

---

(Community/Landlord Name)

**DISCLOSURE of fees**

This document contains important information regarding your legal rights and your financial obligations in leasing or renewing or signing a new lease for a manufactured home space. Make sure that you read the entire document and seek legal advice if you have any questions regarding the information stated in this document.

The statements contained in this disclosure are only summary in nature. A prospective lessee should refer to all references, including all lease or rental agreement documents as well as any rules and regulations that have been established for the manufactured home community. Oral representations should not be relied on as correctly stating the representations of the manufactured home community owner or operator. Instead, you should refer to the lease or rental agreement and required disclosure documents for correct representations. You should also refer to the act of November 24, 1976 (P.L.1176, No.261), known as the Manufactured Home Community Rights Act (the “Act”), to become familiar with your obligations and rights as a manufactured home resident.

You have **FIVE CALENDAR DAYS** from the date you received this documentation to cancel your agreement in writing to the manufactured home community owner or operator.

Dear Prospective Applicant,

In an effort to help you understand the manner in which we evaluate your qualifications to become a resident and to assist you in determining for yourself whether you qualify prior to submitting an Application for Residency, the following are the companies basic policies.

It is the policy that any person of legal age has the right to submit an Application for Residency. Each application will be evaluated in a fair and uniform manner based on credit worthiness, including but not limited to income stability, rental history and credit history. Only the applicant's qualifications will be evaluated, as we do not accept cosigners on a lease. All applicants are reviewed without regard to race, color, sex, religion, national origin, handicap or marital status.

**INCOME:** Income can usually be verified over the phone with your employer. If your employer is unwilling to verify your income you must have your employer sign an "Income Verification" form. If you are self-employed a signed copy of your federal income tax return for the previous year and/or quarter will be required. If your income is from social security, pensions, alimony, etc...written verification of the monthly amount you receive will be required.

**RENTAL HISTORY:** Rental history can usually be verified over the phone with your landlord(s). If your landlord(s) is unwilling to provide the details of your tenancy, you must have your landlord sign a "Landlord Reference" form.

**CREDIT HISTORY:** Your signature on the Application for Residency allows us to obtain your credit history where available to us under the Fair Credit Reporting Act or other applicable laws. A history of meeting payments as required on your credit obligations will receive favorable consideration. If your credit history reflects a pattern of slow payments, collection accounts, write offs or indicates housing suits or judgments for non-payment of rent you will not receive favorable consideration. A lack of credit history does not necessarily result in unfavorable consideration.

We consider your basic monthly housing expense to be the sum of the total monthly rent and the monthly loan payment on your manufactured home. As a guideline, the basic monthly housing expense should be from twenty-eight to thirty percent (28% - 30% or less of your gross monthly income). Other housing expenses and outstanding debt may have an impact of your ability to meet the basic monthly housing expense.

**MAIL YOUR APPLICATION TO:**

Your Application for Residency must be submitted to A. Hunter Property Management, Inc. P.O. Box 224, Annville, PA 17003, along with a \$50.00 non-refundable processing fee per applicant (If there are two applicants on your application, the cost is \$100.00). A copy of your social security card and pictures drivers license must also be included as proof of identification. Applications may not be faxed to this office.

**ONLY COMPLETE APPLICATIONS WITH YOUR SIGNATURE WILL BE ACCEPTED.**

We hope that the foregoing description of our basic policies has helped you in evaluating your qualifications to become a resident.

**IMPORTANT INFORMATION REGARDING  
PURCHASE AND POSSESSION OF HOME**

**BUYER(S) RESPONSIBILITIES:**

Application for Residency must be approved by Landlord or Landlords Agent.

Lease, Guidelines (Rules), Pet Agreement, Act 261 Important Notice and all documents associated with the lease must be signed before the premises can be occupied.

Home must be owner occupied

One or more of the following will be required to show proof of ownership:

A copy of the notarized title (front & back)

A copy of the title transfer form (MV-4ST)

A copy of the sales agreement

A copy of the Purchase Agreement and Financing Agreement

A copy of Insurance binder or original policy providing Homeowners Insurance. A complete copy of the Insurance Policy must be submitted within 30 days.

