



Manufactured Housing Community, LLC

A quality manufactured housing community for persons 55 years plus



IMPORTANT INFORMATION FOR PROSPECTIVE RESIDENTS OF PARKWOOD

We are delighted that you are considering becoming part of the PARKWOOD family of Residents. In order to help your purchase be a smooth one, we would like to familiarize you with the procedures for acquiring a home that is to remain in PARKWOOD:

- **Application:** The first step is to submit an application for residency in PARKWOOD. **Each applicant looking to reside in Parkwood must be a minimum of 55 years of age.** Applications are sent to a professional screening service and need to be filled out *completely* by each adult to be living in the home. They are then returned to PARKWOOD, accompanied by a **money order (no checks) payable to DataNow** in the amount of \$55.00 for each applicant. We will also need from you proof of income (i.e., SSI or bank statement to show recurring deposits, pay stub etc.) and a legible picture ID. We will quickly process the application and notify you promptly of the decision. **We urge you to not commit yourself to the purchase of any home until you have received that approval.** Approved applications are valid for 12 months.
- **Lease Agreement:** Once you have selected a home and have an accepted purchase offer, let us know. We will prepare a lease agreement that will go into effect upon close of escrow of the home. That lease must be fully executed by tenant and Landlord prior to close of escrow.
- **Security Deposit/Initial Lot Rent:** Your security deposit is generally paid from escrow via a check from the title company. Unless escrow closes on the first of the month, lot rent for the month you acquire the home will be paid by the seller of the home. Your escrow officer will then prorate the rent in escrow. PARKWOOD does not prorate lot rent.

The application approval and execution of the lease prior to close of escrow are critical elements of the process. A buyer who fails to take care of either issue may be required to remove the home from the community.

Thank you for including PARKWOOD as a possible choice for your new home.

PARKWOOD MANAGEMENT
41 Green Meadow Drive * Sequim, WA 98382
360-683-8765

APPLICATION FOR TENANCY

RETURN TO THIS APPLICATION TO THE LANDLORD OR
MANAGER OF THIS COMMUNITY OR FACILITY

NONREFUNDABLE \$55 PER EACH ADULT
MONEY ORDERS ONLY – PAYABLE TO DATA NOW

| | | | |
|--|---------|------------------------|----------------------|
| PROPERTY NAME PARKWOOD MANUF. HOUSING COMMUNITY | MANAGER | MANAGER'S PHONE NUMBER | MGR FAX NO. OR EMAIL |
|--|---------|------------------------|----------------------|

ALL QUESTIONS MUST BE ANSWERED

INCOMPLETE OR INACCURATE INFORMATION MAY RESULT IN DELAY OR DENIAL

| | | | | |
|--------------|-------------|-----------|-----------------------------|---------------|
| FIRST NAME | MIDDLE | LAST NAME | SOCIAL SECURITY NUMBER/ITIN | DATE OF BIRTH |
| PHONE NUMBER | # OCCUPANTS | | BREED AND SIZE OF PETS | |

| | | | | |
|------------------|--------------------------------|--------------------------------|-----|------------------|
| EMAIL | RESIDENTIAL INFORMATION | | | |
| ADDRESS | CITY | STATE | ZIP | MOVE-IN DATE |
| OWN/RENT | MONTHLY PAYMENT/RENT | LANDLORD/MORTGAGE COMPANY NAME | | LANDLORD PHONE |
| PREVIOUS ADDRESS | CITY | STATE | ZIP | MOVE IN/MOVE OUT |
| OWN/RENT | MONTHLY PAYMENT/RENT | LANDLORD/MORTGAGE COMPANY NAME | | LANDLORD PHONE |

EMPLOYMENT HISTORY

| | | | |
|--|--------------------------|---|---------------------------------------|
| PRESENT EMPLOYER | POSITION | PHONE NUMBER | HIRE DATE |
| MONTHLY SALARY \$ | ADDRESS | SUPERVISOR'S NAME | TITLE |
| ADDITIONAL INCOME IF INCLUDED FOR QUALIFYING \$ | SOURCE OF INCOME | | WILL YOU BE PAYING CASH FOR THE HOME? |
| NEW COMMUNITY RENT (\$) | MOBILE HOME PAYMENT (\$) | COMBINED PAYMENT (\$) | |
| AUTOMOBILE (MAKE/MODEL) | LICENSE # | STATE | PAYMENTS MADE TO: MONTHLY PAYMENT |
| NAME OF FINANCIAL INSTITUTION | CHECKING OR SAVINGS | ADDRESS | |
| DRIVER'S LICENSE INFO: | | | STATE: |
| Name of Nearest Relative or Emergency Contact: | Relationship: | Full Address – Include State and ZIP Code | Phone Number |

HAVE YOU OR ANY OTHER HOUSEHOLD MEMBER:

Ever Been Evicted? YES NO If yes, date, city, state and type of eviction _____ Filed Bankruptcy?
Filed Bankruptcy? YES NO Date of Bankruptcy _____

An outside agency will make an investigative report and present it to us for review. This report may include a criminal background search, a driving record Check, employment history, rental history, social security number verification, and a credit inquiry. By signing this document, you are releasing DataNowLLC Screening Services, any and all persons, companies, agencies or others from liability resulting from your background investigation. You are entitled to receive A disclosure of almost all information, if you have received a Denial Notice (credit is not included in the information that we can provide; that report must Come from the Credit Provider). The facts set forth in this application are true and complete. I/We understand that if any information in this application is Found to be false that denial of this application and/or subsequent tenancy is imminent. I/We also understand that the application fee is non-refundable.

