



PLEASE NOTE: MOBILE PROPERTIES CHARGES \$50 PER ADULT ON APPLICATION AS A PROCESSING FEE.
PAYMENT IS DUE WHEN APPLICATION IS SUBMITTED.

Application for Occupancy Information Sheet

- 1) Fill out application clearly and neatly including the consent to background and reference check. Please use your legal name. Complete entire form, sign, and date.
- 2) When you return the application to the office, please be sure to include the following with your application:
 - ☐ Check or Money Order
Make out money order to **MOBILE PROPERTIES LLC**
 - ☐ Proof of income is required as follows:
 - a. **Currently employed** - your last two paystubs
 - b. **Self - employed** - your two most recent tax returns
 - c. **Retired** - the benefit letter from Social Security, your pension fund, etc.**PLEASE MAKE SURE THAT THE INFORMATION YOU PROVIDE IS THE MOST CURRENT THAT YOU HAVE.**
 - ☐ Photo ID
Government issued photo ID, such as a driver's license, is required for all applicants.
 - ☐ If you are currently renting, a landlord reference is required.

If purchasing a home:

- ☐ Signed Purchase Offer
This is the purchase offer document showing you and the seller have agreed to a price.
- ☐ Proof of Cash Availability
If you are paying cash for the home, you will need to bring proof that you have the money in an account. letter from a bank or a statement of some kind is acceptable.
- ☐ Proof of Financing
If you are financing the home, you should receive a letter from the bank saying you are accepted and we will need a copy of that.
- ☐ Home in Compliance (if applicable)
Before an application will be processed, the home being purchased must be in compliance with park rules and regulations.

We process applications as quickly as possible, but delays can occur especially with the consent to background and reference check. If you have any questions, please call 718-484-9697 x 200.

Application for Occupancy

****Area shaded in GREY should only be filled out if purchasing a home. Renters do NOT need to fill those sections ****

COMMUNITY / LOCATION APPLYING FOR: _____

ANTICIPATED MOVE-IN DATE: _____ INTERESTED IN UNIT/LOT # _____

Applicant Information			
Last Name:		Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/>	
First Name:		M.I.:	
Date of Birth:	SSN:	Home Phone:	
Cell Phone:	Work Phone:	Email:	
Current Address:			
City:	State:	ZIP Code:	
Own Rent (Please circle)	Monthly payment or rent:	How long?	
Current Payment made to (Name & Phone):			
Previous Address (only if at current address less than 4 years):			
City:	State:	ZIP Code:	
Owned Rented (Please circle)	Monthly payment or rent:	How long?	
Payment made to (Name & Phone):			
Auto / Year / Make:		Driver's License:	
Bank Account (Checking, Savings):		Additional Income:**	
Have you been bankrupt in the last 7 years? Please explain:		Are there any unsatisfied judgments or liens against you? Please explain:	
If you have received credit under another name, list name(s) used:		Additional obligations per week:** Support _____ Alimony _____ Other _____	
Employment Information			
Current employer:			
Employer address:		How long?	
City:	State:	ZIP Code:	
Phone:	E-mail:	Fax:	
Position:	Hourly Salary (Please circle)	Annual income:	
Supervisor's Name:		Supervisor's Phone / Email:	
Previous Employer:			
Employer address:		How long?	

City:		State:		ZIP Code:	
Phone:		E-mail:		Fax:	
Position:		Hourly Salary (Please circle)		Annual income:	
Supervisor's Name:			Supervisor's Phone / Email:		
Emergency Contact					
Name of a person not residing with you:					
Address:					
City:		State:		ZIP Code:	Phone:
Relationship:					
Co-Applicant Information (If Applicable)					
Last Name:				Married <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/>	
First Name:				M.I.:	
Date of Birth:		SSN:		Home Phone:	
Cell Phone:		Work Phone:		Email:	
Current Address:					
City:		State:		ZIP Code:	
Own Rent (Please circle)		Monthly payment or rent:		How long?	
Payable To (Name, Address, City, State, Zip, Phone):					
Previous Address (only if at current address less than 4 years):					
City:		State:		ZIP Code:	
Owned Rented (Please circle)		Monthly payment or rent:		How long?	
Payment made to (Name & Phone):					
Auto / Year / Make:			Driver's License:		
Bank Account (Checking, Savings):			Additional Income:**		
Have you been bankrupt in the last 7 years? Please explain:			Are there any unsatisfied judgments or liens against you? Please explain:		
If you have received credit under another name, list name(s) used:			Additional obligations per week:** Support _____ Alimony _____ Other _____		
Co-Applicant Employment Information					
Employer address:				How long?	
City:		State:		ZIP Code:	
Phone:		E-mail:		Fax:	
Position:		Hourly Salary (Please circle)		Annual income:	
Supervisor's Name:			Supervisor's Phone / Email:		