**SELLER(S) RESPONSIBILITIES:**

Rental account must be paid in full.

Home and home site must meet community standards, per the Community Lease and/or Guidelines (Rules)

Tax certification (from local tax collector) must be submitted to the office.

Pro-ration of rent between Buyer and Seller (If applicable)

Notify office regarding settlement date.

By signing below, I acknowledge receipt of this information:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **APPLICATION PROCEDURE**

The following forms must be completed in their entirety and submitted as one complete package along with a non-refundable application fee in the amount of \$50.00 PER APPLICANT.

1. Application for Rental
2. Rules & Regulation Signature Sheet
3. Finance/Proof of Ownership -- Signature Sheet
4. Price List -- Signature Sheet
5. Mobile Home Specification Form (If Applicable)
6. Installation Procedure Specification Form (If Applicable)
7. Request for Verification of Residence
8. Request for Verification of Employment

Additional forms may be required in some cases.

In addition to the above, if the applicant is bringing a used home into the community, pictures of the home's exterior must be attached to the application.

Note: Please be sure that telephone numbers for references are filled in. Failure to Complete any information on the application form will delay the application process.

**Applications must be mailed to** A. Hunter Property Management, Inc., along with the Application Fee. Applications will not be accepted via fax and will not be processed without the application fee.

Once we receive the application, it typically takes 3 business days to process.

**A. HUNTER PROPERTY MANAGEMENT, INC  
APPLICATION FOR RENTAL**

**APPLICANT: CO-APPLICANT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone # \_\_\_\_\_ D/O/B \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Drivers' License # \_\_\_\_\_

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Rent Amount \_\_\_\_\_ Years there \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Years there \_\_\_\_\_

Phone # \_\_\_\_\_ Mo. Gross \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone# \_\_\_\_\_ D/O/B \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Drivers License # \_\_\_\_\_

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Rent Amount \_\_\_\_\_ Years there \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Years there \_\_\_\_\_

Phone # \_\_\_\_\_ Mo. Gross \_\_\_\_\_

**PREVIOUS RESIDENCE/EMPLOYMENT (current & previous must total at least 5 years)**

Previous Address \_\_\_\_\_

Landlord \_\_\_\_\_

Phone # \_\_\_\_\_ No. Years \_\_\_\_\_

Previous Employer \_\_\_\_\_

Phone # \_\_\_\_\_

Position \_\_\_\_\_ No. Years \_\_\_\_\_

Previous address \_\_\_\_\_

landlord \_\_\_\_\_

Phone # \_\_\_\_\_ No. Years \_\_\_\_\_

Previous employer \_\_\_\_\_

Phone \_\_\_\_\_

Position \_\_\_\_\_ No. Years \_\_\_\_\_

**OUTSTANDING DEBT:**

Creditor/Name on Acct./Monthly Payment Creditor/Name on Acct./Monthly Payment

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

**EMERGENCY NOTIFICATION:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

**VEHICLES:**

Year \_\_\_\_\_ Make \_\_\_\_\_

State \_\_\_\_\_ License# \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_

State \_\_\_\_\_ License# \_\_\_\_\_

List all other persons to occupy the home:

Name Relationship D/O/B

Why are you leaving your present residence? \_\_\_\_\_  
Any litigation, such as eviction, suits, judgments, bankruptcies, foreclosures, etc? Yes no  
If yes, explain: \_\_\_\_\_  
Have you ever been convicted of a criminal offense? Yes No  
If yes, give details & dates \_\_\_\_\_  
Have you ever broken a lease or been evicted from any type of housing? Yes No  
If yes, explain: \_\_\_\_\_

**Personal References: (Do not list names you have already used on this application)**

Name & Address:  
1.) \_\_\_\_\_  
2.) \_\_\_\_\_  
3.) \_\_\_\_\_

DO YOU OWN A PET? Yes No Type \_\_\_\_\_ Breed \_\_\_\_\_  
Color \_\_\_\_\_ Weight \_\_\_\_\_ Height \_\_\_\_\_ Last Rabies Shot \_\_\_\_\_

