



Manufactured Housing Communities of Oregon

## MHCO Form 1: Rental Application

Revised 11-2021 | This form is exclusively licensed to:

Name of Community/Park: \_\_\_\_\_

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

### FEDERAL FAIR HOUSING

Classification of this community is: All ages 55 and Older 62 and Older  
Application for Home site # \_\_\_\_\_ Date the site is needed \_\_\_\_\_

APPLICANT(S) FULL NAME(S): \_\_\_\_\_

Birth Date \_\_\_\_\_ SS# \_\_\_\_\_ \*\*\*

Driver Lic#/State \_\_\_\_\_ (attach copy)

CO-APPLICANT FULL NAME: \_\_\_\_\_

Birth Date \_\_\_\_\_ SS# \_\_\_\_\_ \*\*\*

Driver Lic#/State \_\_\_\_\_ (attach copy)

\*\*\*[Note: Most screening companies require a Social Security Number. If Landord accepts alternative screening tools, they must be consistently applied to all applicants.]

List all other persons who will live in the home. (Provide verification of age if 55 or older or 62 and older park.)

Name \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Applicant's Present Address \_\_\_\_\_

Phone \_\_\_\_\_

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

(if present address less than 2 years)

Have you ever been evicted? Yes No When? \_\_\_\_\_ Where? \_\_\_\_\_

Name (of Landlord) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Eviction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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In the past \_\_\_\_\_ years (seven (7) if left blank), have you, your co-applicant, if any, or any other person whom you intend to occupy the home with you, been convicted of ANY crime (whether by guilty plea, guilty verdict, or no contest plea), including all felony, misdemeanor, DUII (alcohol or drugs) convictions? This includes any live-in persons providing assistance, companionship, and/or housecleaning or other domestic services.    Yes    No    If "Yes" please complete MHCO Form 1A and submit it with this Application.

### EMPLOYMENT AND FINANCIAL INFORMATION

Applicant's Present Employer \_\_\_\_\_  
Position \_\_\_\_\_  
How Long \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Gross Salary \_\_\_\_\_ Phone \_\_\_\_\_

Co-Applicant's Present Employer \_\_\_\_\_  
Address Position \_\_\_\_\_  
How Long \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Gross Salary \_\_\_\_\_ Phone \_\_\_\_\_

### APPLICANT AND CO-APPLICANT'S EMPLOYER RECORD

Applicant's Previous Employer \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_  
Salary \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Co-Applicant's Previous Employer \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_  
Salary \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

List all other sources of household income and enough information to verify:

1. Source \_\_\_\_\_  
Amount & Frequency \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Who receives the money? Applicant, Co-Applicant or other? \_\_\_\_\_



2. Source \_\_\_\_\_  
Amount & Frequency \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Who receives the money? Applicant, Co-Applicant or other? \_\_\_\_\_

**CREDIT REFERENCES**

Bank (Checking) \_\_\_\_\_ Branch \_\_\_\_\_  
Checking # \_\_\_\_\_

Bank (Savings) \_\_\_\_\_ Branch \_\_\_\_\_  
Savings # \_\_\_\_\_

Charge Accounts, Loans, Contracts, etc.:

1. \_\_\_\_\_ Address \_\_\_\_\_  
Account # \_\_\_\_\_

2. \_\_\_\_\_ Address \_\_\_\_\_  
Account # \_\_\_\_\_

3. \_\_\_\_\_ Address \_\_\_\_\_  
Account # \_\_\_\_\_

4. \_\_\_\_\_ Address \_\_\_\_\_  
Account # \_\_\_\_\_

5. \_\_\_\_\_ Address \_\_\_\_\_  
Account # \_\_\_\_\_

**LIST ALL OUTSTANDING DEBTS**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Amount Owed \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Amount Owed \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Amount Owed \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_



4. Name \_\_\_\_\_  
Amount Owed \_\_\_\_\_

Phone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_

5. Name \_\_\_\_\_  
Amount Owed \_\_\_\_\_

Phone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_

In the past seven years have you ever (circle) declared bankruptcy, had a foreclosure, or repossession? Explain.

Yes No \_\_\_\_\_

### HOME AND VEHICLES

Make and Model Home \_\_\_\_\_ Size \_\_\_\_\_

Year \_\_\_\_\_ ID# \_\_\_\_\_

Tip-out or Add-On: Left Side Right Side

Present Location \_\_\_\_\_ Power Panel Rating (amps) \_\_\_\_\_

Type of Heat \_\_\_\_\_

If Financed, Name of Lien Holder \_\_\_\_\_ Account # \_\_\_\_\_

Phone \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_

Sales Company or Broker \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_

I am the legal owner of this manufactured home/mobile home: Yes No If no, explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all Vehicles by Makes, Models, Sizes and Years if they will be parked or stored at Community.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Auto or Trucks if they will be parked or stored at Community.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Boats and RVs if they will be parked or stored at Community.

\_\_\_\_\_  
\_\_\_\_\_

Trailers if they will be parked or stored at Community.

\_\_\_\_\_  
\_\_\_\_\_



Motorcycles if they will be parked or stored at Community.

