

# Resident Application Packet

## Sunset Vista Estates

9630 Highway 41  
Lemoore, CA 93245  
Office (559) 924-3260  
Fax (877) 892-5669  
[josievaplusmgmt@gmail.com](mailto:josievaplusmgmt@gmail.com)

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### Prospective Resident Screening Application Policy

Dear Applicant:

Thank you for your consideration of wanting to move into our community. All of the documents listed below must accompany the Application for Residency.

- Park application- appropriately completed, signed and dated.
- Copies of government issued I.D. and Social Security numbers for all Applicants over the age of 18 who will be residing in the home.
- Employment Verification completed and signed. You will need to have been on the job for at least **(1) one year**. Combined monthly gross income will have to be at least **three (3) times** the amount of the monthly rent.
- Residency Verification completed and signed. Absolutely **NO PAST EVICTION** will be accepted.
- Copies of current pay check stubs with **year to date** information or the last **three(3) months**.
- All Disclosure forms must be signed and dated.
- Credit Check Fee...Refundable if application is denied, if accepted it will be applied towards the 1st month's rent. The fee is **\$25.00 per each adult**, payable to **Sunset Vista Estates** money order. **(NO CASH ACCEPTED)**

**Please know due to economic times all things will be considered.**

Sincerely,

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Josie Vazquez  
Park Manager

**Sunset Vista Estates**

9630 Highway 41

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**APPLICATION FOR RESIDENCY**

Neatly complete all information below. All applicants over the age of 18 must complete and sign their own application.

Application for Space # \_\_\_\_\_ is valid for 30 days or until escrow closes. DATE: \_\_\_\_\_

How did you hear about us: Craigslist: \_\_\_\_\_ Facebook: \_\_\_\_\_ Referral: \_\_\_\_\_ Other: \_\_\_\_\_

Applicant \_\_\_\_\_

Phone# \_\_\_\_\_ Social Security# \_\_\_\_\_

Drivers License# \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_

Email Address \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Landlords Name \_\_\_\_\_ Phone # \_\_\_\_\_

How long at this address Yr \_\_\_\_\_ Mo \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Monthly Rent or Mortgage Payment: \_\_\_\_\_

Name(s) of Other Person(s) Who Will be Occupying Homesite And Relationship: \_\_\_\_\_

**Previous Residency Last 5 Years**

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Landlords name \_\_\_\_\_ Phone # \_\_\_\_\_

How long at this address Yr \_\_\_\_\_ Mo \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Monthly Rent or Mortgage Payment: \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Landlords name \_\_\_\_\_ Phone # \_\_\_\_\_

How long at this address Yr \_\_\_\_\_ Mo \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Monthly Rent or Mortgage Payment: \_\_\_\_\_

Have you ever been asked to terminate your residency elsewhere or have you ever been evicted?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**EMPLOYMENT**

Present Employer \_\_\_\_\_ Position \_\_\_\_\_ Phone# \_\_\_\_\_

Employers Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

How long at this job Yr \_\_\_\_\_ Mo \_\_\_\_\_ Monthly Income \_\_\_\_\_

**Previous Employer last 5 years**

(1) Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_

Employers Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_  
How long at this job Yr \_\_\_\_ Mo \_\_\_\_ Monthly Income \_\_\_\_\_

(2) Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Phone# \_\_\_\_\_  
Employers Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
How long at this job Yr \_\_\_\_\_ Mo \_\_\_\_\_ Monthly Income \_\_\_\_\_  
If not employed, please provide source and amount of financial support: \_\_\_\_\_

**Vehicles**

Number of  
Automobile(s) \_\_\_\_\_ Boats \_\_\_\_\_ Other \_\_\_\_\_

We must have complete descriptions of all vehicles:

(1) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License No.: \_\_\_\_\_

Financed By: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

(2) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License No.: \_\_\_\_\_

Financed By: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

(3) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License No.: \_\_\_\_\_

Financed By: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

(4) Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License No.: \_\_\_\_\_

Financed By: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**References**

Business:

Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal:

Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency**

Person(s) to notify in case of an emergency (other than resident)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Pets**

If you have dogs and/or cats, please provide the following information:

Name Age Type Color/Description Height Weight

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The undersigned understands that in the event that any of the above information cannot be verified by the management of the Park, the management of the Park has the right to deny the application. The undersigned further understands that Prospective Resident(s) shall have no rights of tenancy until a Rental Agreement has been signed by the Park management and the prospective resident(s).

