



# Hillside Acres MHP

## Application and Background Check

Shaded Fields Are For Property Manager Use Only

### ALL INFORMATION REQUIRED

Number of Adults: \_\_\_\_\_ Total Application Fee: \$ \_\_\_\_\_ Paid with:  Check  
 Money Order  
 Applying to:  Rent Lot # \_\_\_\_\_  Cash  
 Rent Property Owned Home at Lot # \_\_\_\_\_  
 Proposed Rental Amount: \$ \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_

How did you find out about us?  Newspaper  Google  \_\_\_\_\_  
 Referral  Facebook

**EACH ADULT (18+) APPLYING TO LIVE IN THIS UNIT MUST COMPLETE APPLICATION.  
 THERE IS A \$25 APPLICATION FEE FOR EACH ADULT DESIRING TO OCCUPY THE UNIT. IF ACCEPTED, THE APPLICATION  
 FEE WILL BE APPLIED TOWARDS YOUR FIRST MONTH'S RENT.**

**PLEASE PRINT- All information must be completed. All blanks must be filled in. The decision to rent to you will depend greatly on your references.  
 Only responsible people who pay rent on time need apply.**

### Your Personal Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_ SSN: \_\_\_\_\_ - -  
 Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 How long at this address? \_\_\_\_\_ Name of Community: \_\_\_\_\_  
 Manager/Landlord Name: \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_ Phone: \_\_\_\_\_  
 Why are you looking to move? \_\_\_\_\_

Property Manager has confirmed name, address and birth date match ID.

Copy of Photo ID Attached

### Previous Address

IF LIVING AT CURRENT ADDRESS LESS THAN THREE (3) YEARS

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 How long at this address? \_\_\_\_\_ Name of Community: \_\_\_\_\_  
 Manager/Landlord Name: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Phone: \_\_\_\_\_  
 Why did you move? \_\_\_\_\_

### Fellow Tenants

LIST ALL OTHER PEOPLE PLANNING TO LIVE AT THIS ADDRESS (IF 18+ THEY MUST ALSO COMPLETE AN APPLICATION)

|             |                      |                     |
|-------------|----------------------|---------------------|
| Name: _____ | Date of Birth: _____ | Relationship: _____ |
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PLEASE PRINT- All information must be completed. All blanks must be filled in. The decision to rent to you will depend greatly on your references.  
Only responsible people who pay rent on time need apply.

**Employment**

**Present Employer (1):** \_\_\_\_\_ Job Title: \_\_\_\_\_ How Long? \_\_\_\_\_  
Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Employer (1) Gross Monthly Income before deductions: \$ \_\_\_\_\_

**Present Employer (2):** \_\_\_\_\_ Job Title: \_\_\_\_\_ How Long? \_\_\_\_\_  
Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Employer (2) Gross Monthly Income before deductions: \$ \_\_\_\_\_

**Other Source:** \_\_\_\_\_ Other Monthly Income: \$ \_\_\_\_\_  
**Total Gross Monthly Income From All Sources:** \$ \_\_\_\_\_

**Income should be a minimum of 3 times the amount of the monthly rent.**

Property Manager has verified all income sources.

Employer (1): \_\_\_\_\_ Date: \_\_\_\_\_  Employment  Amount

Note: \_\_\_\_\_

Employer (2): \_\_\_\_\_ Date: \_\_\_\_\_  Employment  Amount

Note: \_\_\_\_\_

Other Source: \_\_\_\_\_ Date: \_\_\_\_\_  Source  Amount

Note: \_\_\_\_\_

**Pets**

LIST ALL ANIMALS YOU PLAN TO HAVE LIVING AT THIS ADDRESS

NOTE: No pets are allowed at any time on the premises without prior written consent obtained from the Property Manager.

A MAXIMUM OF 2 PETS UNDER 30 POUNDS PER HOME ARE PERMITTED, WITH THE ONLY EXCEPTION BEING SERVICE ANIMALS.

If any pets are found on the premises, even for one day, without approval, they may be required to leave and will be subject to the fines outlined in the NorthTrail Covenants, Conditions, and Restrictions ("CC&R").

Name: \_\_\_\_\_ Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Name: \_\_\_\_\_ Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Property Manager has reviewed the pets that are listed and verified that they meet the CC&R criteria.

Property Manager has contacted the current landlord. Asked if they have a good pay history, if they've been good tenants, and if the landlord would be willing to rent to them again.

Landlord Name: \_\_\_\_\_ Date: \_\_\_\_\_  Verified Occupancy

Notes: \_\_\_\_\_

Property Manager has contacted their previous landlord. Asked if they had a good pay history, if they were good tenants, and if the landlord would be willing to rent to them again.

Landlord Name: \_\_\_\_\_ Date: \_\_\_\_\_  Verified Occupancy

Notes: \_\_\_\_\_

**Reasonable Accommodations:** If a tenant, prospective tenant or someone associated with a tenant has a disability, he/she may make a written request for a reasonable accommodation at any time during the tenancy. Accommodations in rules, policies, practices, or services may be made when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling. Respondents acknowledge a housing provider can deny a request for a reasonable accommodation if it would impose an "undue financial and administrative burden" or it would "fundamentally alter the nature of the provider's operations." Please contact the Property Manager to get a copy of the reasonable accommodation policy and the necessary forms for you to complete and return. The Property Manager will provide a timely written response to your request for a reasonable accommodation.

*I declare that this application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to the Property Manager or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize the Property Manager or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with the Property Manager. Any false information will constitute ground for rejection of the application, or the Property Manager may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.*

\_\_\_\_\_  
Applicant's Authorization

\_\_\_\_\_  
Date



The Property Manager will grant equal opportunity to all persons regardless of race, creed, religion, gender, sexual orientation, national origin, familial status, marital status, status with regard to public assistance and/or disability.

**Please allow at least 1 day and sometimes 3 days for a response.  
If you have not heard from us by the third business day  
please contact us at (517) 227-3185 as we may not have been able to reach you.**

**Screening tenant applicants is a very important part of my job duties as property manager. I will perform this duty with diligence, integrity, and honesty.**

*By signing below, I have, to the best of my abilities, verified that all of the information contained in this application is accurate and without bias.*

\_\_\_\_\_  
Property Manager's Signature

\_\_\_\_\_  
Date