

To Prospective Residents:

Thank you for your interest in becoming a resident in a Commonwealth managed Community. This Community complies with all applicable Fair Housing laws, rules, and regulations. We strive to enforce strict resident acceptance policies consistent with the requirements of each community. Please note we provide equal housing opportunity to all persons and comply with all Federal, State, and local laws regarding Fair Housing requirements. Reasonable Accommodations are provided, upon request, to applicants with disabilities. In order for you to become a resident of a Community, you must provide certain information and meet the following criteria:

1. Prospective occupants who are at least 18 years of age or emancipated minors must completely fill out and sign a rental application/authorization for a consumer report and criminal background check. All information on the application must be correct and legible. All applicants must qualify individually for residency. If one co-applicant does not qualify and the other does, we will have to deny approval for residency. If you refuse to fill out any part of the application or authorize us to run the necessary reports or provide any incomplete, inaccurate, or fraudulent information or references, we will deny your application for residency.
2. Applicants must provide two (2) pieces of identification, one with each applicant's photo from a government office (e.g., Driver's License, State ID Card, Passport) and each applicant's Social Security Card or proof of a Tax ID number.
3. Applicants must have a history of acceptable credit; five (5) years verifiable occupancy history (the most recent 5 years); and demonstrate an acceptable debt to income ratio.
4. Having a criminal history will not result in an automatic disqualification for tenancy in violation of state or federal law. Management will carefully evaluate all reported criminal history of an Applicant, based upon several factors, including but not limited to, the date and nature of the crime, its severity, its recency, and what efforts at rehabilitation the Applicant has undertaken. Applicants are encouraged to provide contact information for one or more persons familiar with his/her personal history, who can verify the Applicant's good faith attempts at rehabilitation.
5. Applicants must provide (twenty-four) 24 months of continuous employment or have verifiable and continuous periodic income from other sources, such as retirement, social security and/or disability. If applicant is or has been unemployed during the past two years, you may put unemployed, but it will not count as income.
  - ***Applicants must provide documentation of all sources of income that are to be considered.***
6. If the Community is either an "age 55 or older" or an "age 62 or older" Community, you must provide proof that you meet the age requirements.
7. Any individual who is a current illegal substance abuser or has been convicted of the illegal manufacture or distribution of a controlled substance will be denied residency.
8. Any individual or pet/animal whose residency would constitute a direct threat to the health or safety of other individuals or whose residency would result in substantial physical damage to the property will be denied residency.
9. If pets are permitted, they must meet the requirements of state and local laws, ordinances, and the Community in regard to number, size, and breed (see Community rules and regulations). The definition of pets is domestic dogs and/or cats. The Community does not allow full or mixed breeds of exotic and/or wild animals, livestock, farm animals and certain breeds of dogs including, but not limited to: Akita, Blue Heeler, Chow, Doberman, German Shepherd, Pitbull, Staffordshire Bull Terrier, American Staffordshire Terrier, Rottweiler, Presa Canarios, and Wolf-hybrid.
10. Vehicles must meet community requirements regarding number, size, type and condition.
11. Occupancy may not exceed two (2) persons per bedroom, plus one (1) additional person per household.
12. Homes must be resident occupied – no sub-leasing (this includes renting bedrooms in home) or rentals.
13. Current laws permit the landlord to deny residency on the basis of, but not limited to: pets; vehicles; number of occupants; credit history; character references; criminal records; tenant history of eviction or property damage; rental history; unverifiable or insufficient income (excessive debt); or incorrect, incomplete, or unverifiable application information. Our policy complies with these laws.
14. If purchasing a home, all unpaid monies due for the home which applicant desires to purchase, must be paid in full (whether by seller, buyer or other) before any application may be approved.

We do not accept Comprehensive Reusable Tenant Screening Reports, commonly referred to as portable screening. A minimum non-refundable fee of \$60.00 must be paid by check or money order to begin processing each applicant. You will be notified as soon as possible regarding your application approval or denial. Rental Applications, once approved, are open for a period of sixty (60) days; a Rental/ Lease Agreement must be executed within that time, or approval will be withdrawn. If you choose to submit a new application, new application fees will also be due. If you have any questions on policies regarding qualifying as a resident in a Community, please address them with the Community Manager.

