



Applicant Names: _____

How did you find us? Or Who Referred you? _____

Residency Application for: RENTAL / PURCHASE
(Circle One)

Desired Space Number or Address: _____

Welcome to Shamrock Manufactured Home Community. The following *Applicant Screening Criteria and Conditions of Acceptance* will be used to evaluate your application for acceptance:

- 1) **Rental History:** Verification and approval of applicant's rental history, including whether lease terms and conditions were met, and any lease violations. Shamrock does not accept the following: any applicant who was evicted from any landlord owned community for any reason within the last 7 years, any applicant who owes money to another landlord, any applicant who has received more than two (2) notices for material violations within the past twelve (12) months, or any applicant who has a history of more than two (2) late rental payments made over any consecutive twelve-month period within the last two (2) years.
- 2) **Identification:** Each applicant over the age of 18 must present a valid, government-issued photo identification including but not limited to a driver's license, a non-driver photo identification, United States passport, a United States government-issued Visa, United States military identification card, or other similar documentation verifying the identity of the applicant.
- 3) If applicant is currently in bankruptcy or has filed bankruptcy within the past six months or followed by negative credit since bankruptcy, charge offs, judgments, collections accounts and other unpaid accounts with landlord owned communities.
- 4) **Income Requirements:** 40% of the applicant's household gross monthly income must equal to at least two (2) times the monthly rental rate of the Space. 40% of the applicant's household monthly income must be equal to at least one month's rental rate for a Home Rental.
- 5) **Credit History:** An acceptable credit history that meets the credit rating criteria. Our credit reporting agency evaluates credit against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, guarantor or co-signer, or denial. Applicants will be denied if a former landlord has an unsatisfied judgment or other pending debt against any Applicant.
 - a. If an applicant fails the credit rating criteria, they will be allowed to be on a lease as an occupant only if the other applicant meets our credit criteria, rental history, and verification of employment, and can meet two (2) times the monthly rental rate plus one month's mortgage on their Manufactured Home (if applicable) (two months of the monthly rent for Home Rentals).
 - 6) **Income Verification:** Shamrock requires verification of at least six months of employment with supervisor, and verification of salary and length of time on the job. If the supervisor will not verify income, then applicant must show the last three pay stubs. If self-employed, applicant must provide a copy of the most recent tax return. Proof of one-year continuous employment.
 - 7) **Criminal Background Checks:** Our screening criteria include a criminal background check for each occupant over the age of 18 years old. Applications may be presumptively denied if any applicant has a criminal conviction that suggests that the applicant may pose a threat to the physical safety of other tenants or staff or endanger the health and safety of the community. Any person who is notified that he or she has been presumptively disqualified for this reason may submit written documentation showing any mitigating measures or other information demonstrating that the person no longer poses such a danger or threat. Applicant must submit mitigating information or other information contradicting the basis for the presumptive disqualification within two (2) business days after receiving notice that his or her application has been declined due to the criminal conviction. Shamrock will then review this information and notify the applicant of a final decision regarding tenancy as promptly as possible.
 - 8) Applicant must submit any required information or documentation to the property manager within 24 hours, or the space is subject to be rented to a different applicant.
 - 9) **Occupancy and Vehicles:** Maximum number of vehicles per Manufactured Home space rented or Home Rental is two (See Rules and Regulations Section 10.02 (m)). Applicant shall be allowed no more than two persons per bedroom of Manufactured Home or Home Rental.

Due to Shamrock Manufactured Home Community's desire to treat each applicant fairly and consistently, management is unable to deviate from the applicant screening criteria. The community reserves the right to deny any applicant residency, when they do not meet all of the requirements as stated above. Shamrock Manufactured Home Community is firmly committed to full compliance with the letter and spirit of all fair housing laws, including those provisions that require them to provide reasonable accommodations and permit reasonable modifications for persons with disabilities. Any person who believes that he or she is being discriminated against in violation of those laws is encouraged to notify corporate management immediately. Any person who needs an accommodation or a modification because of a disability should make such request at the rental office.

\$35 Application Fee per Adult Applicant due before Application can be Processed
Sorry, No Cash. Money Orders or Cashiers Checks Only

