

**This Park is an
Equal Housing Opportunity Provider
We do business in accordance with
the Federal Fair Housing Law**



It is illegal to discriminate against or harass someone because of a protected characteristic, such as their race, color, ancestry, national origin, citizenship, immigration status, primary language, religion, disability (mental or physical), sex and gender, sexual orientation, gender identity, gender expression, genetic information, marital status, source of income (including the use of government rental assistance such as Section 8 Housing Choice voucher), military or veteran status and age.

Thank you for applying to Skyline Ranch Country Club, LLC (“Park”) a Senior Community. The following is the Park’s approval process. All who apply and are approved to be a homeowner must be on title and must sign the Park’s then applicable Park Residency Documents, which include, among other items, the rental/lease agreement and Park Rules and Regulations.

A. APPLICATION PROCESS:

- 1.** Every Prospective Purchaser applying for residency must fill out, sign, and submit an application to the Park office.
- 2.** Prospective Purchasers must present at least one of the following forms of personal identification with your address and signature. We will not keep a copy unless or until you sign a rental agreement with the Park.
 - a.** Valid Driver’s License;
 - b.** State issued Identification Card;
 - c.** Passport with Photo;
 - d.** Federal Government issued Military Identification and Privilege Card; and
 - e.** Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).
- 3.** You must provide photos of any animals that would be living with you and photos of all motor vehicles to be parked in the Park. You must show us current registrations and proof of insurance for all such vehicles.

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4. Prospective Purchasers who are responsible for rent must provide proof of ability to pay rent. Acceptable proof of income includes:
- a. Verifiable Pay Stubs: If you are paid bi-weekly, you must provide the last six (6) most recent pay stubs. If you are paid monthly, you must provide the last three (3) months' pay stubs. Commission based, you must provide the past six (6) months' worth of commission statements and bank records.
 - b. Self-Employed: Most recent six (6) months' worth of bank statements to determine verifiable income.
 - c. Current supporting documents for all the following: Unemployment, Social Security, Disability Income, and Veteran Affairs.
 - d. Applicant may also be asked to provide evidence of additional financial assets to the Park and the Park may consider such evidence to determine whether the Applicant has the financial ability to pay the rent and charges of the Park, including, but not limited to:
 - 1) Savings accounts.
 - 2) Certificates of deposit.
 - 3) Stock portfolios.
 - 4) Trust interests of which the purchaser is a beneficiary.
 - 5) Real property.
 - 6) Similar financial assets that can be immediately liquidated or sold.
 - e. Other – please notify Park Management of any other types of income.

B. APPROVAL CRITERIA:

1. The application must be completed accurately and in full. An application may be denied if determined to be incomplete or untruthful in any material respect.
2. Housing costs (consisting of space rent, estimated utilities and any mortgage payments) must not exceed 45% of aggregate gross income. Aggregate gross income must be proven to our satisfaction. Aggregate gross income may include transfers from savings or investments provided these have occurred for at least three months prior to the date of application. If the applicant has, or will have, a second home during their residency at the Park, the housing costs associated with that second home will also apply.
3. Each applicant must also have a Vantage credit score of at least six hundred (600).
4. You do not have any prior evictions within the last five (5) years.
5. Applicants must have a good payment record and conduct in prior rentals.
6. Applicant(s) must be able to follow parks rules such as (but not limited to):
 - a. Ability to park all vehicles in assigned parking space/driveway.
 - b. Pets must comply with the Park rules.
7. Applicant must be approved for a mortgage unless paying for their home in full.
8. Applicant(s) must participate in a personal interview at the Park office and upon initial approval must execute residency documents including a rental/lease agreement and the Park Rules & Regulations.

C. YOUR RESULTS

Any acceptance or denial of tenancy will be done via written notification within fifteen (15) business days upon receipt of a *fully completed, signed, and dated* application submitted to Park Management by the Prospective Homeowner. Your seller, if applicable, will also be advised whether you were approved or denied tenancy. However, none of your financial information will be provided by Park to your seller. If the application submitted is incomplete, then the application will be denied as such. Only a *fully completed, signed, and dated* application can be considered.

Please be sure to give your most current contact information so that they can reach you in a timely manner. While the Park may take up to fifteen (15) business days to review a final application, but on average, applications may take less time.

While we strongly recommend that you use an escrow to complete your home purchase, we do not require it. Please know that an escrow cannot close until they have been notified that you have signed a lease or rental agreement, or provided a statement signed by the park's management and by you stating that you and the management have agreed to the terms and conditions of a rental agreement. You have no rights to tenancy without a properly executed rental agreement.

Park Management

By: _____

Print Name: _____

Receipt and Acknowledgement.

Prospective Purchaser: _____ Print Name _____ Signature Date: _____	Prospective Purchaser: _____ Print Name _____ Signature Date: _____
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APPLICATION FOR RESIDENCY

Community: _____

Date of Application _____

PLEASE PRINT AND ANSWER ALL QUESTIONS

1. APPLICANT

Print Name:	Home Phone:		
Social Security #:	Date of Birth:	E-Mail Address:	
Current Address:	City:	State:	Zip:
Previous Address:	City:	State:	Zip:

2. OTHER OCCUPANTS - LIST BELOW THE NAMES OF ALL OTHER PERSONS (IN ADDITION TO APPLICANT LISTED ABOVE) TO OCCUPY PREMISES REGULARLY. OCCUPANCY IS RESTRICTED TO INDIVIDUALS LISTED. USE A SEPARATE APPLICATION FOR EACH APPLICANT/OCCUPANT.