**I authorize and permit Sunset Vista Estates to obtain information from a credit reporting**

**agency.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sunset Vista Estates

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### INFORMATION FOR PROSPECTIVE HOMEOWNERS

As a Prospective Homeowner you are being provided with certain information you should know prior to applying for tenancy in a Mobilehome Park. This is not meant to be a complete list of information.

Owning a home in a Mobilehome Park incorporates the dual role of "Homeowner" (the owner of the home) and Park Resident or Tenant (also called a "Homeowner" in the Mobilehome Residency Law). As a Homeowner under the Mobilehome Residency Law, you will be responsible for paying the amount necessary to rent the space for your home, in addition to other fees and charges described below.

If you are approved for tenancy, and your tenancy commences within the next 30 days, your beginning monthly rent will be \$ \_\_\_\_\_ for space number \_\_\_\_\_. Additional information regarding future rent or fee increases may also be provided.

In addition to the monthly rent, you will be obligated to pay the Park the following additional fees and charges listed below. Other fees or charges may apply depending upon your specific requests. Metered utility charges are based on use.

Electric: \_\_\_\_\_ Trash: \_\_\_\_\_ Other: \_\_\_\_\_  
Gas: \_\_\_\_\_ Sewer: \_\_\_\_\_ Water: \_\_\_\_\_

**(Utility fees are a "good faith estimate"; please note that depending on usage, your actual billing for utility usage may be higher or lower).**

Some spaces are governed by an ordinance, rule, regulation, or initiative measure that limits or restricts rent in Mobilehome Parks. Long-Term leases specify rent increases during the term of the Lease. By signing a Rental Agreement or Lease for the term of more than one year, you may be removing your rental space from a local rent control ordinance during the term, or any extension, of the Lease if a local rent control ordinance is in effect for the area in which the space is located.

A fully executed Lease or Rental agreement, or 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, is required to complete the sale or escrow process of the home. you have no rights to tenancy without a properly executed lease or agreement or that statement. (Civil Code Section 798.75)

If the Management collects a fee or charge from you in order to obtain a financial report or credit rating, the full amount of the fee or charge will either be credited toward your first months rent or, if you are rejected for any reason, refunded to you. However, if you are approved by Management, but for whatever reason, you elect not to purchase the Mobilehome, the Management may retain the fee to defray its administrative costs. (Civil Code Section 798.75)

We encourage you to request from Management a copy of the Lease or Rental Agreement, the Park's Rules and Regulations and a copy of the Mobilehome Residency Law. Upon request, the Park's Management will provide you a copy of each document. we urge you to read these documents before making the decision that you want to become a Mobilehome Park Resident.

Dated: \_\_\_\_\_

Acknowledge Receipt by Prospective Homeowners: \_\_\_\_\_

Signature of Park Manager: \_\_\_\_\_

Josie Vazquez



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**NOTICE OF PRIVACY POLICY**

**Sunset Vista Estates** respects the individual privacy of consumers.

We are committed to safe guarding all nonpublic personal information that we may collect during the application process or at any time during your tenancy. We use this information initially for the sole purpose of evaluating your application for residency. Occasionally we use nonpublic personal information in order to collect a debt, for example, when a resident fails to pay the rent.

We collect nonpublic personal information about you from the following sources:

- Information we receive directly from you, on forms, and in other communications to or with us, whether in writing, in person, by telephone or any other means.
- Information about your transactions or experiences with us, our affiliates, or others.
- Information we receive from other sources such as current and former landlords, current employers credit reporting agencies and resident screening services.