SIGNED:

APPLICANT

TODAY'S DATE

DataNow LLC

Your Professional Screening Service

PHONE 800.597.3739 LOCAL 360.943.3500

FAX 877.491.0448

EMAIL datanowllc@comcast.net

TENANT SCREENING AUTHORIZATION DISCLOSURE RELEASE

In Compliance with the Fair Credit Reporting Act, State and Federal laws, and in compliance with the Fair Tenant Screening Act for Washington State 2012 this is to inform you and your household members that an investigation involving the statements made on this application for tenancy are being initiated by DataNow LLC, P.O. BOX 7113 OLYMPIA WA 98507 - 360.943.3500/800.597.3739. I certify that to the best of my knowledge all statements are "true and complete." I further authorize DataNow LLC to obtain CREDIT REPORTS, EMPLOYMENT REFERENCES (including verifying salary – if possible), COURT RECORDS, CHARACTER REFERENCES, GENERAL REPUTATION, MODE OF LIVING, and RENTAL REFERENCES as needed to verify all information put forth on this application and otherwise available regarding all applicants identified on this application.

Furthermore, I warrant the accuracy of all information contained on this rental application, including that relating to the other intended occupants of the subject property. I understand and agree that if subsequently a determination is made that I provided false or inaccurate information on the rental application it is a breach of the terms of any rental agreement signed and based on that information and Owner and/or his/her agent may take legal action to terminate said Agreement. And I also understand that Data Now's role is to provide information and not to make decisions to rent/lease or take any adverse actions as that decision is up to manager/landlord owner.

Today's Date _____

Applicant Signature _____

Print your full name _____
First **Middle** **Last**

Social Security Number ____ - ____ - ____ Date of Birth _____

Driver's License Number _____ Issue Date _____ State _____



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Parkwood Residence Acceptance Policy

Scoring: Each applicant's screening report shall be reviewed for two types of adverse information, NEGATIVES and TERMINALS. If two or more NEGATIVE items are found in the report, with no documentable explanation, applicant may be declined. If any one TERMINAL item is found, without documentable explanation, applicant may be declined. **All NEGATIVES, AND TERMINALS APPLY TO APPLICANT(S) AND THEIR HOUSEHOLD MEMBERS.**

NEGATIVES – The following items shall be considered negative items:

Credit:

- Any credit account that has more than two thirty (30) day late payments in the last three years.
- Any credit account that has more than one sixty (60) day late payments in the last three years.
- Any credit account that has one or more ninety (90) day late payments in the last three years.
- Any credit account that is currently rated more than thirty (30) days late.
- Any credit account, which is rated as having gone to collection.
- Any collection, judgment, bankruptcy or lien.

Investigative:

- Any landlord reference that includes more than two late rent payments.
- Any instance of damage deposit not returned due to damage to rental unit (beyond normal cleaning).
- Any instance of proper "Intent to vacate" notice not being given to a landlord.
- Any instance of a lease violation by applicant within the last three years.
- Any employment situation temporary or seasonal in nature.
- Any rental reference which includes more than 3 or more late payments in a year.
- Any instance of unauthorized pets or people occupying a unit rented to applicant.
- Negative rental reference or would not re-rent documentation.

TERMINALS – The following items are considered terminal, and sufficient to decline application:

Credit:

- Any pending bankruptcy, outstanding or unsatisfied judgment or lien.
- Any collection action filed by a property management company or landlord.
- A credit score less than 650.

Investigative:

- Any eviction or Unlawful Detainer action.
- Any current Five-day Notice (Manufactured Housing Communities) or Three-day Notice (Apartment/house rental).
- Any criminal conviction, or history of criminal behavior which is drug-related and/or which may pose a threat to the health, safety, or welfare of other residents of the community.
- Any gross inaccuracies, misleading and/or untruthful statements or omission of material fact by applicant on written application.
- Any registered or unregistered sex offender.
- Two (2) or more charges for Domestic Violence (defendant in criminal cases) or charges, Domestic Violence related, and/or (2) or more petitions filed for Orders of Protection (respondent in civil cases).

Applicant is Approved Applicant is Denied

"A friendly place to live"

41 Green Meadow Drive • Sequim, WA 98382 • (360) 683-8765 Fax: (360) 683-2448

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.
- **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 1-888-5-OPTOUT (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.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

| TYPE OF BUSINESS: | CONTACT: |
|---|--|
| 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates | a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 |
| b. Such affiliates that are not banks, savings associations, or credit unions also should list, | b. Federal Trade Commission: Consumer Response Center – FCRA |

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| in addition to the CFPB: | Washington, DC 20580 (877) 382-4357 |
| 2. To the extent not included in item 1 above: | |
| a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks | a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 |
| b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act | b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480 |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations | c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 |
| d. Federal Credit Unions | d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314 |
| 3. Air carriers | Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590 |
| 4. Creditors Subject to the Surface Transportation Board | Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423 |
| 5. Creditors Subject to the Packers and Stockyards Act, 1921 | Nearest Packers and Stockyards Administration area supervisor |
| 6. Small Business Investment Companies | Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416 |
| 7. Brokers and Dealers | Securities and Exchange Commission 100 F Street, N.E. |

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|--|---|
| | Washington, DC 20549 |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations | Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090 |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above | FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357 |