FULL NAME	RELATIONSHIP	AGE	DATE OF BIRTH	REMARKS

3. CURRENT LANDLORD/MORTGAGEE INFORMATION

Own _____ Rent Condo _____ Apt. _____ Residential Home _____ Manufactured Home _____

PRINT NAME:	PHONE #:
ADDRESS:	FAX #:
RENTAL DATES: FROM: TO:	MONTHLY RENT AMOUNT:

4. PREVIOUS LANDLORD/ MORTGAGEE INFORMATION IF LESS THAN 1 YEAT AT CURRENT RESIDENCE

PRINT NAME:	PHONE #:
ADDRESS:	FAX #:
DATES: FROM: TO:	MONTHLY AMOUNT:

5. OCCUPATION OF APPLICANT

NAME & ADDRESS OF FIRM	SUPERVISOR:	BUSINESS/EMPLOYER PH. #:
	POSITION:	BUSINESS/EMPLOYER FAX #:
	ANNUAL INCOME:	EMPLOYMENT DATES:

PREVIOUS EMPLOYMENT IF LESS THAN 4 YEARS ON PRESENT JOB

NAME & ADDRESS OF FIRM	SUPERVISOR	BUSINESS/EMPLOYER PH.#:
	POSITION	BUSINESS/EMPLOYER FAX#:
	ANNUAL INCOME	EMPLOYMENT DATES:

6. AUTOMOBILES

HOW MANY AUTOS?		DRIVER'S LIC. # APPLICANT # 1		VERIFIED
MAKE	MODEL YEAR	COLOR	LIC. PLATE #	STATE

7. OTHER INCOME

SOURCE	AMOUNT	PHONE #	REFERENCE	VERIFIED

Will you be receiving government assistance to pay for your housing? _____. If yes, what is the total dollar amount you will receive on a monthly basis? _____

If yes, what form of assistance and from what agency? _____

8. REFERENCES (FINANCIAL REFERENCES)

NAME	ADDRESS	ACCOUNT NUMBER
BANK:		
BANK:		
CHARGE ACCOUNT:		
CHARGE ACCOUNT:		

9. PETS

Do you have any pets that will be living with you? (if permitted) Yes No If yes, how many? _____

TYPE	BREED	WEIGHT	HEIGHT	AGE

10. Manufactured Home Information

At what address in this community do you intend to live? _____

Is your home a manufactured home or a modular home? _____

Will your home be new or pre-owned? _____ Who is the seller _____

Will your home purchase be financed? _____ If yes, what is the amount? _____

Name(s) of lenders _____

Is the seller carrying any additional financing? _____ If yes, what is the amount? _____

Home manufacturer _____ Model _____ Year _____ Size _____

Title holder _____ Serial number _____

Total monthly mortgage payment _____ Home value _____ Amount of mortgage _____

Lienholder _____ Address of Lienholder _____

Proof of purchase must be provided to management by means of titles or tags and notarized bill of sale.

11. Emergency Information

Member of your immediate family _____ Relationship _____

Street Address _____ City & State or Province _____ Zip Code _____ Telephone Number _____

Another emergency contact _____ Relationship _____

Street Address _____ City & State or Province _____ Zip Code _____ Telephone Number _____

12. General Information

Have you ever lived in a manufactured housing community before? _____ Do you now? _____

If so, what community? _____

Do you intend to rent your home to a 3rd party? _____

Do you intent to use your home for non-residential use? _____

How did you learn of this community? Newspaper _____ Name of publication _____

Magazine _____ Name of publication _____

Our signs? _____ Driving by? _____ Referral? _____ If so, by whom? _____

Other, please specify _____

If this will be a second home or a partial residence, what is the address of your primary residence?

Street Address _____ City & State or Province _____ Zip Code _____ Telephone Number _____

Please list the county where your second home is located. _____

How many months each year do you plan to live at this address within the community? _____

Do you currently have a Homeowner's Exemption on your primary residence? _____

If this will be a second home or partial residence, what is the address of your primary residence?

Street address _____ City and State or Province _____ Zip Code _____ Telephone # _____

How many months each year do you plan to live at your address within the community? _____

PERSONAL REFERENCES

Personal references - Please provide the names of two individuals not related to applicant.

Last Name, _____ First Name _____ Telephone Number _____

Last Name, _____ First Name _____ Telephone Number _____

Please provide any other information that will help us evaluate your application.

I hereby authorize Skyline Ranch Country Club LL., its affiliates and subsidiaries, to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. **I hereby expressly release Skyline Ranch Country Club LLC., its affiliates and subsidiaries, and any procurer or furnisher of such information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including, without limitation, various law enforcement agencies.**

As an applicant, I represent that the above statements are correct and complete and that I intend that Skyline Ranch Country Club LLC. its affiliates and subsidiaries rely on these representations in determining whether to lease to me a home and/or homesite in the community. I agree that I have no right to occupy a home or homesite in the community until and unless this application is approved, a lease is signed and I have made any necessary initial payments. I understand that any misrepresentation on this application may be cause for lease termination and/or non-acceptance of this application.

Applicant # 1 Print Name

Signature

Date



Office Notes:

Approve _____

Declined _____

General Manager Signature

Date