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Other if they will be parked or stored at Community.

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Pets (with written permission/pet agreement with the community owner/manager)

Number of Pets

---

Description(s)/Type

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Size (Wt./Ht.)

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### EMERGENCY INFORMATION

Please contact the following in case of an emergency or death:

Name

---

Relationship

---

Address

---

Phone

---

Name

---

Relationship

---

Address

---

Phone

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I certify that all information is correct and complete. I understand that if any information is later found to be false, it may be grounds for eviction. I authorize community management to conduct any criminal record checks or credit checks, and all other inquiries necessary for verification of this information.

I understand that community management has the right of refusal upon arrival of the manufactured home/ mobile home described in this application, if there is any misrepresentation above or if the home arrives damaged or in bad condition.

Upon receipt of notice of approval of application, I will promptly execute a written Rental/Lease Agreement with the community and provide copies of the home title, insurance, and provide verification of age if the community is a 55 and older or 62 and older park.



I, the undersigned, authorize and instruct Landlord or Management to obtain such credit reports and tenant screening reports as he/she deems necessary or prudent, and authorize and instruct any and all credit reporting agencies and tenant screening services to provide such reports to Community Management at the above address.

ORS 90.680 allows the landlord seven (7) days (or such longer period to which the landlord and prospective purchaser agree) following receipt of a complete and accurate application, within which to accept or reject it.

APPLICANT AND LANDLORD EXPRESSLY AGREE TO EXTEND SAID PERIOD FROM SEVEN (7) DAYS TO TWENTY (20) DAYS. Applicant(s) Initial here: \_\_\_\_\_

**NOTICES TO LANDLORD:** (1) Statement of Policy, Rules and Regulations and a copy of the Rental/Lease Agreement must be presented to the Applicant prior to signing the Rental/Lease Agreement; (2) Before accepting Applicant's application and payment of screening charge, Oregon Law requires Landlord to provide Applicant with certain important information. See, MHCO Form No. 1 (Notice to Applicant); and (3) If Landlord denies an application, they must, within 14 days of the denial, provide Applicant with a written statement of one or more reasons for the denial. See, MHCO Form No. 10 (Notice of Denial)

I/we certify and affirm that the information provided above is correct and accurate to the best of our knowledge, information, and belief.

APPLICANT'S SIGNATURE \_\_\_\_\_

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

CO-APPLICANT'S SIGNATURE \_\_\_\_\_

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

Spaces Assigned \_\_\_\_\_ Move In Date: \_\_\_\_\_

Additional Information

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Manufactured Housing Communities of Oregon

## MHCO Form 09: Applicant Screen Charge Notice & Receipt

Revised 11-2022 | This form is exclusively licensed to:

Name of Community/Park:

Address:

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

Name of Applicant(s): \_\_\_\_\_  
\_\_\_\_\_

This Community charges \$ 50.00 per individual applicant. The Community's screening/admission criteria includes the following: (a) prior rental references; (b) credit history & credit references (or the absence thereof); (c) employment history; (d) character references; (e) criminal history; (f) debt-to-income ratio; (g) presence, type, number, size, and weight of pets; (h) failure or refusal to provide reasonable proof of age if the Community is an age 55+ or 62+ Community; (i) evidence that the prospective tenant has provided falsified or provide materially misleading information on any material items; (j) if the prospective tenant refuses to sign a new written rental agreement; (k) the number of additional occupants; or, (l) the public record.

Your application charge is being applied to a Tenant and/or Credit Screening Service (hereinafter "the Service") and may also include the reasonable value of time spent obtaining information. The process landlord typically follows in screening applicants may include a review of credit reports, public records, criminal records, contacting employers (past and present), landlords, (past and present) and other provided references.

Upon full completion and signing of your application, the information will be provided to the Service for processing. All applicants must qualify to rent a space in the Community. Promptly after each screening conducted by the Service we will provide you with confirmation of the screening, including a copy of a receipt. You will be notified as soon as possible regarding approval or denial. If you have any question regarding the application process, please direct them to the Community manager.

Our best estimate, at the present time, of the approximate number of homes/space of the type, and in the area, sought by you that are now or within a reasonable future time will be available to rent from us is \_\_\_\_\_ **(Fill in the present number of comparable vacant homes and/or spaces in the Community that are presently currently available to rent.)** The approximate number of applications previously accepted and remaining under consideration for these available homes/spaces by Community management is \_\_\_\_\_. You are entitled to a refund of the screening charge within 14 days if: (a) We fill the vacancy before commencing your screening; or, if applicable (b) Have not conducted or ordered any screening before you withdraw your application in writing. You are entitled to recover twice the application fee plus \$250 for Landlord's violation of these rules.

Signature of Community Owner/Agent Amber Lewis

**If your application is denied because of information contained in a consumer report furnished to us by a credit reporting agency, under the Fair Credit Reporting Act, you have the right to request a free copy of the consumer report from the credit reporting agency. You are entitled to dispute the accuracy or completeness of any information provided to the Community by a tenant screening/credit reporting agency or criminal information service. In the case of denial, you will be provided with the name, address and toll-free telephone number (if available) of the screening service and or credit reporting agency.**



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Manufactured Housing Communities of Oregon

## MHCO Form 03: Criminal Check Authorization

### APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

By signature below, I authorize the preparation of an investigative report. I authorize to do a criminal check on all parties on this application. I agree to provide the property management with the following information and represent that the information is true and complete to the best of my knowledge.