	<b>Consumer Report</b>
Each Applicant	\$60.00

Thank you – Community Management



**Commonwealth Real Estate Services**  
 18150 SW Boones Ferry Road  
 Portland, OR 97224  
 (503) 244-2300  
 (503) 768-4660 Fax

# RENTAL APPLICATION

# FORM

# 3

<b>ON-SITE MANAGER USE ONLY:</b>			
COMMUNITY NAME:		FEE(S) RECEIVED \$ _____ Consumer Report = \$60 per Applicant	CHECK ONE: <input type="checkbox"/> Primary Resident <input type="checkbox"/> Additional Occupant
<b>Community Info</b>	DATE RECEIVED:	MANAGER'S NAME:	COMMUNITY PHONE NUMBER:
	REQUESTED MOVE-IN DATE:	REQUESTED SPACE NUMBER:	RENT AMOUNT:
	TOTAL NUMBER OF APPLICANTS:	TOTAL NUMBER OF OCCUPANTS IN HOME:	NUMBER OF VEHICLES:
INSTRUCTIONS: Please print clearly and legibly – All information <i>MUST</i> be filled out - DO NOT LEAVE ANY SECTIONS BLANK – IF NOT COMPLETED, APPLICATION MAY NOT BE CONSIDERED			
<b>WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER</b> <b>APPLICATIONS MUST BE COMPLETED BY ALL POTENTIAL OCCUPANTS 18 YEARS OF AGE OR OLDER AND/OR EMANCIPATED MINORS</b> <b>LEGAL NAME AS IT APPEARS ON GOVERNMENT ISSUED ID (FIRST, MIDDLE, LAST)</b>			
SOCIAL SECURITY# / TIN:		DATE OF BIRTH:	SECONDARY GOVERNMENT ISSUED ID: <input type="checkbox"/> DRV. LIC. & STATE <input type="checkbox"/> STATE ID <input type="checkbox"/> PASSPORT
TELEPHONE:		EMAIL:	License #: _____ Exp. Date: _____ <input type="checkbox"/> Authorization to receive information via email
WE REQUIRE THE MOST RECENT FIVE (5) YEAR RESIDENTIAL HISTORY ON ALL APPLICATIONS AND APPLICANTS. ATTACH AN ADDITIONAL SHEET IF NECESSARY			
<b>CURRENT ADDRESS:</b>		CITY:	STATE: ZIP:
<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> RESIDE WITH FAMILY	CURRENT MONTHLY PAYMENT:	LENGTH OF OCCUPANCY Yrs: Mths:	REASON FOR LEAVING:
CURRENT LANDLORD NAME:	ADDRESS:	TELEPHONE:	
<b>PREVIOUS ADDRESS:</b>		CITY:	STATE: ZIP:
<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> RESIDE WITH FAMILY	PREVIOUS MONTHLY PAYMENT:	LENGTH OF OCCUPANCY Yrs: Mths:	REASON FOR LEAVING:
PREVIOUS LANDLORD NAME:	ADDRESS:	TELEPHONE:	
<b>PREVIOUS ADDRESS:</b>		CITY:	STATE: ZIP:
<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> RESIDE WITH FAMILY	PREVIOUS MONTHLY PAYMENT:	LENGTH OF OCCUPANCY Yrs: Mths:	REASON FOR LEAVING:
PREVIOUS LANDLORD NAME:	ADDRESS:	TELEPHONE:	
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, WHERE & WHEN?	OFFENSE?
HAVE YOU EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SO, WHERE & WHEN?	REASONING?
PETS: <input type="checkbox"/> DOG(S) # _____ <input type="checkbox"/> CAT(S) # _____ <input type="checkbox"/> OTHER # _____ <input type="checkbox"/> NONE		BREED/WEIGHT AT MATURITY (IN POUNDS):	
IF OTHER, PLEASE SPECIFY:			
<b>INCOME INFORMATION</b>			
GROSS MONTHLY INCOME:		SOURCE OF INCOME	
FREQUENCY OF INCOME: <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Bi-Weekly		<input type="checkbox"/> SELF EMPLOYED ** tax return & bank statements (2 most recent report periods) <input type="checkbox"/> INVESTMENT/RETIREMENT/PERIODIC ** Savings, retirement or other investment statements (2 most recent reporting periods) <input type="checkbox"/> SOCIAL SECURITY <input type="checkbox"/> DISABILITY <input type="checkbox"/> EMPLOYED ** Two (2) months pay stubs <input type="checkbox"/> OTHER (Please explain) _____	
DATE OF HIRE:	HOW LONG RETIRED:		
IF EMPLOYED, PLEASE PROVIDE: NAME OF EMPLOYER:		POSITION:	TELEPHONE:
SUPERVISOR:	ADDRESS:		

