



Greetings Applicant,

Welcome to The Crest Mobile Home Village. We are delighted that you have shown an interest in becoming a homeowner of our community and would like to take this opportunity to share our screening process with you.

Application Process:

1. Every person 18 or older applying for residency must fill out a background application and must include a copy of **one** of the following forms of identification with your address and signature:
 - a. State issued Identification Card
 - b. Valid Driver's License
 - c. Passport with Photo
 - d. Federal Government issued Military Identification and Privilege Card
 - e. For Non-U.S. Individuals, this shall include a taxpayer identification number and one or more of the following: Passport number and issuing country, alien identification card number, or number and issuing country of any government issued identification, which evidences residence or nationality and bears a photo or similar safeguard.
 - f. For U.S. Individuals, you must provide a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) on your application for processing.

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. **You must show gross income of no less than three (3) times the monthly lot rent.** Acceptable proof of income includes:
 - a. Prior 2 months bank 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.**
 - b. Pay Stubs: Provide the last 2 most recent and consecutive pay stubs. Commission based, you must provide past 12 months.
 - c. Self Employed: Most recent 2 months of bank statements.
 - d. 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.
 - e. Court ordered income, such as child support or alimony.
 - f. Family support, which must also include a letter from the contributor and their proof of income.
 - g. Most current Welfare, Unemployment & Financial Aid Statement.

Screening Criteria:

There are only four bases for denying tenancy:

1. Lack of financial ability to pay rent.
2. Inability to comply with the park's rules and regulations based on prior tenancies; .
3. Inability to comply with the park's age requirements (senior housing only); or
4. Applicant(s) fraud, deceit, or concealment of material facts in the application process or submittals therewith.



Any acceptance or denial of tenancy will be done via written notification within 15 business days after the *completed* application is submitted. Your seller, if applicable, will also be provided with this information. If the application is submitted incomplete, the application will be denied until a complete application is re-submitted.

Your Results:

1. If your application has been approved, you will receive written notification of such from 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.
2. If your application has been denied, you will receive written notice of such from a member of the property management. The denial of your application will 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 background report, you may contact the following:

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 community for residency before the home is purchased.
2. On average, applications will take **2-10 business days from the date the application is submitted in final form with all of the required information**, depending on the processing of the credit and eviction checks. Out of State applications may be further delayed.
3. Once we receive the background information from the screening company and depending upon its content, **we may require a security deposit** equal to two months base rent.

Thank you,

Community Management
THECREST@IPGLIVING.COM