

Lot Rental Application

Glenville Manor Estates LLC

P.O. Box 199

Oxford, ME 04270

518-410-5808

The attached form is an application for a lot rental in the Glenville Manor Estates. This is not a lease or rental agreement. The Glenville Manor Estates makes every attempt to process applications within forty eight (48) hours. Incomplete applications will not be processed. A non-refundable payment for a credit check must accompany each application.

The Application Process

In order to apply for rental in the Glenville Manor Estates, you must complete and provide the following:

1. Fill out and sign the attached application form
2. Payment for a credit and background check (required for all applicants)
 - \$35.00 cash for a single person signing lease
 - \$45.00 cash for married couple signing lease
 - \$25.00 cash for each additional adult occupant
3. Include ALL of the following items with the application
 - Last two pay stubs
 - Copy of government issued photo ID for each adult occupant
 - Copy of latest bank statement(s) showing account number(s)
 - Social Security Card for each adult occupant
 - Copy of latest utility statements in occupant name

Following acceptance for rental in the Glenville Manor Estates the following items are required:

1. Damage Waiver / Security Deposit in the amount of \$390.00 is due at the signing of the lease.
2. First month's rent of \$390.00.
3. Copy of title of mobile home and/or purchase agreement.
4. Proof of insurance. INSURANCE IS REQUIRED ON ALL MOBILE HOMES.
5. For new homes in the park: copies of the final inspection, building or occupancy permit or any other permits as required by law.

Important:

If you are bringing in a mobile home to the lot you MUST fully comply with all requirements of the Town of Glenville. Check at the Town Hall for any applicable requirements. You may not occupy your mobile home until you have attained an occupancy permit from the Town of Glenville.

If you wish to purchase a home already on a lot in the Glenville Manor Estates you must be approved for tenancy BEFORE making a payment to the seller. All mobile homes must be approved for resale if they are to remain in the park. It is imperative that you check with park management to be sure the home may remain in the park BEFORE you make a payment to the seller.

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Please print legibly. Fill in ALL blanks. All adults must sign below. Please note the documentation needed on the previous page. If two adults are to sign the lease, both must be on the title or purchase agreement of the mobile home. Co-signers are not released from so-signing unless a new application with updated financial history is provided by the resident and approved by management.

Occupants

Name: _____ DOB: _____ US Citizen: _____ SS#: _____ - _____ - _____

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Number of additional occupants (include minor children): _____

Name: _____ DOB: _____ Relationship: _____

Name: _____ DOB: _____ Relationship: _____

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Pets (dogs are NOT permitted)

Type of pet: _____ Weight: _____ Age: _____ Name: _____ Tag #: _____

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RESIDENCY

Current Address: _____ City: _____ State and Zip: _____

Telephone #: _____ Landlord: _____ Telephone #: _____ Monthly Rent \$ _____ How Long? _____

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Mobile Home

Year: _____ Make: _____ Model: _____ Size: _____ License Number: _____

Number of Bedrooms: _____ Heating Fuel: ___ Oil ___ Gas (NO GAS LOGS, FIREPLACES, OR WOOD BURNING STOVES ARE PERMITTED)

Insured by: _____ Address: _____ Telephone Number: _____

Owned by: _____ Purchased From: _____ Telephone Number: _____

Financed by: _____ Address: _____ Telephone Number: _____

Vehicles

Auto Make and Model: _____ Year: _____ Color: _____ License Plate Number: _____

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Emergency Contact:

Name: _____ Address: _____ Telephone Number: _____

Employment

Employer	Position / Rank	Supervisor
Telephone Number	Monthly Income	How Long
Previous Employer	Position / Rank	Supervisor
Telephone Number	Monthly Income	How Long

Spouse / Co – Applicant Employment

Employer	Position / Rank	Supervisor
Telephone Number	Monthly Income	How Long
Previous Employer	Position / Rank	Supervisor
Telephone Number	Monthly Income	How Long

Additional Source of Income

Source: _____ Amount: _____

Bank / Credit / Other

Bank Name (Checking Account)	City	State / Zip
Checking Account Number (Must include bank statement with application)		
Bank Name (Savings Account)	City	State / Zip
Savings Account Number (Must include bank statement with application)		

Creditors

Name and Account Number	Monthly Payment	Balance Owed
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Personal References – Not a Relative

- _____
- _____
- _____

Have you or your spouse ever:

Been evicted or asked to move out?	Y	N
Broken a rental agreement or lease?	Y	N
Been sued for non-payment of rent?	Y	N
Declared bankruptcy?	Y	N
Had any outstanding judgments?	Y	N
Do you or any of the applicants smoke?	Y	N
Do you have any liquid filled furniture? (ie. Waterbeds, fish tanks over 10 gallons)	Y	N
Have you ever been charged (regardless of whether or not it resulted in a conviction), convicted or plead guilty or "no contest" to a felony?	Y	N
Are you required to register as a violent or sexual offender in ANY jurisdiction?	Y	N
Do you currently have any legal judgments or lawsuits against you? If yes, please explain: _____	Y	N

Has anyone on this application ever been convicted of a crime? If yes, what and when: _____	Y	N

Is anyone on this application currently on probation or parole? If yes, for what offense: _____	Y	N

Probation Officer: _____ Telephone Number: _____		

Have you or anyone on this application ever been convicted of manufacturing, delivering, and or use of a controlled substance? If yes, please explain: _____	Y	N

This application is true and complete and is offered for the purpose of securing mobile home parking space in Glenville Manor Estates. Misrepresentation of any material fact shall be cause for cancellation of a Mobile Home Lot Lease Agreement and other remedies set forth therein. I(we) hereby authorize the Lessor or its Agent to check my(our) credit rating and/or referenced and/or criminal history. I(we) understand the information contained on this form and rental agreement may be maintained in a tenant database for up to six (6) years after I(we) vacate the premise. Glenville Manor Estates does not discriminate on the basis of race, religion, sex, age, or national origin. If I(we) rent the unit, I(we) understand the information contained on my application, a move-out form, and rental agreement may be maintained in a tenant database for up to six (6) years after I(we) vacate the premise.

Signature of Applicant

Date

Signature of Co-Applicant or Spouse

Date

APPLICATION FEE (non-refundable) \$ _____ Date Received _____

Employment Verification

This section is to be completed by management and executed by Tenant

To: (Name and address of employer) _____ Date: _____

Re: _____
Applicant / Tenant Name Social Security Number Unit Number (if assigned)

I hereby authorize release of my employer information.

Signature of Applicant / Tenant Date

The individual named directly above is an applicant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Project Owner / Management Agent Date

This section is to be completed by employer

Employee Name: _____ Job Title: _____

Presently Employed: Yes _____ Date First Employed _____ No _____ Last Day of Employment _____

Current Wages / Salary: \$ _____ (circle one) Hourly Weekly Bi-weekly Semi-weekly Monthly Other: _____

Average number of regular hours per week: _____ Year-to-date earnings: _____ Through: _____

Overtime rate: \$ _____ per hr Average Number of overtime hours per week: _____

Shift differential Rate: \$ _____ per hr Average number of shift differential hours per week: _____

Commissions, bonuses, tips, other: \$ _____ (circle one) Hourly Weekly Bi-weekly Semi-weekly Other: _____

Any anticipated change in employee's rate of pay within the next 12 months: _____ Effective Date: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____ Additional

Remarks: _____

Employer's Signature Employer's Printed Name Date

Employer (Company) Name and Address

Telephone Number Fax Number Email Address

Note: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.