**INFORMATION ON HOME BEING PURCHASED:**

Community \_\_\_\_\_ Lot number \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_  
Size \_\_\_\_\_ No. Bedroom(s) \_\_\_\_\_ Color \_\_\_\_\_ Serial # \_\_\_\_\_  
Type of Heat \_\_\_\_\_ Seller \_\_\_\_\_ Phone # \_\_\_\_\_  
Sales Agent & Phone # \_\_\_\_\_  
Lender \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Purchase Price \$ \_\_\_\_\_ Down Payment \$ \_\_\_\_\_ Amt. Financed \$ \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ No. of Payments \_\_\_\_\_

**PLEASE READ ALL TERMS BELOW AND SIGN:**

It is understood that the premises are to be used as a residence to be occupied by not more than \_\_\_\_ persons and that the occupancy is subject to possession being delivered by present occupant. A non-refundable application fee in the sum of \$50.00 per applicant, Received on \_\_\_\_\_ has been deposited with the landlord, with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by Landlord in its sole discretion. I hereby authorize Landlord to obtain information it deems desirable in the processing of my application, including credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information; and release Landlord, its employees and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information.

Upon approval and acceptance, the applicant agrees to execute a lease before possession is given and to pay the security deposit and the first month's rental at the signing of the lease. The applicant hereby waives any claim for damages by reason of non-acceptance of this application, which the Landlord or his agent may reject without stating reasons for so doing. It is further agreed that if any information herein is false, the lease made on the strength of this application may, at the option of the Landlord, be terminated at any time. A new application is required if purchase of the home does not occur within forty-five (45) days from the date of signature below. Applicant received copies of the lease, community rules & regulations, and the pet agreement prior to signing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Dear Applicant:

This letter will serve to notify you that, upon signing your lease to live at this Mobile Home Park, you will be required to show proof that you own the mobile home in which you will be living.

It is also required that you provide us with the name and address of the finance company that is financing your home.

Please sign below that you have read and understand this letter.

Applications will not be processed without attaching this executed letter.

Sincerely,

A. Hunter Property Management

Lisa A. Stewart-Dull

---

Prospective Resident

---

Finance Company Name and Address

APP3

EMPLOYER VERIFICATION

DATE: \_\_\_\_\_

RE: \_\_\_\_\_

\_\_\_\_\_

We have received an application from the above named individual for rental with A. Hunter Property Management would you please verify the following information so that we may further process this application:

Is he/she presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

Position \_\_\_\_\_ Length of Employment \_\_\_\_\_

Hourly Rate \_\_\_\_\_ or Weekly Salary \_\_\_\_\_

Hours worked per week \_\_\_\_\_

Is he/she a satisfactory employee? \_\_\_\_\_

Would you please return two of the copies in the enclosed self-addressed stamped envelope as soon as possible. The additional copy is for your records.

Your cooperation in responding to this inquiry is sincerely appreciated. All information received in our office is held strictly confidential.

Sincerely,

Lisa A. Stewart-Dull

Verified by \_\_\_\_\_ Date \_\_\_\_\_ Position: \_\_\_\_\_

The above information is furnished at my request.

\_\_\_\_\_  
Applicant Date

RENTAL VERIFICATION

We have received an application from the above named individual for rental with A. Hunter Property Management would you please verify the following information so that we may further process this application:

Does he/she currently rent from you? \_\_\_\_\_  
Address of rental unit \_\_\_\_\_ Dates of Rental \_\_\_\_\_ to \_\_\_\_\_  
Your name, address & telephone number? \_\_\_\_\_

Is rent paid on time each month \_\_\_\_\_

Over the past year, how many times has the resident paid late? \_\_\_\_\_

What is the rental amount? \_\_\_\_\_ Additional fees? \_\_\_\_\_

Does the resident keep the rental property in good repair and in a clean manner \_\_\_\_\_

Have you had any problems with this renter? \_\_\_\_\_ If so, please explain \_\_\_\_\_

Would you recommend this person for rental \_\_\_\_\_ Would you rent to them again? \_\_\_\_\_

Is the lease agreement with you fulfilled? \_\_\_\_\_

Your cooperation in responding to this inquiry is sincerely appreciated. All information received in our office is held strictly confidential.