Applicant #1 Signature

Date

Applicant #2 Signature

Date

Applicant				Co-Applicant			
Name (First, Middle, Last)				Name (First, Middle, Last)			
Birthdate	SS#	# of Dependents		Birthdate	SS#	# of Dependents	
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	Home Phone #			Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	Home Phone #		
	Work Phone #				Work Phone #		
Present Street Address				Present Street Address			
City, State, Zip Code				City, State, Zip Code			
How Long At Present Address?				How Long At Present Address?			
Years		Months		Years		Months	
Residential Status		MO Rent or MTG Pymnt		Residential Status		MO Rent or MTG Pymnt	
<input type="checkbox"/> Homeowner <input type="checkbox"/> Renter <input type="checkbox"/> Parents <input type="checkbox"/> Other		\$		<input type="checkbox"/> Homeowner <input type="checkbox"/> Renter <input type="checkbox"/> Parents <input type="checkbox"/> Other		\$	
Landlord or Mortgage Holders Name		Phone		Landlord or Mortgage Holders Name		Phone	
Balance of Mortgage:		Acct #		Balance of Mortgage:		Acct #	
Previous Address (If less than 3 years at Present)		How Long:		Previous Address (If less than 3 years at Present)		How Long:	
		Years Mos.				Years Mos.	
		Landlord's Name & Number				Landlord's Name & Number	
Applicant's Employment (Minimum 6 month History)				Co-Applicant's Employment (Minimum 6 month History)			
Employer's Name		City, State		Employer's Name		City, State	
Type of Business		Supervisor		Type of Business		Supervisor	
Salary (Gross)\$		Work Ph:		Salary (Gross)\$		Work Ph:	
<input type="checkbox"/> Hr <input type="checkbox"/> Wk <input type="checkbox"/> Mo <input type="checkbox"/> Yr				<input type="checkbox"/> Hr <input type="checkbox"/> Wk <input type="checkbox"/> Mo <input type="checkbox"/> Yr			
Job Title or Occupation		Hire Date		Job Title or Occupation		Hire Date	
Previous Employer		Employed		Previous Employer		Employed	
		From _____ To _____				From _____ To _____	
OTHER INCOME NOTE: Alimony, child support, or separate maintenance incomes do not have to be revealed unless the applicant wishes to have such sources considered as a basis for repayment of the requested credit.							
(A) Source of other income:		Monthly Amt:		(A) Source of other income:		Monthly Amt:	
		\$				\$	
						Child Care Monthly Amount	
Credit References: Indicate relationship or ownership by checking the following Appointment Joint Co-Applicant							
Owner	Creditor Name, Address and Phone Number	Date open	High Credit	Curr. Bal.	# of Pmts	Amount Past Due	
Last Vehicle Financed by:		Date Purchased:		Make, Model, Year:		# Vehicles Owned	
Address:		Phone		Balance		Monthly Payment	
						Amt. Past Due	

I acknowledge the above referenced *Applicant Screening Criteria and Conditions of Acceptance* and authorize Shamrock Manufactured Home Community to use the

information provided within for the purpose of seeking credit check, employment verification, resident verification, criminal background check, and other information for the purpose of determination of qualifications for residency. Application fee is Non-Refundable.

X:	X:
Applicant Signature Required	Co-Applicant Signature Required
Date	Date

Office Use Only

Date Application Submitted: _____ POC: _____ Application Fee Paid? YES or NO

Approved? YES or NO Informed Applicant: _____ (Initial) on _____ (Date)

If NO, why? _____

Have you ever been evicted from any tenancy? _____ If yes, explain: _____

Have you ever filed for bankruptcy? _____ If yes, explain: _____

Do you have any judgments against you? _____ If yes, explain: _____

Have you ever voluntarily surrendered or had a vehicle or any other items repossessed? _____

Have you ever obtained credit under another name? If yes, explain: _____

Do you pay child support? Yes or No If yes, how much: _____

Do you pay alimony? Yes or No If yes, how much: _____

List all individuals other than applicant(s) to be living in household:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Have you or ANY member of your household INCLUDING JUVENILES: (If you answer yes to any of these questions, please explain on the lines below.)

1. EVER , plead guilty to, or been convicted, of a crime?

YES___ NO___

2. EVER been placed on probation, parole, or any other release from jail, or prison?

YES___ NO___

3. Is there a current warrant out for your arrest or ANY member of your household's arrest?

YES___ NO___

5. EVER been evicted, foreclosed or had a forcible detainer filed against you?

YES___ NO___

6. EVER moved to avoid eviction or because of problems with other tenants or a landlord?

YES___ NO___

Explain, including dates of any criminal convictions, type of offense (felony or misdemeanor), and any mitigating circumstances related to any criminal conviction: _____

(attach additional pages if necessary)

Will there be any pets in the dwelling unit? Yes___ No___ List pet information:

Name	Type/Breed	Weight	Color	License #
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Vehicle Information

Make	Model	Year	Color	License Plate #
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<hr/>				

PLEASE READ CAREFULLY

Applicant represents that all of the above statements are true and correct, and hereby authorizes verification, now and in the future, of above information, references, criminal background, and credit records. **Applicant acknowledges that ANY false information contained herein constitutes grounds for rejection of this application if discovered before or after move-in.** Management reserves the right to verify application information after move-in. This application is preliminary only and does not obligate owner or representative to execute a lease or deliver possession of proposed premises. By signing this application, applicant(s) authorize all persons/firms named and unnamed in this application to freely provide any and all requested information concerning applicant(s) and hereby waive all right of action for any consequences resulting from such information.

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Applicant #1	Date	Applicant #2	Date

Credit/Background Verification

(Please List all Tenants that will reside in Residence)

- 1) I, _____ (*name*) do authorize Davis Enterprises Management Company *d.b.a.* Citrus Grove RV Park and Apartments or Shamrock Mobile Home Park to run a Credit and Criminal Search through Acutraq Background Screening.

Full Name: _____ Phone # _____

Current Address: _____

Date of Birth: _____ Signature: _____

Email Address: _____

- 2) I, _____ (*name*) do authorize Davis Enterprises Management Company *d.b.a.* Citrus Grove RV Park and Apartments or Shamrock Mobile Home Park to run a Credit and Criminal Search through Acutraq Background Screening.

Full Name: _____ Phone# _____

Current Address: _____

Date of Birth: _____ Signature: _____

Email Address: _____

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

• **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

• **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

• **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

• **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	FTC: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, MO 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.