OTHER INFORMATION	<b>OCCUPANTS UNDER AGE 18 (Attach additional sheet if necessary)</b>				
	NAME	DOB	DRV. LIC. & STATE, STATE ID, OR PASSPORT #	SOCIAL SECURITY # / TIN	RELATIONSHIP
<b>VEHICLE INFORMATION</b>					
VEHICLE MAKE	YEAR	MODEL	LICENSE PLATE #	OTHER (RV, BOAT, ETC)	
<p>I/We certify that Community management has the right to refuse admission to any manufactured home if upon arrival at the Community, the home is not the same or in the same condition represented by the applicant in this application. Upon approval of this application, I/We will execute a written rental agreement and all other required documents prior to occupancy and within forty-five (45) days or approval for residency will be withdrawn. If I choose to submit a new application, a new application fee will be required.</p>					
<b>APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION</b>					
<p>I/We certify by signing below that, to the best of my/our knowledge, all statements are true and correct. We further authorize COMMONWEALTH REAL ESTATE SERVICES and its subsidiaries to obtain credit reports, character verification, rental history, employment history, public records, criminal history and personal references as necessary to verify all information put forth in the above referenced application for tenancy. False, fraudulent or misleading information or references as well as any returned check(s) for application fee(s) may be grounds for denial of tenancy or subsequent eviction.</p> <p>I/We hereby hold COMMONWEALTH REAL ESTATE SERVICES, its owners, agents and subsidiaries harmless from any liability for exchanging written or verbal information concerning my tenancy with prior landlords.</p> <p>By signing below, I authorize the preparation of an investigative report. For this purpose, I authorize and understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports. Further, I understand that you will be requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, tenancy and other experiences. I release all of the above, including The Screening Pros, Manage America, CoreLogic, SafeRent, FAR, NCR, Origin and their agents to the full extent permitted by law from any claims, damages, losses, liabilities, and expenses arising from the retrieving and reporting of information. All reports will be kept confidential. Further, Landlord has my/our authorization to use said reports in working with any future collection actions). According to the Federal Fair Credit Reporting Act, I am entitled to know if I was denied based on the information obtained and to receive, upon written request to the appropriate credit reporting agency, a disclosure of the public record information and of the nature and scope of the investigative report.</p> <p>We acknowledge receipt of community's Screening Policy/Criteria. In addition to base application fees, I/we agree to pay directly to provider any and all additional fees and costs associated with obtaining information necessary to complete the application process.</p> <p>This application is not complete without payment of all required application fees by check or money order. This application will be denied upon failure to meet community's screening criteria and/or to provide required documentation, pursuant to law. Upon denial, landlord has no further obligation to consider this application.</p> <p>This application shall be automatically extended for an additional seven (7) days in the event all information necessary to complete this application is not provided to community within the time permitted by law.</p> <p>I, the undersigned applicant, do hereby certify that the information provided by me is true, accurate and complete to the best of my knowledge. Any copy of this document is as valid as the original.</p>					
<b>PRINT FULL NAME:</b>					
<b>SOCIAL SECURITY NUMBER / TAX IDENTIFICATION NUMBER:</b>			<b>DATE OF BIRTH:</b>		
<b>CURRENT ADDRESS:</b>					
<b>CITY/COUNTY/STATE/ZIP:</b>			<input type="checkbox"/> DRV. LIC. & STATE <input type="checkbox"/> STATE ID <input type="checkbox"/> PASSPORT #: _____ EXP DATE: _____		
<b>APPLICANT'S SIGNATURE:</b>			<b>DATE:</b>		