Sincerely,  
Lisa A. Stewart-Dull

Verified by \_\_\_\_\_ Date \_\_\_\_\_ Position: \_\_\_\_\_

The above information is furnished at my request.

\_\_\_\_\_  
Applicant Date

ATTACHMENT FOR ANY  
ADDITIONAL INFORMATION

---

(Community/Landlord Name)

**Acknowledgement of receipt**

I hereby acknowledge receipt of a copy of the Community Rules & Regulations and the Fees Disclosure sheet from the Landlord.

---

Signature

---

Print Name

---

Date

---

Time

---

Signature

---

Print Name

---

Date

---

Time

---

Signature

---

Print Name

---

Date

---

Time

---

Signature

---

Print Name

---

Date

---

Time

# **COMMUNITY DISCLOSURE OF RENT, FEES, SERVICE CHARGES, ASSESSMENTS, and UTILITY CHARGES**

1. RENT PER MONTH \$

2. FEES

APPLICATION: \$ 50.00 per applicant

LAWN AND SHRUB CUTTING: \$35 PER HOUR, MINIMUM CHARGE \$35

CLEAN-UP OF LAWN, LEAVES, DEBRIS: \$35.00 PER HOUR, MINIMUM CHARGE \$35.00

RETURNED CHECK: \$30.00

LATE FEE FOR RENT RECEIVED AFTER THE 5<sup>TH</sup> OF THE MONTH: \$30.00

COURT FILING FOR RENT/POLICY VIOLATIONS: \$50.00 PLUS COURT ASSESSED COSTS  
ABANDONED HOME (PA ACT 74) STORAGE FEE: \$ double current lot rent

3. UTILITY CHARGES:

WATER: \_\_\_\_\_ INCLUDED WITH THE MONTHLY RENT

\_\_\_\_\_ INDIVIDUAL USAGE METERED AND BILLED DIRECTLY TO LESSEE,  
RATES ARE BASED ON THE CLOSEST LOCAL MUNICIPALITY

SEWER: \_\_\_\_\_ INCLUDED WITH MONTHLY RENT

\_\_\_\_\_ INDIVIDUAL USAGE metered and billed directly to lessee RATES ARE BASED  
ON THE CLOSEST LOCAL MUNICIPALITY

TRASH: INCLUDE WITH MONTHLY RENT ONE CONTAINER PER WEEK

INTERNET SERVICE: NOT INCLUDED OR PROVIDED BY COMMUNITY

CABLE SERVICE: NOT INCLUDED OR PROVIDED BY COMMUNITY

ELECTRICITY: NOT INCLUDED OR PROVIDED BY COMMUNITY

FUEL: NOT INCLUDED OR PROVIDED BY COMMUNITY

**COMMUNITY  
CONSUMER FINANCIAL INFORMATION PRIVACY NOTICE  
and  
FAIR CREDIT REPORTING ACT NOTICE**

**What this Privacy Policy Covers**

This Privacy Policy covers treatment of nonpublic personally identifiable information that we collect when you, the “customer” or “consumer,” applies to rent a home space from us. This policy also covers our treatment of any nonpublic personally identifiable information that our business partners share with us.

This policy does not apply to the practices of non-affiliates of the community.

**Protection and Confidentiality of Nonpublic Personal Information**

We are providing this notice as required by the Federal Financial Privacy Law and the Fair Credit Reporting Act.

We limit access to nonpublic customer information about you to our employees who need to know that information for us to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

Nonpublic personal information means personal financial information about you that we collect in connection with providing you with a financial product or service that is not made publicly available.

**Categories of Nonpublic Personal Information We May Collect**

When appropriate in conducting business, we may collect nonpublic information about customers from a variety of sources:

- Information the customer has provided on applications or other forms
- Information about the customer's transactions with us, our affiliates or others
- Information we may obtain from consumer credit reporting agencies
- Information from third parties such as employment verification and property insurance coverage

**Information Sharing and Disclosure**

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law.

By signing below, **I acknowledge receiving a copy of this Privacy Policy and Fair Credit Reporting Notice**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_