



## REAL ESTATE AGENT REQUIREMENTS

August 1, 2023

### HOME SALES:

Prior to receiving applications for residency, we must have a "60 Day Notice of Intent to Sell," signed by the current resident. All the homes will have an Initial Park Inspection, (to determine suitability to remain in the park), Per title 25- Section 1640 of the California MRL. The inspection will determine any required lot repairs or required improvements or repairs to the exterior of the home. This inspection is performed by Park Maintenance.

Sellers Agent is responsible for obtaining a **Wood Destroying Pest and Organism** report (also known as a termite report) and a Title 25 **Health and Safety Inspection** report completed by a licensed professional.

Once Management reviews the Wood Destroying Pest and Organism and the Health and Safety reports we will return the reports to the Agent for their action. Please understand all work must be completed by a licensed professional.

All above inspections must be reinspected and cleared prior to lease signing.

### APPLICATIONS FOR RESIDENCY:

The Buyer's Agent is responsible for ensuring their clients meet all financial requirements outlined in our applications and that their applications are complete, including required documentation, see below, when submitted. Applications are not considered received until ALL applications are received complete. All prospective occupants, 18 years of age and above are required to apply, if occupant will be turning 18 within two months of move in, they must also apply.

Applicants must call our office at 650-755-3483 to make an appointment to submit applications. All applicants must arrive together for the appointment and be prepared with their photo I.D and Social Security card.

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All applicants must provide the following:

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 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. Money order 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.**
5. **Your "GOVERNMENT ISSUED PHOTO ID" and "SOCIAL SECURITY CARD" is REQUIRED at the time of your visit to the Park office. These documents must be clear, signed and not expired.**

Applications must be signed, dated, and completed by each respective applicant, (Not (5) completed by (1) person), as indicated in the instructions on the front page of the Application for Residency. Please allow up to 14 business days for application approval.

#### **LEASE SIGNING:**

Lease signing appointments are available between the 10<sup>th</sup> and 23<sup>rd</sup> of the month prior to move in only. The Franciscan can only accommodate first of the month move ins and last day of the month move outs, we **do not offer proration of rent or utilities.**

- Appointments are available Tuesday and Wednesday 10 am and 1 pm; Thursdays and Fridays 1 pm only. **ALL** applicants must attend the same appointment and allow for a one, or more, hour appointment.
- It is the responsibility of the Buyer's Agent to ensure that applicants have read and understand the three (3) available lease options, the Rules and Regulations of the Park and the California MRL. All are available on our website \_\_\_\_\_ .
- Applicants must decide, and advise park management, which lease they have chosen at the time that they are scheduling a lease signing.
- All work outlined in the Initial Park Inspection, Wood Destroying Pest and Organism, Health and Safety and Final Park Inspection reports must be completed prior to lease signing.
- After lease signings, residents should submit an insurance binder certificate of coverage - naming the Franciscan Park as "additional insured."
- If an interpreter is required, please inform the Management office as soon as possible.

Please contact this office should you have any questions or concerns. We can be reached Monday through Friday, 8:30 am to 5:00 pm, at 650-755-3483. Or by e-mail at [franciscan@apertopm.com](mailto:franciscan@apertopm.com).