

Thank you for considering our community as your future home! Upon completing and signing your community application, please provide the following documentation to help us expedite the processing of your request for residency.

- A signed application with **ALL** questions and blanks completed. Application can either be returned in person at the property or emailed to _____
- A \$55.00 money order or cashier's check **PER PERSON** for your application fee. You have the option to pay with a credit card before we process your application.
- Anyone over the age of 18 that will be living in the home will be required to submit for a background check (except Cook County). A \$35.00 money order or cashier's check per person for the background check fee.
- **Proof of Employment:** a job letter from the applicant's employer must verify the employment information as entered on the application or the management office will complete a separate verification with the employer.
- **Proof of Income:** If retired, pension letters/deposits and/or SSI letters with the stated monthly income are needed. For standard W-2 employees, 2 pay stubs within the last 45 days are needed, and self-employed employees should submit the last 2 years of taxes and the last 3 months of bank and personal taxes. For Child Support or Alimony income, the divorce decree and last 3 months of payments are needed. For Rental Income, either taxes showing the rental income are needed, or an executed lease agreement with the last 6 months of payments is needed
- **Landlord or Mortgage Reference needed.** If an applicant is moving from an apartment complex, an objective, third-party rent reference letter is needed. If the landlord is an individual (rather than an apartment complex), the customer may be required to bring proof of the last 3+ months of payments (to ensure timely payments and no landlord bias in the reference). If an applicant is coming from a home with a mortgage loan, the underwriters will typically rely just on the credit bureau information regarding the account. If no mortgage shows on the bureau, the applicant may be required to bring in a letter of reference from the mortgage company. The Management Office can also complete a landlord verification.

*** Select Communities will require a move-in fee. Please ask your Sales Specialist for more details.**



find us online at zemanhomes.com

Mobile Management

COMMUNITY APPLICATION FOR RESIDENCY

Home You Are Applying For: _____ **Date:** _____

Circle One: Cash Sale Financing Sale Lease/Rental Resident to Resident

Circle One: Lease Holder or Co-Signer: Relationship to Applicant: _____

First Name:	M.I.:	Last Name:
SSN#:	Drivers License #:	
Date of Birth:	Phone Number:	
Email:	# of Occupants:	
CURRENT RESIDENCY		
Circle One: Own Rent Live w/Family Apt House Manufactured Home		
Current Housing Payment: \$	Move in date _____ Month _____ Year	
Current Address:	City/State/Zip:	
Landlord/Mortgage Holder Name:	Landlord/Mortgage Holder Phone #:	
Landlord/Mortgage Holder email address:		
PREVIOUS RESIDENCY <i>Only required if the current is less than 2 years!</i>		
Circle One: Own Rent Live w/Family Apt House Manufactured Home		
Current Housing Payment:	Move In Date: _____ Month _____ Year	
Current Address:	Move Out Date: _____ Month _____ Year	
City/State/Zip:	Landlord/Mortgage Holder Name:	
Landlord/Mortgage Holder Email address:	Landlord/Mortgage Holder Phone #:	
EMPLOYMENT/CURRENT INCOME		
Employer Name:	Job Title:	Start Date:
City/State Of Employer:	Supervisor Name:	
Phone Number:	Gross Income (Before Taxes): \$ _____ per _____	
PREVIOUS EMPLOYMENT: Required if not at current job for 2+ years:		
Employer Name:	Job Title:	How Long There?:
City/State Of Employer:	Supervisor Name:	
Phone Number:	Gross Income (Before Taxes): \$ _____ per _____	

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OTHER INCOME (if applicable): <i>SSI, Disability, Pension, Dividends, Other, 2nd Job, etc.</i>	
Type:	Amount: \$ _____ per _____
Type:	Amount: \$ _____ per _____
Type:	Amount: \$ _____ per _____
YES/NO QUESTIONS	<i>Please circle yes or no for the following:</i>
Are there any outstanding judgments against you?	Yes No
Are you a party to a lawsuit?	Yes No
Are you a co-signer or endorser on a note?	Yes No
	If so, how much: _____ How long: _____
Do you make any support or maintenance payments?	Yes No
	If so, how much: _____ How long: _____
Are you presently delinquent or in default on any Federal Debt or any other loan, mortgage, bond, or guarantee?	Yes No
Are you a U.S. Citizen?	Yes No
Are you a permanent resident alien?	Yes No
Do you intend to occupy the property as your primary residence?	Yes No
If Resident-to-Resident Purchase: Will you be financing the purchase of this home?	Yes No
	If yes, which lending institution: _____
How did you hear about the community?	
Were you referred to us by anyone?	Yes No
	If yes, by whom: _____
You warrant that the information you are furnishing above is true, accurate, supplied voluntarily, and not misleading. You authorize us, at our option to check your credit and employment histories, criminal background, and credit references; and to keep this application whether or not it is approved. If you ask, you will be told whether a credit report was requested, and if so, the name and address of any credit bureau from which we or our affiliates obtained your credit report. We may also verify your employment, pay assets and debts. The cost to process an application is \$55.00 (per application) and this is a one-time non-refundable fee. Applications expire 60-days from the date they are processed if conditions are not met. If your application expires, you will need to have another application run. Additional fees may be required. Applicants applying to be an 'Occupant Only' must pay an application fee in the amount of \$35.00.	
Applicant Signature _____	Date _____

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COMMUNITY APPLICATION FOR RESIDENCY

APPLICATION ADDENDUM

Only one (1) application addendum is required per household.

Site Lease Occupant Information: Pursuant to the terms of the Site Lease, each person living in the Home must be identified and approved by the Community. Identified below are all requested Lease Occupants.

Name	Date of Birth	Relationship to Applicant	Email Address (if applicable)	Cell Phone # (if applicable)

Vehicles: List all vehicles you plan on having in the community:

Make	Model	Year	Color	License Plate number	License Plate State

Pets: List any and all pets that will be residing in the home (maximum of 2, where applicable)

Type: Cat/Dog/Other	Height	Weight	Breed	Shots up to Date?

Emergency Contact: Please provide the information for your emergency contact that does NOT live with you:

Name	
Phone Number	
Street Address	
City/State/Zip	
Relationship	

Personal Reference: Please provide the information for your personal reference that does NOT live with you:

Name	
Phone Number	
Street Address	
City/State/Zip	
Relationship	