### Employment History Verification Request

I have been retired for 2 years or longer

We have received an application from the person(s) named below to rent a space in our manufactured home community. Please fill out your response to the following questions and email (*preferred*) to: \_\_\_\_\_ or fax to: (\_\_\_\_)\_\_\_\_\_. Prospective Tenant: \_\_\_\_\_

I \_\_\_\_\_ (*print name*) have applied for residency at \_\_\_\_\_ and stated that I am now or was formerly employed by you. My signature below authorizes verification of the following information.

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

**Current Employer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Occupation \_\_\_\_\_

Supervisor \_\_\_\_\_ Employment Dates: \_\_\_\_\_ / \_\_\_\_\_  
From To

Gross Monthly Salary: \$ \_\_\_\_\_  Full Time  Part Time  Temporary  Self Employed

Do you anticipate that the applicant's employment will continue?  Yes  No

**Previous Employer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Occupation \_\_\_\_\_

Supervisor \_\_\_\_\_ Employment Dates: \_\_\_\_\_ / \_\_\_\_\_  
From To

Gross Monthly Salary: \$ \_\_\_\_\_  Full Time  Part Time  Temporary  Self Employed

Under penalty of perjury, I certify that the information provided is true and correct:  
Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



**Rental History Verification Request**

I have been residing with family for 5 years or longer  I have owned my home for 5 years or longer

We have received an application from the person(s) named below to rent a space in our manufactured home community. Please fill out your response to the following questions and email (*preferred*) to: \_\_\_\_\_ or fax to: (\_\_\_\_)\_\_\_\_\_. Prospective Tenant: \_\_\_\_\_

I \_\_\_\_\_ (print name) have applied for residency at \_\_\_\_\_ and stated that I am now or formerly rented housing from you. My signature below authorizes verification of the following information.

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

Current or previous address: \_\_\_\_\_  
(Circle One)

Apartment or community name: \_\_\_\_\_

Address: \_\_\_\_\_ Space or Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Manager/Landlord Name: \_\_\_\_\_

Move-in and Move-out date(s): \_\_\_\_\_

Monthly rent: \$ \_\_\_\_\_ Did the tenant pay on time? \_\_\_\_\_ Any Returned Checks? \_\_\_\_\_

Was proper notice given? \_\_\_\_\_ Any complaints? \_\_\_\_\_

Roommates, pets, etc. not on lease? \_\_\_\_\_ Damage to unit or space? \_\_\_\_\_

Any notices issued? \_\_\_\_\_ Any notices filed? \_\_\_\_\_

Would you rent to the tenant(s) again? \_\_\_\_\_

Under penalty of perjury, I certify that the information provided is true and correct:  
Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you own or rent a Manufactured Home?

What are you going to do in the event of a fire, theft or weather-related loss to your home or the personal items in the home?

**Dwelling Coverage**

Package policy provides replacement coverage for damage to the dwelling as a result of most perils including theft, fire, tornado, flood and earthquake.

**Personal Property Coverage**

Provides replacement cost protection for your property in the home in the event of a covered loss.

**Loss of Use Coverage**

Helps pay for expenses, such as, a place to stay and normal costs of meals should your home become temporarily unlivable due to a covered loss.

**Liability Coverage**

Helps protect you if your legally responsible for accidents which cause bodily injury or property damage.

**Fire**



**Flood**



**Wind**



**Theft**



Have other items that need to be insured?

SafeHaven can provide insurance for your auto, boat, RV and motorcycle too!

For home insurance quote call 800-536-8999  
Auto quote 844-273-4194 Savings Code JD2A  
RV quote 844-269-0533 Savings Code JC2A  
visit us at [www.safehaveninsurance.com](http://www.safehaveninsurance.com)

# Insuring mobile homes has been at the heart of American Modern's insurance business for more than 45 years.

We provide comprehensive coverage designed for single-family, owner-occupied homes. Our program accepts any home that is factory-built, whether it is a single-wide, double-wide, triple-wide, or 2-story modular. Unlike other insurers, we place no age restriction on your home.

