



**RENTAL APPLICATION APPROVAL AND RESIDENCY POLICY**

Thank you for applying for residency with Buddy's Mobile Home Management ("BMHM"). Our policies for processing and approving your application for residency are set forth below. We ask that you please carefully review them, let us know any questions you have and acknowledge your review of (and agreement with) them by signing below.

- BMHM does not deny or reject any applications on the basis of race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other protected calls as identified in the Illinois Human Rights Act or federal law. BMHM may otherwise deny or reject any applications for violation or non-compliance with any of the above.
- BMHM requires all applications must be on a written form provided by BMHM ("Application"), must be signed and must be delivered to BMHM with all documentation as set forth below. All information on all Applications must be legible (i.e., readable) and an illegibly-provided application is grounds for rejection of tenancy. BMHM requires that all requests for information in the Application must be provided by each applicant and any omission or misrepresentation of any information on any Application is automatic grounds for rejection.
- BMHM requires all potential tenants (not occupants) be legal adults (i.e., at least eighteen (18) years of age or an emancipated (court ordered) minor). Every adult person (age eighteen (18) years or older and including any emancipated (court ordered) minors) that will reside on a mobile home lot ("Lot") or a rental house or apartment unit, (whether a tenant or an occupant) must review and sign this policy and complete and sign a separate Application. If the Application of any one applicant (whether a potential tenant or occupant) is denied, then all Applications tendered with or otherwise related to the denied Application will on that basis, be likewise denied.
- BMHM requires that all applicants must have a current landlord (parcel owner)/mortgage broker for a minimum of one (1) year and be able to provide, upon request, proof of past monthly payments for housing made to the landlord (parcel owner)/mortgage broker.
- BMHM requires for each potential tenant, proof of Earned Income (as defined below) must be submitted with the Application, including the previous two (2) payroll check stubs. All applicants must submit additional information as may be reasonably requested by BMHM at the time an Application is delivered to BMHM (or thereafter). All applicants (potential tenant or occupant) must provide requested information immediately upon BMHM's request.
- BMHM processes and approves applications on a first-come, first-served basis, availability of suitable units and subject to all zoning, building, safety and other laws.
- Any rental amounts quoted for (1) one bedroom rental units are based on maximum two (2) person occupancy, rent amounts quoted for (2) two bedroom rental units are based on maximum three (3) person occupancy and rent amounts quoted on (3) three bedroom rental units are based on maximum four (4) person occupancy. Any occupancy beyond these limits is subject to an additional One Hundred and No/100 Dollar (\$100.00) per person, per month charge. "Occupancy" for purposes of this section, is defined as residing at a unit or Lot for more than three (3) consecutive days or two (2) weeks within any twelve (12) month period.
- BMHM requires verified income. The applicant(s) combined monthly NET Earned Income (as defined below) must be a minimum of three times (3x) the gross monthly rent to be due under a lease, except for when the applicant is to lease a mobile home lot for a mobile home the applicant owns, which shall require a minimum of six times (6x) the gross monthly rent to be due under a lease. Self-employment income must be verified with two (2) years of federal tax returns.
- BMHM requires a background check, including but not limited to a public records search. The applicant(s) must sign any consents authorizing such a check as necessary. The following must be established for each applicant (potential tenant or occupant): 1) no arrests, charges or convictions of any applicant for any criminal activity (not including any sex-related or any criminal matters involving violence or felony matters regarding drugs) for the past seven (7) years for matters regarding a felony and five (5) years for a misdemeanor; 2) notwithstanding the foregoing, no arrests, charges or convictions of any applicant for any sexual-related offenses or criminal matters involving violence or felony matters regarding drugs, including but not limited to those requiring registration on any sex-offender or violent offender registry; 3) no criminal matter where probation was revoked; 4) no entry of plenary orders of protection, no-contact/no-stalking orders against the applicant within the past five (5) years; 5) no eviction or the filing of any lawsuit for eviction against the applicant within the past five (5) years; 6) no civil judgments (for money owed, etc.) entered against the applicant within the past five (5) years.
- BMHM requires that no animals are allowed on any BMHM-managed real estate at any time for any reason without a signed animal lease addendum, other than service or support animals that have been verified as genuine pursuant to applicable disability law and regulation. Notwithstanding the foregoing, other than service or support animals, BMHM admitted animals include/prohibit: 1) No dogs; 2) maximum two (2) cats spayed/neutered without front claws; 3) maximum three (3) of any of the following: hamsters, gerbils, rabbits, guinea pigs, turtles\*; 4) Maximum two (2) bird cages with two (2) birds\* each; 5) maximum five (5) gallon aquarium\*; 6) no livestock (including "pet" goats/pigs) and 7) no animal requiring a state and/or federal license. Nothing in this Section shall require BMHM to enter into any animal lease addendum, for any reason. (\* = unless for a Lot in which the tenant owns the mobile home)
- BMHM requires that in the event an application is approved, no applicant shall be given possession of a unit until such time as BMHM has been provided with: 1) a fully-signed original of a BMHM-approved lease; 2) full amount of security deposit due; 3) all first month's rent (prorated or full); 4) full amounts of other monies due pursuant to this policy or the Lease; 5) written verification all relevant utilities are in the potential tenants' name (which are gas, electric and water); 6) a copy of a valid driver's license or state-issued identification card for each applicant and 7) set up of automatic electronic withdrawal (i.e., automatic clearinghouse or ACH) for all payments due under the lease. All potential tenant(s) must complete and sign the appropriate authorizations, provide the appropriate canceled checks, etc., for ACH set up.
- BMHM is an independent contractor for ADTMB2, LLC ("ADTMB2"). BMHM is the management agent for ADTMB2 and is solely responsible for the care and management of the real estate. ADTMB2 has no authority regarding (or responsibility for) the management of the real estate in any way.

