VES CONO	
Moving in with current resident?	TVES	LINO	Manager 1	
o continuosidenti	LIES	II MO	- ir yes, enter	the relationship

			AP	PLICA"	TION	TO RENT	•					
Application ID #	MAN	NAGEMENT CO			NAME & A		•	D.				
Other States: Yes No		IPG			WANTE OF	DDNESS.		By: NAGE	RS:		Date:	CE PHONE
If yes, list:		NON-REE	UNDAR	E ADDI M	CATION	EE EARNED						
				LL AFFLI				A SECTION AND ADDRESS.				
APPLICANT'S Last Name		IN DATE:_			- SPA	CE RENT: \$		_	SPACE	NUME	BER: #	
APPLICANT'S Last Name	First	Mide	dle	Birthdate	I	Drivers License	# and State			Soc. S	iec.#	
Other Known Names/Alias/Maiden:				1		State ID # (If A)	n licable)					
Number of Total Occupants:	Name(s) a	and Birthdate(s)	of All Other	0		Oute ID W (II A)				ITIN#	(If Applicable):	ga
				Occupants				you have Yes	pets?	Type a	and size of pet	(s)
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APPLICANT'S Current Address	C	ity	State	Zip	How Lo		OWN	Phone		_(	Monthly Pa	avment
Name of Present Landlord Mortgage	e Co. Apartm	nent Community	Other		City Y	rsMo's	RENT	(	)		\$	
SECTION 2						State	Zip	1	ord Day P	hone	Landlord N	light Phone
APPLICANT'S Previous Address		REVIOUS I	RESIDE	NCE HIS	TORY							
AT LICANTS Previous Address	Ci	ty	State	Zip	How Lo	•	OWN	Phone	9		Monthly Pa	ayment
Name of Previous Landlord Mortgs	ige Co. Apa	rtment Communi	ity Oth	ner C	ity Y	rsMo's	Zip	(	)		\$	
SECTION 3						Olbite	ΣIP	(	ord Day P	hone	Landlord N	ight Phone
APPLICANT Employed By				HISTORY								
		Departm	nent		Supervis	sor's Name / CO				T	How Long?	
Address	City	/	State	Zip	Phone		Position	on Held /	Occupati	on	Yrs	Mo's
ADDITIONAL INCOME					()						•	ne (0.033)
Additional Income such as child support, SOURCE:	alimony or separa Amount of \$	te maintenance	need not be	e disclosed u	mless such	Additional Incom	e is to be inclu			n hereur	nder.	
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Auto # 2 (Make & Model)	License Plate #	State	Carne	yment made	to						\$	
Other vehicles (Boats, Vans, Motorcycles	Director Make	Mada di				A00	Iress				Monthly Payn	nent
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Loans, Charge Accounts & Credit Card & Other owed to	Account #		Addres	s					Total De	eht	Monthly	Payment
Bank or Savings and Loan	Branch		Address	s					\$		\$	rayment
SECTION 5									Checkin	g Accou	nt#	
Name of APPLICANT'S Nearest Relative		ADDITIO		ORWAT	ION		777					
		Relationship	Address			(	City	State	Zip	T	Phone	
Ernergency Contact		Relationship	Address			(	City	State	Zip	-	( ) Phone	
APPLICANT'S Email Address - required for	or DocuSign										( )	
						Have	you ever be	an cor	avieted.	-41	- C FTT 14	First .
ly signing below, you are Authorizing if the applicant's credit, income, em	Investment Pro	perty Group to	obtain a	consumer	credit repo							
the applicant's credit, income, emparacteristics, and mode of living. Yo	ployment, rent	al history, crir	minal cou	rt records	and may	include inform	nation as to	his/her	r charac	ter, ger	neral reputa	tion, person
your rights pursuant to Section 609(	c). You have the	e right to dispu	te the acc	uram of the	orovided U	nder Section 6	606(b) of the	Fair Cre	edit Rep	orting A	ct, and a wri	itten summa
		nd scope of the	e investig	ation. The	name and	on provided by	y the screening	ng com	pany or t	the cred	it reporting a	igency as we
ranklin Road, Suite 1570, Southfield,	MI 48034.		-				c screening	compai	ny. Onge	en Finai	ncial Service	s LLC, 2777
I authorize Origen Financial So deems necessary when verifying info	ervices LLC to d	btain such cre	dit report	s, character	r reports, v	erification of re	ental and emp	oloymer	nt history	& anv	other pertine	ent informatio
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ne undersigned agent/manager for rigen Financial Services LLC is for	the above refe	erenced landle	ord certifi	es that the	informati		roin or t					
rigen Financial Services LLC is for	the purpose o	f evaluating th	ne applica	ant's applic	cation for	tenancy and f	or no other	y const	umer rep	port pre	pared by	
anager Signed:		7	25.00			wy wild i	- no oniei	-ui hus	C.			
- Service Comment												
evised 04/2023 - Incomplete applications w	rill delay your resu	ilts.				Date:			-			