Previous Employer:							
Employer address:					How long?		
City:		State:			ZIP Code:		
Phone:		E-mail:			Fax:		
Position:		Hourly Salary (Please circle)			Annual income:		
Supervisor's Name:				Supervisor's Phone / Email:			
List Full Names of All Occupants Who Will Be Living In The Unit / Manufactured Home							
Last Name		First Name			Birthdate		
Do any of the occupants have any pets? Yes No				Do any occupants have a motorcycle? Yes No			
What type of animal? _____				Year, Make & License Plate#: _____			
List All Installment and Credit Card Accounts Now Open or Recently Paid							
Creditor:	Address:	Reason or Account Type	Acct. #	Acct in name of:	Original Amount	Balance	Monthly payment
Nearest Relatives & Character References – List one for each applicant							
Name:		Address:		Phone:		Relationship:	
<p align="center">IMPORTANT NOTICE TO APPLICANTS – READ BEFORE SIGNING</p> <p>The undersigned certifies all information on this application is true and correct. You may verify this information and request consumer credit reports in connection with this application, renewal or credit update. You are authorized to exchange credit information regarding this application. If I ask you, you will tell me whether or not a report was requested and the name and address of the Consumer Reporting Agency that furnished the report. I understand that I have the right to receive a copy of such report by contacting the agency that furnished the report. <i>I understand that this application cannot be processed if I have not attached proof of income as listed on the application or if I have not signed it, dated it or filled it out completely.</i></p>							
Signature of Applicant:				Date:			
Signature of Co-Applicant:				Date:			

** Alimony, Child Support or separate Maintenance Income need not be revealed
if you do not wish it to be considered as a basis of your application. **

Additional Information

DO ANY OF THE OCCUPANTS HAVE ANY RECREATIONAL VEHICLES, INCLUDING BOATS, CAMPERS, SNOWMOBILES, TRAVEL TRAILERS, ATVs OR ANY VEHICLE OVER ½ TON?

TYPE OF VEHICLE	MAKE/MODEL	SIZE	COLOR

INFORMATION ON MOBILE/HUD CODE HOME BEING PURCHASED

MAKE	YEAR	SIZE	COLOR	PRICE	MONTHLY PMT
FURNACE <input type="checkbox"/> GAS <input type="checkbox"/> OIL <input type="checkbox"/> ELECTRIC	RANGE <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC	WATER HEATER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC	NAME & ADDRESS OF FINANCING SOURCE:		
ELECTRIC SERVICE 50-100-200 AMP SERVICE					

Consent to Background and Reference Check

I authorize Mobile Properties, LLC to obtain information about me from my credit sources, court records, current and previous landlords and employers and personal references. I authorize my credit sources, credit bureaus, current and previous landlords and employers, and personal references to disclose to Mobile Properties, LLC such information about me as he or she may request.

Applicant Name

Applicant Signature

Date

Co-Applicant Name

Co-Applicant Signature

Date



Employment Verification Authorization

Date:

To:

RE: _____

To Whom It May Concern,

The above referenced borrower has applied to rent a manufactured home site.

In order to process this application, we require verification of their employment with your organization. Please furnish us with information on the following page and return this form to us at your earliest convenience. All information will be held in strict confidence.

Authorized by: _____
Tenant/Applicant Signature Date

Tenant/Applicant Printed Name

Very truly yours,

Carrol Roth
Office Manager
Mobile Properties LLC

Employment Verification

For _____

Date hired _____ Position held _____

Probability of continued employment _____

Pay \$ _____ per ☐ hour* ☐ week ☐ month ☐ year ☐ other (specify)

**If paid hourly, please indicate average hours worked each week during the current and past year.*

	YEAR TO DATE	PAST YEAR
Base Pay	_____/month	_____/month
Overtime**	_____/month	_____/month
Commissions	_____/month	_____/month
Bonus**	_____/month	_____/month

***If either overtime or bonuses are applicable, is continuance likely?* YES NO

Remarks _____

For Military Personnel Only

Pay Grade _____

Pro Pay _____

Base Pay _____

Flight or Hazard _____

Rations _____

Quarters _____

Clothing _____

Overseas or Combat _____

Signed _____

Title _____ Date _____

Note: The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law.