The community values your privacy and does not disclose nonpublic personal information to anyone, except as permitted or required by law, or as reasonably necessary in order to establish your identity when communicating with others as discussed above.

We restrict access to nonpublic personal information about you to only persons who need to know that information in order to perform their job duties. Further, we maintain physical, electronic and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

The undersigned Resident, or prospective Resident, hereby acknowledges receipt of a copy of this notice.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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**RECEIPT FOR CREDIT REPORT FEE**

The above Park has received the amount of **\$ 25.00** has been received from \_\_\_\_\_ (Prospective Resident) in order for Management to obtain a financial report or credit rating for the Prospective Resident(s) regarding the lease of a homesite/space located at **9630 Highway 41 Space # \_\_\_\_\_ Lemoore, CA 93245.**

The Prospective Resident understands that in the event he and/or she is accepted as a Resident, the full amount of this fee or charge shall be credited toward payment of the first month's rent for that Resident. Further, it is understood that in the event the Prospective Resident is rejected by Management, Management shall refund to the Prospective Resident the full amount of the above fee or charge within 30 days from the date of rejection. Finally, it is understood that if the Prospective Resident is approved by Management but, for whatever reason, elects not to purchase the mobilehome, Management may retain the fee, to defray its administrative costs.

\_\_\_\_\_  
Josie Vazquez  
Park Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Resident Signature

\_\_\_\_\_  
Date



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**Verification of Residency**

Date: \_\_\_\_\_

To Landlord: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Applicant's Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Dear Landlord:

The above referenced person(s) has identified you as his/her current landlord. They have applied for residency at our mobilehome community.

Verification of current and prior residency is a necessary part of our application approval process and as such it would be much appreciated if you could return this request as quickly as possible. We would prefer that you fax it back to us.

Thank you for your cooperation.

\_\_\_\_\_  
Josie Vazquez  
Park Manager

I herby authorize to release the above requested information to Sunset Vista Estates

\_\_\_\_\_  
Applicant's/Renter's Signature

\_\_\_\_\_  
Date

**(To Be Completed By Landlord)**

Landlord Name: \_\_\_\_\_ Phone \_\_\_\_\_

Number: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Term From: \_\_\_\_\_ Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Monthly Rental Rate: \$ \_\_\_\_\_ Is Rent Current? \_\_\_\_ Yes \_\_\_\_ No

Was rent paid timely? \_\_\_\_ Yes \_\_\_\_ No

Would you rent to them again? \_\_\_\_ Yes \_\_\_\_ No

Number of times delinquent in the last twelve (12) Months? \_\_\_\_\_

Number of NSF checks during last twelve (12) Months? \_\_\_\_\_

Did the above named applicant and his/hers guests, etc. comply with your rules? \_\_\_\_\_

Did the above names applicant give a proper thirty (30) day notice? \_\_\_\_ Yes \_\_\_\_ No

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord's Signature



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**Verification of Employment**

Date: \_\_\_\_\_

To Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

RE: Employee's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Dear Employer:

The above referenced person(s) has identified you as his/her current employer. They have applied for residency at our mobilehome community.

Verification of employment is a necessary part of our application approval process and as such it would be much appreciated if you could return this request as quickly as possible. we would prefer that you fax it back to us.

Thank you for your cooperation.

\_\_\_\_\_  
Josie Vazquez  
Park Manager

I hereby authorize to release the above requested information to Sunset Vista Estates

\_\_\_\_\_  
Applicant's/Employee Signature

\_\_\_\_\_  
Date

**(To Be Completed By Employer)**

Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Employment status: Full Time \_\_\_ Part Time \_\_\_ Temp \_\_\_ Perm \_\_\_

Employee Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ Ending Date (if applicable) \_\_\_\_\_

Present Salary: \$ \_\_\_\_\_ Per: Month \_\_\_\_\_ Week: \_\_\_\_\_ Hour: \_\_\_\_\_

Number of hours working per week: \_\_\_\_\_

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Employer Signature



## MOBILEHOME PARK RENTAL AGREEMENT DISCLOSURE

THIS DISCLOSURE STATEMENT CONCERNS THE MOBILEHOME PARK KNOWN AS Sunset Vista Estates, LOCATED AT 9630 Highway 41 IN THE CITY OF Lemoore COUNTY OF           , STATE OF CALIFORNIA, THIS STATEMENT IS A DISCLOSURE OF THE CONDITION OF THE PARK AND PARK COMMON AREAS AS OF DATE:            IN COMPLIANCE WITH SECTION 798.75.5 OF THE CIVIL CODE.

