

**Instructions / Information**

Please note that the enclosed application forms must be filled out completely.

Failure to provide all information on the sheet will result in denial of tenancy into the park, or a prolonged approval process if we have to contact you regarding missing information. Include proper spelling of names, mailing addresses, phone/fax numbers and correct account numbers.

Please inform banks, creditors and other persons and firms you list, that someone from Creek Locks Mobile Home Park will be contacting them. Sometimes banks ask that you sign paperwork at their facility so that they have an original signature on file before they release any information.

Once the completed application is received by our office, the preliminary approval process will take 10 – 14 business days. Most of the credit references and the present landlord have to be contacted by mail, and we have to await their response.

Once we have gone thru the application the prospective tenant will be notified if preliminary approval is granted or rejected. If preliminary approval is granted there are still the following steps that must take place prior to final approval, and prior to any new tenant or subtenant entering the park.

1. Final personal interview. The Management of the park will meet with the prospective new tenant, review rules and regulations and evaluate the prospective tenant at the interview.
2. After the interview is concluded, approval may be given at the end of interview, or the Management will inform the prospective tenant that the final decision will be mailed out within 5 business days.
3. If approval is given, a “New tenant package” will be forwarded, and the following items must be into the office of the Management, prior to a new tenant moving in:
  - First month’s rent
  - Security deposit
  - Signed set of rules and regulations of the park
  - Signed lease or lease waiver



Park's office number: (518) 895-8506

Number where we can be reached from Monday to Friday, 8:00 am thru 4:30 pm: (518) 459-1128 /  
Fax (518) 459-1154

If you are sending certified mail, please use the following address, otherwise your registered mail may be returned to you.

Creek Locks Mobile Home Park, LLC  
8 Railroad Avenue  
Albany, NY 12205

**NOTE THAT CREEK LOCKS MOBILE HOME PARK, LCC WILL NOT GIVE OUT ANY INFORMATION RECEIVED OR COLLECTED FROM THE PROSPECTIVE TENANT TO ANY PERSON OR COMPANY, WITHOUT THE WRITTEN CONSENT OF THE PROSPECTIVE TENANT.**