

Madelia Mobile Village Cooperative

Statement of Leasing Policy

Welcome to Madelia Mobile Village Cooperative Community. Thank you for choosing us as your place to live. In order to reside in our community, we require that each applicant and adult occupant meet certain leasing criteria. Before you fill out our leasing application, we suggest that you review these requirements to determine whether you meet the requirements. Please note that the term "Applicant" provided below applies to all residents to be identified on the Home-site Lease Agreement and the person or persons to be responsible for paying rent. Please note that these are our leasing criteria, nothing contained in these requirements shall constitute a guarantee or representation by the management prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various resident credit reporting services used.

All applications will be approved on the following basis:

Applicant or applicant(s) must be at least 18 years of age.

Occupancy guidelines:

Type of Home	Maximum # of Occupants
One Bedroom	2
Two Bedroom	3
Three Bedroom	5 (must at least 1,500 Sq. Ft.)

An application must be completed prior to occupancy within the community. A membership fee of \$200.00 is also required once the application for residency is approved. Additionally, a \$25 non-refundable application fee per resident (adult age) is required for processing. The application and Membership fees must be paid in two separate checks or money orders. If application is not approved, membership fee will be refunded. The application fee is non-refundable.

One applicant must have an ownership interest as reflect on the title of the home, and be applicant's primary residence.

Employment/Income History

An applicant must have two (2) continuous years of verifiable employment. Self-employed applicants must provide a financial statement from a CPA or a previous year's tax return.

Rental History

Applicant must provide two (2) years of verifiable rental history. An application will not be approved if there is any unlawful detainers, or an outstanding balance to any community or mortgage company.

Additionally, all adult occupants must have an acceptable rental history with no prior evictions and no history of default in lease obligations or community policies. The following information will be verified: length of residency, consistency and timing of payments, adherence to community policies, if proper vacating notice was given. Should there be a balance or a failure to fulfill a lease contract with another community; applicant will need to provide a written statement from the owner, management, or mortgage company that the balance has been paid.

Credit

- A) Applicant must have a positive credit history.
- B) Any collection or judgment must have a zero balance.
- C) Should questions arise regarding information received regarding your credit report, please contact the local credit service.
- D) All information must be available for screening

Criminal

- A) No felons will be allowed.

"Common Properties Management Cooperative and this community adhere to Fair Housing Law (Title VII of the Civil Rights Acts of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulate that it is illegal to discriminate against any person in housing practices because of race, color, religion, sex, national origin, disability, or familial status."

"THIS IS AN EQUAL HOUSING OPPORTUNITY COMMUNITY"

I HAVE READ AND UNDERSTAND THE RENTAL POLICES OF THIS COMMUNITY.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Manager

Date



We are committed to excellence in service and management of multi family housing.



As Unique As Your Needs!

(FOR OFFICE USE ONLY)

SITE NAME: _____

GENERAL CONSENT FORM

Personal Information:

I, _____ have made application
Full Name

with _____ for _____
Property Name State Purpose

Current Address City State Zip Code

Previous Address City State Zip Code

Date of Birth Social Security Number Driver's License State Phone

Release:

I/We authorize Common Properties Management Cooperative (CPMC) and/or the above named company to do a complete investigation of all information provided within my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: Credit Report, Verification of Employment and Income, Criminal Record Search, Rental History References (including MPHA), Unlawful Detainer/Eviction Investigation, Identity Trace, Sex Offender Search, Terrorism Search, Check Writing History, and Personal Interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records, county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize CPMC to produce to the credit granter Federal and State records of employment and income history, including State Employment Security Agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year.

Applicant Signature

Date



Madelia Mobile Village Cooperative

INFO.	Applicant 1 – Complete Legal Name		Date of Birth	Social Security #	Drivers Lic. # and State
	Applicant 2 – Complete Legal Name		Date of Birth	Social Security #	Drivers Lic. # and State
ADDRESS HISTORY	Present Address (Minimum 2 years History)	Move In	Home Phone #		
	City, State, Zip Code	Caretaker & Phone #			
	Previous Address	Move In	Move Out		
	City, State, Zip Code	Caretaker & Phone #			
	Previous Address	Move In	Move Out		
	City, State, Zip Code	Caretaker & Phone #			
SOURCE OF INCOME	Applicant 1 – Source of Income (Minimum 2 years History)		Phone Number		
	Address	Start Date	Income		
	City, State Zip Code	Position	Contact		
	Applicant 2 – Source of Income (Minimum 2 years History)		Phone Number		
	Address	Start Date	Income		
	City, State Zip Code	Position	Contact		
BANK REF.	Bank Name		Phone Number		
	Address	Checking #	Saving #		
REFERENCES	Applicant 1 - Name of Parent		Address		Phone Number
	Applicant 2 - Name of Parent		Address		Phone Number
	Personal Reference (no relatives please)		Address		Phone Number
AUTO	Auto 1 – Make / Model / Color	Lic. Plate Number	Financed By	Payment \$	Phone #
	Auto 2 – Make / Model / Color	Lic. Plate Number	Financed By	Payment \$	Phone #
HOME	Manufactured Home Make	Model	Year / Size	# of Bedroom	Serial #
	Finance Company				

The undersigned swears/affirms that all the above information is true and correct and understands that upon approval of this application, a lease will be executed on the terms and conditions therein stated. The undersigned further understands that should any statement be found not true, management will terminate the lease, the deposit will be applied on rent or retained as liquidated damages, except it is to be refunded if management does not accept said application(s). This application(s) and deposit are taken subject to previous applications. This rental application is a legal and binding contract. Your security deposit will be forfeited as liquidated damages after 72 hours have lapsed, should you decide not to lease the apartment. I/We authorized Amrent to provide to the credit grantor, federal and state records of employment and income history, including State Employment Security Agency records. This authorization is for this transaction only and continues for one (1) year unless limited by state law, in which case the authorization continued in effect for the maximum period, not to exceed one (1) year, allowed by law. The signatures below authorizes all above listed companies to release rental payment information, job history information (including salary), criminal record information and credit bureau reports.

Applicant #1 Signature _____ Date _____

Applicant #2 Signature _____ Date _____

Property Manager's Signature _____ Date _____

Other Monthly Charges	\$	Newspaper
Total Monthly Charges	\$	Drive By
Security Deposit	\$	Friend
Non-Refundable Application Processing Fee	\$	Other
Other	\$	Lot # _____ Address _____
Total Amount	\$	Names of Occupants/ Children
Deposit on Account	\$	Terms of Lease From / To
Balance Due Upon Acceptance	\$	Rent Begins _____ Occupancy Date _____
I/We have read and fully understand the terms of the Lease.		
App #1 Initial _____		App #2 Initial _____

Rent Per Month	\$	How Did You Hear About Us?
Garage	\$	Renters Guide
		Renters Guide Service