IT IS NOT A WARRANTY OF ANY KIND BY THE MOBILEHOME PARK OWNER OR PARK MANAGEMENT AND IS NOT A SUBSTITUTE FOR ANY INSPECTION BY THE PROSPECTIVE HOMEOWNER/LESSEE OF THE SPACE TO BE RENTED OR LEASED OR OF THE PARK, INCLUDING ALL COMMON AREAS REFERENCED IN THIS STATEMENT. THIS STATEMENT DOES NOT CREATE ANY NEW DUTY OR NEW LIABILITY ON THE PART OF THE MOBILEHOME PARK OWNER OR MOBILEHOME PARK MANAGEMENT OR AFFECT ANY DUTIES THAT MAY HAVE EXISTED PRIOR TO THE ENACTMENT OF SECTION 798.75.5 OF THE CIVIL CODE, OTHER THAN THE DUTY TO DISCLOSE THE INFORMATION REQUIRED BY THE STATEMENT.

Are you (the mobilehome park manager) aware of the following:

A. Park or common area facilities	B. Does the park contain this facility?	C. Is the facility in operation?	D. Does the facility have any known substantial defects?	E. Are there any uncorrected park citations or notices of abandonment relating to the facilities issued by a public agency?	F. Is there any substantial uncorrected damage to the facility from fire, flood, earthquake, or landslides?	G. Are there any pending lawsuits by or against the park affecting the facilities or alleging defects in the facilities?	H. Is there any encroachment easement, non-conforming use, or violation of setback requirements regarding this park's common area facility?
	Yes/ No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Clubhouse							
Walkways							
Street, Roads and access							
Electric utility system							
Water utility system							
Gas utility system							
Common area lighting system							
Septic or sewer system							
Playground							
RV storage							
Parking areas							
Swimming Pool							
Spa Pool							
Laundry							
Other common facilities							

If there are other important park or common area facilities, please specify (attach additional sheets if necessary):

If any item in C is checked "no", or any item in D,E,F,G, or H is checked "yes", please explain (attach additional sheets if necessary):

The mobilehome park manager states that the information herein has been delivered to the prospective homeowner/lessee a minimum of three days prior to execution of a rental agreement and is true and correct to the best of the park manager's knowledge as of the date signed by the park manager.

Park Manager Signature: \_\_\_\_\_ Print Name : \_\_\_\_\_ Date: \_\_\_\_\_

**I/WE ACKNOWLEDGE RECEIPT OF A COMPLETED COPY OF THE PARK MANAGER STATEMENT.**

Prospective Homeowner/ Lessee Signature : \_\_\_\_\_ Date: \_\_\_\_\_

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**ACKNOWLEDGEMENT OF RECEIPT OF**  
**"APPLICANT DOCUMENTS"**

I have received the documents listed below from the Park Manager at Sunset Vista Estates. I have completed them and have submitted them and the items requested, with respect to the application for tenancy at 9630 Highway 41, Space # \_\_\_\_\_ Lemoore, CA 93245 to the Park Manager.

Prospective Resident Screening Application Policy  
Application for Residency  
Information for Prospective Homeowners  
Notice of Privacy Policy  
Receipt for Credit Report Fee  
Verification of Residency  
Verification of Employment  
Mobilehome Park Rental Agreement Disclosure

I further acknowledge that if I am informed of my being approved for tenancy, it is my responsibility to contact the Park Manager to complete the documents needed for me to establish my tenancy at *Sunset Vista Estates*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date