



Dear Prospective Resident,

The following items constitute the entire application for tenancy at the Franciscan Park. Our Staff will review and verify your application once you have submitted the entire completed Application packet. **After receipt of your completed application and all other information requested, below we will notify you of our decision within 15 business days.**

Our approval is based on the California Civil Code Mobile Home Residency Laws, which Includes your employment history, prior tenancy history, information obtained from a current Credit report and verification of your monthly income. Costs/Space Rent, other Park charges and your mortgage payment), cannot exceed 30 percent of your gross monthly income.

Attention Applicants:

The Homes in our Community are: **“Owner Occupied”** You, the **Applicant**, **“Must Live in the Home**, and Certify that this is your **“Primary Residence.”**

1. **A fully completed Application for each Titleholder/Occupant, must be submitted to the Park Office.**
2. **Copies of the most recent three month’s pay stubs or most recent two years Income Tax Return, including Schedule C.**
3. **Copy of your Purchase Agreement and or Escrow Contract with respect to the Mobile Home you are purchasing.**
4. **A copy of a commitment letter from a Financial Institution or Lender, with respect to the home you are purchasing, with estimated loan payments for your home.**
5. **Money order for call for amount for each Application to be processed for Criminal History Report, Sex Offender Report, Financial History, and Employment History for each Occupant over 18 Years of age.**
6. **Your “GOVERNMENT ISSUED PHOTO ID” and “SOCIAL SECURITY CARD” is REQUIRED at the time of your visit to the Park office.**

Prior to delivering your application, with supporting documentation, please call the Park Office @ (650) 755-3483 and make appointment. Because of time constraints, we ask that all Resident/Occupant Applicants come to the office at the same appointment.

If you are plan on bringing a pet into the community, you must bring a photo of your pet, and all Licensing and Spay/Neuter documents for Park approval.

Thank you for your cooperation.

Park Management

I/We acknowledge receiving the forgoing letter _____
(Date)

Signature of Applicant

Date application received by The Franciscan Park:

To be completed by Management

Address: _____ Lot/Space # _____

Realtor Name: _____ Phone# _____

Escrow Company: _____ Escrow# _____

Date Application Submitted: _____ Time: _____

APPLICATION FOR RESIDENCY

***EACH PERSON 18 YEARS AND OLDER DESIRING RESIDENCY MUST COMPLETE A SEPARATE APPLICATION.**

Personal:

Full Name of Applicant _____

Current Address: _____
(City) (State) (Zip)

Email Address: _____

Home Phone Number: _____ Work Number: _____

Cell Number: _____ Message Number: _____

Date of birth: _____ Social Security #: _____

Driver's License Number: _____
(Issuing State)

Names of other Occupants	Date of Birth	Relationship to Applicant	Social Security Numbers	Driver's License if applicable

History of Residency: *Must list past five years of residency

Current Landlord or Mortgage Co.: _____

Address: _____

Date of Move In _____ (City) (State) (Zip)
Date of Move Out _____

Contact Name _____ Phone _____

Monthly Rent or Mortgage Payment: _____

Previous Landlord or Mortgage Co.: _____

Address: _____

Date of Move In _____ (City) (State) (Zip)
Date of Move Out _____

Contact Name _____ Phone _____

Monthly Rent or Mortgage Payment: _____

Previous Landlord or Mortgage Co.: _____

Address: _____

Date of Move In _____ (City) (State) (Zip)
Date of Move Out _____

Contact Name _____ Phone _____

Monthly Rent or Mortgage Payment: _____

Have you ever been asked to terminate your residency elsewhere or have you ever been evicted? _____

If yes, please explain: _____

Address: _____

Dates of Residency: _____

Amount of Last Rent: _____

Vehicles:

Number of vehicles: _____ other (i.e. motorcycle, etc.) _____

We must have complete description of all vehicles:

Make:	Model:	Year:	License Plate #	State
Color:	Financed by:	Address:	Phone:	Other:

Make:	Model:	Year:	License Plate #	State
Color:	Financed by:	Address:	Phone:	Other:

Make:	Model:	Year:	License Plate #	State
Color:	Financed by:	Address:	Phone:	Other:

Employment History: *Must list past five years of employment history

Employer: _____ **Phone:** _____

Address: _____ **City:** _____ **State/Zip** _____

Position: _____ **Gross Monthly Salary:** \$ _____

Immediate Supervisor: _____ **Length of Employment:** _____

Employer: _____ **Phone:** _____

Address: _____ **City:** _____ **State/Zip** _____

Position: _____ **Gross Monthly Salary:** \$ _____

Immediate Supervisor: _____ **Length of Employment:** _____

Employer: _____ **Phone:** _____

Address: _____ **City:** _____ **State/Zip** _____

Position: _____ **Gross Monthly Salary:** \$ _____

Immediate Supervisor: _____ **Length of Employment:** _____

Other Source of Income: *If not employed, please provide source and amount of means of financial support:

_____ \$ _____

_____ \$ _____

Business References:

Name: _____ Phone: _____

Name: _____ Phone: _____

Personal References:

Name: _____ Phone: _____

Name: _____ Phone: _____

Emergency Information:

Person(s) to notify in case of an emergency (other than co-resident):

Name: _____ Relationship: _____

Address: _____ City: _____

State/Zip: _____ Phone Number: _____

Pets:

If you have any pets, please provide the following information for approval:

Name:	Age:	Type:	Color/Description <small>(height/weight)</small>

Other Rental/Criminal History: Have you ever been:

Have you ever been evicted? yes no

If yes, please explain

Have you ever been convicted of a felony? yes no

If yes, please explain

Do you have any criminal charges pending? yes no

If yes, please explain

I hereby authorize The Franciscan Park to obtain a credit report, criminal report and verify all of the above listed information.

Signature _____ **Date** _____

Printed Name _____