



MANUFACTURED HOME COMMUNITY APPLICATION

INSTRUCTION FORM AND GUIDELINES FOR ACCEPTANCE

Applications can be faxed to Steenberg Communities Corp. Office at 920-922-5148

1. **FILL OUT ENTIRE APPLICATION COMPLETELY AND PRINT CLEARLY** - If all the information is not submitted, the application will not be reviewed. Full name, address, zip codes, and telephone numbers are required for applicant, employer, landlord, and financial institutions, as well as lien holder (whoever will be the title-holder).
2. Only previously untitled homes are permitted in the Community (except for Gaslight Terrace & Green Meadows).
3. **COPY OF TITLE** - We require a copy of your Title or Title application showing ownership.
4. **PERMIT TO SELL** - A copy of the "permit to sell" from Management must be attached to this application unless the site is vacant.
5. **PREVIOUS RECORD OF RENTALS** - You must have a previous record of rental. Either an apartment, another manufactured home community, or homeowner.
6. **EMPLOYMENT** - Unless retired, applicant must be gainfully employed-Must have at least 6 months of continuous employment. Employer must verify employment.
7. **ESTABLISHED CREDIT** - Applicant must have established credit in his/her own name, which can be verified through the credit bureau or with the creditors directly.
8. **SUBSTANTIAL INCOME** - As a means of determining substantial income, the following test will be applied. All outstanding debts, (including mobile home payment, lot rent, taxes, and utilities), may not exceed 40% of the gross income for the month. In cases where there is more than one applicant, the combined income of both applicants will be used.
9. **ADVERSE CREDIT** - Evidence of any adverse credit as reported by the credit bureau or creditors may disqualify the applicants. This includes, but is not limited to, repeated late payments, collections, and bankruptcy.
10. **FAMILY MEMBERS** - Are made up of one of three categories: (1) As a resident, (2) As a member of the immediate family, or (3) As a guest.
11. **RESIDENCY** - Residency will be limited to a maximum of two persons per bedroom. Also, homes must be **owner-occupied only - no renting is allowed.**
12. **PETS** - **One pet allowed ONLY and ONLY with written permission.** Either one dog or one cat. There are *restricted breeds* of dogs, so please see Rules & Regulations! Submit a picture of your pet with application.
13. **CO-SIGNER** - If landlord requires a co-signer, the co-signer **must** also fill out an application.
14. **SECURITY DEPOSIT** - A **\$350.00 Security Deposit** is required before you move in. Security Deposit must be paid by check or money order only - **NO** cash accepted.
15. **SHED REQUIREMENT** - If you do not erect a garage, a professionally built shed is required to be erected on all new sites or sites without sheds/garages. **Sheds must have vinyl siding & a shingled roof that exactly matches exterior of the home.** This is required to be done before you move in. The Landlord will provide a 12' x 12' (maximum size) concrete slab for the shed to be constructed on if you have a new, untitled home in Indian Meadows only. Landlord will provide a gravel base if you have an existing home or pre-owned home. Sheds and/or garages shall be constructed within 45 days of home placement. Please see Rules & Regulations for more specific shed guidelines. Only one garage or one shed is allowed per site - **not both.**
16. **NEW HOME REQUIREMENTS** -
 - All homes built after April 1, 2007 that are installed in our communities must be code-compliant with installation law, which includes being installed on frost piers below grade or slab. Landlord is not responsible for this cost.
 - Home must have an outside water spigot.
 - Home must have shutters on every window.
 - Home must have a decorative window in the front that faces the street. This could include coach lights with shutters, a bay window, or a sunburst.
 - Home must have vinyl siding and a shingled roof.
 - Home must have skirting & be tied down.
 - Home must have front & back steps, which shall be constructed of wood.
 - Home must have a shed or a garage (not both) - See above for shed requirements.
17. **FROST PIERS** - Frost piers are required on all Sectional homes.
18. **RULES & REGULATIONS** - Please obtain Rules & Regulations BEFORE purchasing a home.
19. **INDIAN MEADOWS APPLICANTS:** The following sites are considered to be in a flood plain per the DNR. Anyone applying for these sites should look into getting Flood Insurance:
 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, & 19 **Blackfoot Trail** 10, 11, 12, 13, 14, & 15 **North Hiawatha Circle**
 2, 3, & 4 **South Hiawatha Circle** 8, 9, 10, 11, 12, 13, & 14 **Seneca Trail** 1, 2, 3, 4, 5, 6, & 7 **Tacoma Trail**

Approximately 5-7 business days should be allowed to process an application. Please remember that **NO PURCHASE** should be finalized until your application has been processed and you have received approval.

ALL APPROVALS OR DENIALS ARE MADE AT THE STEENBERG COMMUNITIES CORPORATE OFFICE (1-800-236-7744). WE ARE NOT RESPONSIBLE FOR ANY VERBAL COMMITMENTS MADE BY THE SELLING AGENT, AS WE ARE A SEPARATE ENTITY. ANY & ALL QUESTIONS REGARDING THE COMMUNITIES SHOULD ONLY BE ADDRESSED WITH THE PROPERTY DIRECTOR, JULIE STEENBERG RAMGE!

Application for Rental Agreement & Register

Complete entire document



Date: _____

Applicant Information

Rental History					
First	MI	Last	Drv Lic#	Soc Sec	Date of Birth
Present Address			City	State / Zip	Home Phone: Cell Phone: E-mail:
Present Landlord	Address		Phone		Yrs Rented & Rent \$
Prior Landlord	Address		Phone		Yrs Rented & Rent \$
Employment					
Current Employer		Gross Pay/Month	Yrs Employed	Position	
Address of Employer			City / State	Phone	Supervisor
Prior Employer		Gross Pay/Month	Yrs Employed	Position	
Address			City / State	Phone	Supervisor

Co-Applicant Information

Rental History					
First	MI	Last	Drv Lic#	Soc Sec	Date of Birth
Present Address			City	State / Zip	Home Phone: Cell Phone: E-mail:
Present Landlord	Address		Phone		Yrs Rented & Rent \$
Prior Landlord	Address		Phone		Yrs Rented & Rent \$
Employment					
Current Employer		Gross Pay/Month	Yrs Employed	Position	
Address of Employer			City / State	Phone	Supervisor
Prior Employer		Gross Pay/Month	Yrs Employed	Position	
Address			City / State	Phone	Supervisor

Other Adults or Minor Occupants of Home

Name	Relationship to Applicant	Date of Birth	Soc. Sec #
1.			
2.			
3.			
4.			

Manufactured Home Information

Manufacturer	Year	Size	Serial #	Name(s) home will be Titled in
Address	# of Beds	# of Baths	Garage or Shed Currently on Site or constructing one? Circle one: <i>Garage</i> <i>Shed</i> <i>I will be constructing my own Garage or Shed</i>	
Siding Type	Color	Roof Type	Seller's Name	
Seller's Phone #	Cash deal?	Lender Name & Address		Lender Phone
Selling Price	Downpayment amount \$	Monthly payment \$	# of Months	
Tentative Closing Date	Date of Occupancy	If home is being financed, is there a Co-Signer? If so, list name, address & phone #		