## Overview

### Coverage

**Comprehensive protection** – Your policy covers any cause of loss (fire, lighting, wind, hail, explosion, burst water pipes, and so on) unless that cause is specifically excluded in the policy documents. This kind of coverage is sometimes referred to as "special form" coverage.

### Loss settlement

**Stated value** – For a total loss, we settle at the stated value of your home which is listed on your policy. There is no depreciation deduction. For a partial loss, we pay the actual cash value of the loss, but you can upgrade that to a replacement cost valuation.

### Included coverage

**Liability** – You are covered if an injury occurs to someone while on the premises, or if you accidentally injure someone or damage property away from your home.

**Personal property** – Your personal belongings are protected on an actual cash value basis if the home suffers a covered loss.

**Other structures** – Your shed, detached garage or fence are protected.

**Additional living expenses** – If a covered peril causes sufficient damage that you need to move out, we cover the extra living expenses until repairs are complete or you find a new home.

**Reasonable expenses** – We cover the cost for emergency repairs that prevent additional damage, such as covering a roof after a storm.

**Vandalism** – Physical damage or defacement of the home is included.

**Theft** – Personal items, or permanently attached items such as a heat pump or even copper piping, are covered for loss if stolen from the home. Certain items have specific dollar limits.

**Enhanced coverage** – Increase the limits for additional living expenses, collapse, emergency removal, fire department surcharge, antenna/satellite dish, and more.

**Builder's risk** – Essential for homes just bought from a dealer, and required by some lenders, this endorsement protects your home during the time between loan closing and occupancy.

**Breakdown protection** – Widen the policy's scope to include the repair or replacement of major appliances, HVAC and electronics due to mechanical or electrical failure.

**Earthquake** – This hard-to-find coverage is available in many states.

**Identity theft recovery** – Identity theft can result in real harm being done to a person's credit report. This special option provides professional assistance and up to \$15,000 in expense reimbursement.



## We adjust our program to cover these circumstances

### Rental

The rental program accepts residential and commercial-use units.

### Seasonal

Our seasonal program covers mobile homes that are used just part of the year.

### Vacant

A vacant mobile home can be insured through our DP-1 Vacant program.

### Tenant

Renters insurance (HO-4) is an option for renters of a mobile home.

## Payment options

### EZPay

Pay through automated monthly installments.

### 4-Pay

Pay a quarter up-front with an installment due every 60 days.

### Full Pay

Pay when coverage begins or on renewal.



CA-DBA OFS INSURANCE AGENCY, LLC

**SAFE HAVEN NATIONAL INSURANCE AGENCY**  
**27777 FRANKLIN RD., STE 1710**  
**Southfield, MI 48034**  
**800-206-2753**  
**Fax: 888-721-8992 or email to lherron@origenservices.com**

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**CWRES – NEW PURCHASE or EXISTING HOMEOWNER (Circle One)**

**FOR A MANUFACTURED HOME INSURANCE QUOTE - The following information is needed – fax this completed form to 888-721-8992 or email it to lherron@origenservices.com and we will supply a quote.**

**Applicant Names:** \_\_\_\_\_ (Primary)  
\_\_\_\_\_ (Secondary)

**Dwelling Value:** \$ \_\_\_\_\_

**Phone:** \_\_\_\_\_ **DOB: (primary):** \_\_\_\_\_

**Status:** Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_ Separated \_\_\_

**Year of Home:** \_\_\_\_\_ **Make:** \_\_\_\_\_

**Size:** \_\_\_\_\_ (W) \_\_\_\_\_ (L)

**Serial No.** \_\_\_\_\_

**Location: Community Name** \_\_\_\_\_

**House Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**If mailing address differs from home address:**

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**To whose attention shall we fax, e-mail or mail the quote?**

**Name:** \_\_\_\_\_

**Fax # or e-mail address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_