I have carefully read the foregoing rental policy and agree with it:

|                  |           |                     |  |
|------------------|-----------|---------------------|--|
| <b>Applicant</b> |           | <b>Name (Print)</b> |  |
| <b>Signature</b> | <b>X:</b> | <b>Date (Print)</b> |  |



## Buddy's Mobile Home Management, Inc.

• 3351 Terminal Avenue, #7, Springfield, Illinois 62707 • Agent phone: (217) 679-2254 • Email: buddysmhm@gmail.com

### **MOBILE HOME RESIDENTIAL LEASE APPLICATION**

- Each person over the age 18 seeking occupancy of a Mobile Home Unit/Lot must fill out and sign an application.
- All information must be provided and written legibly. Any applications that cannot be read may not be processed. Any omission, exclusion or falsification of information may result in an **immediate rejection** regardless if a verbal offer of tenancy has been made. Any discovery of omission, exclusion or falsification after tenant has taken possession of the Mobile Home Unit/Lot may result in the termination of the Lease Agreement.
- **Copies of past two most recent paystubs and a copy of photo ID** must be submitted along with the application.
- Each applicant **MUST PAY A NON-REFUNDABLE \$35 APPLICATION FEE** at the time the application is submitted. **Money orders only made payable to the park in which the home is located.**
- Upon verbal approval a minimum of ½ security deposit is required to hold the home, otherwise it will be considered vacant and rentable until money is received from ANY approved applicant. This money, that must be paid with a money order, guarantees the home will be rented to you. It is non-refundable until after possession when it is applied to money owed at that time.

### **APPLICANT INFORMATION**

How did you hear about us? ☐ Craigslist ☐ Facebook ☐ Drove by the park ☐ Referred by \_\_\_\_\_ ☐ Other \_\_\_\_\_

Lot # Requested \_\_\_\_\_ ☐ Charter Oaks ☐ Elm Crest Village ☐ Private lot Rent amount \$ \_\_\_\_\_

Applicant/Occupant Name (MUST include middle initial): \_\_\_\_\_

Maiden Names and/or Prior Married Names and/or Alias Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

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

|                                                         |  |  |
|---------------------------------------------------------|--|--|
| Full names of all other occupants<br>(including minors) |  |  |
|                                                         |  |  |
|                                                         |  |  |

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

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone Number (including area code): \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Cell Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

### **Parcel Owner/Property Manager**

Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_ How long have you resided at this address? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

Reason for moving: \_\_\_\_\_

## **RESIDENCE HISTORY**

Addresses for past 7 years (***MUST include City/County/State/Zip code***) Use additional sheet if necessary.

