

Amelia Island Mobile Home Park, LLC

CHECKLIST OF ITEMS NEEDED TO PROCESS APPLICATION

Completed application

Employment Verification Form – Sign Only

Rental History Verification Form – Sign Only

Items Needed:

1. Application fee (\$50)
2. 2 years of tax returns
3. 2 full months of bank statements
4. 4 weeks of pay stubs
5. Picture ID

Your credit report by: www.AnnualCreditReport.com (unless score is 700+)

My credit score is _____.

APPLICATION – LOT RENTAL & MOBILE HOME RENTAL or LEASE-OPTION

Co-applicants must complete a separate rental application.

The information provided to us is entirely confidential and our institution does not share information with third party. We take the security of your information seriously and will strive to keep your info secure at all times.

Date of Application: _____ How did you hear about us? _____

This section to be completed by management.

<u>1st Choice</u>	<u>2nd Choice</u>	<u>3rd Choice</u>
Stk # _____ Lot # _____	Stk # _____ Lot # _____	Stk # _____ Lot # _____
Move-in Date: _____	L/P Term: _____	
Initial Payment: \$ _____	Monthly Payment: \$ _____	

APPLICANT INFORMATION

Full Name: _____
(Last) (First) (DOB)

Home Phone: _____ Work / Cell Phone: _____

Driver's License #: _____ State: _____

Social Security # _____ Applicant email: _____

Highest education _____

Spouse Name: _____
(Last) (First) (DOB)

Home Phone: _____ Work / Cell Phone: _____

Driver's License #: _____ State: _____

Social Security # _____ Spouse email: _____

Circle the following.....

Single Married Divorced Separated

Highest education _____

ADDITIONAL OCCUPANTS

Name	Age	Relation ship	Name	Age	Relation ship

RESIDENTIAL HISTORY

Have you or your co-applicant ever lived in any of our properties? Yes ____ No ____
 When? _____ Where? _____

Current Address: _____

Street # and name

 (City) (State) (Zip)

Occupied: From _____ to _____

Landlord: _____ Monthly Payment: \$ _____

Landlord's Phone: _____ Landlord's FAX: _____

Reason for Moving: _____

Do you have a lease? _____ From when _____ To when _____

Previous Address: _____

Street # and name

 (City) (State) (Zip)

Occupied: From _____ to _____

Landlord: _____ Monthly Payment: \$ _____

Landlord's Phone: _____ Landlord's FAX: _____

Reason for Moving: _____

EMPLOYMENT HISTORY

Current Employer: _____

Employer's Phone: _____ Employer's FAX: _____

Position: _____ Supervisor: _____

Dates Employed: _____ to _____ Salary: \$ _____ per _____

Previous Employer: _____

Employer's Phone: _____ Employer's FAX: _____

Position: _____ Supervisor: _____

Dates Employed: _____ to _____ Salary: \$ _____ per _____

Spouse's Employer: _____

Employer's Phone: _____ Employer's FAX: _____

Position: _____ Supervisor: _____

Dates Employed: _____ to _____ Salary: \$ _____ per _____

All Other Sources of Income: _____ \$ _____

_____ \$ _____

BANK & CREDIT REFERENCES

Bank Name: _____ Phone: _____

City/State: _____ FAX: _____

Checking Account #: _____ Savings Account #: _____

Credit Card Company: _____ Phone: _____

Account #: _____ FAX: _____

Monthly Payment: _____ Balance Owed: _____

Credit Card Company: _____ Phone: _____

Account #: _____ FAX: _____

Monthly Payment: _____ Balance Owed: _____

MONTHLY EXPENSES (include car, student, and personal loans, credit card payments, utilities, insurance of all types, child support, alimony, and any other monthly obligations.)

Payment to:	Account #	Monthly Payment	Balance Owed	Phone	FAX
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		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		

VEHICLE INFORMATION (including motorcycles, trailers, RVs, boats)

Make	Model	Year	Own / Lease	Lic. Plate # / State

PERSONAL REFERENCES

Personal Reference Name: _____

Home Phone: _____ Cell/Work: _____ Relationship: _____

Personal Reference Name: _____

Home Phone: _____ Cell/Work: _____ Relationship: _____

EMERGENCY CONTACTS

Emergency Contact Name: _____

Home Phone: _____ Cell/Work: _____ Relationship: _____

Emergency Contact Name: _____

Home Phone: _____ Cell/Work: _____ Relationship: _____

MISCELLANEOUS

- Have you ever:
- Filed for bankruptcy in the past seven years? Yes No
 - Been evicted from a rental residence? Yes No
 - Been 2 or more months late on rental payments? Yes No
 - Been convicted of a felony? Yes No

Explain any "Yes" responses: _____

AUTHORIZATION

This application must be signed by the applicant before consideration by the Landlord / Manager and is subject to the Landlord's approval.

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration. I authorize the Landlord / Manager to contact all references given in this application and to conduct a credit review, including obtaining my credit report from any authorized credit reporting agency.

I agree to pay a \$50 non-refundable Application Fee.

I understand that if my application is approved the total application fee of \$50 will be applied toward my initial payment.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Spouse's Signature: _____ Date: _____

Spouse's Printed Name: _____

LANDLORD / MANAGER USE ONLY

Credit Report fee \$ _____ (not refundable), received on _____

Manager Notes: _____

EMPLOYMENT VERIFICATION FORM

Employer information

Name: _____

Address: _____

Fax: _____

Credit Applicant

Name: _____

Address _____

Social Security # _____ (last 4 digits)

We are processing a credit application for the above referenced party and have been informed by him/her that he/she is employed by you, or was formerly employed by you. Please be assured that the information supplied by you will be held in confidence by us.

Thank you,

You are hereby authorized to release to Boyd Roane, Inc. /Pentagon Properties, Inc. the information requested.

Credit applicant _____ Date _____

FOR USE BY AUSA ONLY - NOT TO BE RELEASED
Email to: ameliaislandmhp@gmail.com

Present Position: _____ Dates of employment: _____

Current base pay: _____ () Hourly () Weekly () Monthly

How many hours a week: _____ Overtime pay: _____ Bonus: _____

Annual Income: _____ Probability of continued employment: _____

Additional comments: _____

Employer signature _____ Date _____

RENTAL HISTORY VERIFICATION FORM

Landlord information

Name: _____

Address: _____

Fax # _____

Credit Applicant

Name _____

Address: _____

Account # _____

We are processing a credit application for the above referenced party and have been informed by him/her that you are/were his/her landlord at their current/former address. Please be assured that the information supplied by you will be held in confidence by us.

You are authorized to release to Boyd Roane, Inc. the information requested below.

Credit applicant _____ Date _____

(Signature)

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THIS SPACE IS RESERVED FOR THE LANDLORD'S SIGNATURE

Email to: *ameliaislandmhp@gmail.com*

Tenant has rented from: _____ to _____

Amount of Rent: _____ per _____

Lease expiration date: _____

Amount Currently Past Due: _____

Number of late payments in the last 12 months: _____

Has the resident complied with all community policies? _____

Would you rent to this tenant again? _____

Any damage to the unit? _____

Landlord _____ Date _____
