



6653 Embarcadero Dr., Ste. C, Stockton, CA 95219 - Office 209.932.8747 Fax 209.451.1297

### **APPLICATION POLICY**

- Application processing fee is **\$35.00** per adult and **\$35.00** for any additional applicant over the 18 years of age, for the same unit (**MONEY ORDER ONLY**) payable to: **HARMONY COMMUNITIES, INC**
  - Application fee costs cover: Credit check; verbal and written verification of income, prior residences and other references; city and county public records check; eviction history check; cross check of addresses and phone numbers

### **MRL INFORMATION & STANDARDS FOR TENANCY**

#### *Information Required*

1. A completed application to rent. Applications are available upon request
2. Proof of identity – must be government-issued photo identification card and be presented in person; not foreign consulate identification.
3. Most recent documents to prove income (one full month’s income) for each applicant.
4. Photos of homeowner and all residents to occupy space with Prospective Homeowner
5. Photos of any pets
6. If applicable, photos of all motor vehicles to be placed in the park, current registration of all vehicles
7. Copy of license, permit or other proof of authorization to operate a motor vehicle; proof of insurance for all vehicles to be brought into the park
8. Written consent for credit screening and background check.

### **STANDARDS FOR SCREENING TO QUALIFY FOR TENANCY**

1. *Completed in full.* Application must be completed accurately and in full by all applications over the age of 18. An application may be denied if determined to be incomplete or untruthful in any material respect.
2. *Evictions for nonpayment of rent show inability to pay rent.* Applicant(s) must have no evictions within the prior 10 years. Proof that all eviction judgements have been repaid.
3. *Debt-pay habits show willingness to pay most important debt: Rent.* Applicant(s) must have a good payment record and conduct in prior rentals.
4. *Proof of income:* Housing costs (consisting of space rent, estimated utilities and any mortgage payments) must not exceed 35-40% of gross income. Gross income must be proven to our satisfaction. Gross income may include transfers from savings or investments provided these have occurred for at least three months prior to the date of application. If applicant will have a second home for their residency, the housing costs associated with that second home will also be included.
5. *Credit rating:* Applicants may be asked to supply a written explanation of any negative marks on their credit report for our review and consideration.
6. *Evidence that Applicant(s) has not been a nuisance (conduct or conditions) in prior housing:* must be able to follow park rules such as:
  - a. Ability to park all vehicles in assigned parking space / driveway.
  - b. Pets must comply with park rules. Max weight is 25 lbs and one animal per household.
  - c. Number of persons to occupy mobilehome cannot exceed 2 persons per bedroom plus one person.
  - d. Applicants must meet age requirement for community, if applicable.
7. Personal interview at community office.
8. Execute residency documents: rental agreement; lease; rules and regulations; other disclosures

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#### **OFFICE USE ONLY:**

\_\_\_\_\_APPLICATION SIGNED  
\_\_\_\_\_PHOTO ID INCLUDED

\_\_\_\_\_PROOF OF INCOME  
\_\_\_\_\_PAYMENT # \_\_\_\_\_(MONEY ORDER ONLY)