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

Previous Landlord's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

How long at this address? \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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

Previous Landlord's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

How long at this address? \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

## **EMPLOYMENT INFORMATION: Proof of income must be submitted. Any income not proven will not be considered.**

Employment for past 5 years

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

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

Employer Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Length of Employment: \_\_\_\_\_ To \_\_\_\_\_

Position/Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Monthly NET Income ***PLEASE PROVIDE COPIES OF PAST TWO PAYSTUBS***

Other Income (Social Security Retirement/Court-ordered Child Support/Pension): \$ \_\_\_\_\_

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

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

Employer Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Length of Employment: \_\_\_\_\_ To \_\_\_\_\_

Position/Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Monthly NET Income (take-home pay): \$ \_\_\_\_\_

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

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

Employer Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Length of Employment: \_\_\_\_\_ To \_\_\_\_\_

Position/Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Monthly NET Income (take-home pay): \$ \_\_\_\_\_

## **EMERGENCY CONTACTS** Individuals that will ***not*** be residing with you.

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

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Relationship: \_\_\_\_\_

VEHICLE INFORMATION

| Year | Make | Model | Color | License Plate |
|------|------|-------|-------|---------------|
|      |      |       |       |               |
|      |      |       |       |               |

Driver’s License Number/State ID: *PLEASE PROVIDE COPY OF LICENSE OR ID*

PET INFORMATION *Note: NO DOGS ALLOWED IN RENTAL UNITS & CATS ONLY ALLOWED IF FIXED AND FRONT CLAWS ARE REMOVED!*

Number of pets: \_\_\_\_\_

|              |
|--------------|
| Type of pet: |
|              |
|              |

BACKGROUND INFORMATION *When answering, use additional sheet if necessary.*

Have you ever been evicted or a suit filed against you for eviction or foreclosure? (Check only one): ☐ Yes ☐ No. If “yes” please provide location, date, name of parties involved, circumstances and final outcome.

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Have you ever had your driver’s license suspended or revoked for any period of time? (Check only one): ☐ Yes ☐ No. If “yes” please provide location, date, circumstances, and final outcome.

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Have you ever been *arrested, charged or convicted* of a criminal offense including DUI’s and Civil Law Violations (i.e., possession of cannabis or paraphernalia) but excluding parking or traffic violations or juvenile matters? (Check only one): ☐ Yes ☐ No. If “yes” please provide location, date, name of parties involved, circumstances and final outcome.

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Has someone ever filed for an Order of Protection against you? (Check only one): ☐ Yes ☐ No. If “yes” please provide location, date, name of parties involved, circumstances and final outcome.

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Have you ever had a civil lawsuit filed against you in small claims court including efforts of businesses to collect past due balances? (Check only one): ☐ Yes ☐ No. If “yes” please provide location date, name of parties involved, dollar amount, circumstances and final outcome.

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**AUTHORIZATION**

- By signing this document, applicant authorizes employees and agents of Buddy’s Mobile Home Management, Inc. to verify the information provided in this document. Individuals or groups that may be contacted include but are not limited to current landlord, previous landlords, banks, credit unions, or other lending agencies, current employer, previous employers, court records, credit bureaus, credit providers and collection agencies.
- By signing this document, applicant understands that this is not an offer for tenancy and misrepresentation may be grounds for immediate rejection.
- By signing this document, applicant understands that if misinformation is found after he has taken possession of the Mobile Home Unit/Lot it may be grounds for termination of Lease Agreement and eviction proceedings.

Dated (MM/DD/YY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

X \_\_\_\_\_  
(Applicant signature)

**STOP!!** Pre-Lease Waivers and Consents: ***If agreed, must be signed by applicant as a prospective tenant/purchaser.***

765 ILCS 745/6: I waive the need for Buddy’s Mobile Home Management, Inc. to exhibit to me a copy of the lease applicable to the Park prior to any offer of a mobile home or lot for rent or sale.

(Not signing on the line below means that you want a copy of the lease before turning in the application. You can visit our websites at <https://www.charteroaksspringfield.com> or <https://www.elmcrestspringfield.com> to download a copy of the lease. Turning in an application without this signature indicates that you have obtained an electronic copy of our lease. For a printed copy please call us at 217-679-2254.)

X \_\_\_\_\_  
(Applicant signature)