Applicant's Full Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

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

### *Co-Applicant Information*

Co-Applicant's Full Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

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

Applicant (and Co-Applicant) agree(s) that if approved by management to become tenants in the Community, that Applicant and (Co-Applicant) will not engage in any conduct in the Community or in the vicinity of the Community that results in any criminal charges being brought for violation of any criminal law involving violence or the threat of violence (hereinafter referred to as "Prohibited Acts"). Applicant (and Co-Applicant) understand and agree that if they, or a member of their household are charged with any Prohibited Acts, it shall constitute immediate grounds for issuance of a 24-hour notice of eviction. If Applicant (and Co-Applicant) is/are accepted as tenants in the Community, this agreement shall be and hereby is incorporated into the Rules and Regulations.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Rose Grove Mobile Home Park

3839 Pacific Ave., Sp. No. 225

Forest Grove, OR 97116

503-357-7817

## BUYING AND SELLING MANUFACTURED HOMES IN OREGON

Manufactured home park living has many advantages, including lower down payment costs, lower maintenance costs and a sense of community. However, there are important economic and legal concerns to consider when becoming a tenant in a manufactured home park.

Oregon law requires parks to give copies of the following documents to prospective tenants:

- 1) A proposed rental agreement;
- 2) The park rules and regulations;
- 3) A Statement of Policy; and,
- 4) A copy of the applicable rules for the screening and acceptance of a purchaser, which may usually be found in the current tenant's rental agreement if you are buying a home from a current park tenant.

The landlord must accept or reject the prospective purchaser's application within 7 days following the day the landlord receives a complete and accurate written application, although the landlord and purchaser may agree to a longer period of time. If the seller has not given the landlord at least 10 days' written notice of intent to sell the home, the landlord's period for accepting or rejecting an application is automatically extended to 10 days.

An application is not complete until the prospective purchaser pays the screening fee and has provided all required information. The landlord must furnish to the seller and purchaser a written statement of the reasons for rejection of an application (although the contents of a credit report or consumer report may only be disclosed to the purchaser, not the seller).

**If you sign a rental agreement prior to occupancy in a park, the agreement may or may not have an exit clause that allows you to change your mind and cancel the agreement within a specified time. Check on this. Verbal promises are not the same as signed written agreements.**

Verbal representations or promises made prior to signing your rental agreement do not necessarily represent the terms of your agreement. Only the written agreement you sign is binding on you or the landlord. Read, re-read, and understand the entire rental agreement BEFORE signing!

The Statement of Policy is summary in nature, and is not part of your rental agreement. It will describe park-provided utilities, services (trash collection, etc.), age criteria, mandatory mediation, and various other policies related to the tenancy. The Statement of Policy must also include a 5-year rent history of the space.

The park rules and regulations are a part of your rental agreement. Understand these before signing a rental agreement. Unless and until they are legally changed, these are the rules you must live by during your tenancy. For example, the rules may require "quiet" hours, or only allow your grandchildren to come and stay for no more than a week at a time, or perhaps no more than 14 days per year. Material violations of a rule can result in your eviction from the park.

Rents can and do go up. Rent increases require a 90-day written notice. Oregon law currently limits rent increases over any 12-month period to 7% + CPI (Consumer Price Index). Your space rent could increase faster than your ability to pay, especially if your income is fixed. There is no recourse for increased rents. If the rents go up, you must pay, move, or risk eviction.

Whether buying or selling a manufactured home, all transactions must have the approval of the landlord. Usually 10

days' notice to the landlord is required. Selling your home may be performed by a licensed realtor, yourself, or through consignment by the park. Residency -- regardless of sale or purchase -- cannot proceed without the approval of the landlord.

Though advisable, a licensed home inspection is not mandatory. A tenant who has received a legal notice from the landlord to make repairs may still sell the home, but the tenant must provide the buyer with a copy of any outstanding repair notice prior to the sale. The landlord may require as a condition of tenancy that the buyer complete the required repairs within the legal notice period allowed by law. Before any transfer of funds, confirm that park ownership has knowledge of the sale and has given its approval.

Generally, tenants are responsible for maintenance of their home, the landscaping, most trees, the rental space, and any other buildings on the space. Read your rental agreement and the park rules and regulations. Identify and understand your responsibility for the condition of decks, steps, sheds, carports, fences, or other structures on the rental space.

Your tenancy may be legally terminated if:

- 1) You fail to pay rent, utilities, or legally required fees;
- 2) You materially violate your rental agreement, the park rules, or Oregon law relating to the tenancy; or,
- 3) The park or a portion of it is closed as allowed by Oregon law with a 12-month written notice.

If you move out and want to sell your home in place, you will have to continue to pay rent or "storage charges" (usually the same as the rent) until it is sold. Remember, the park may put reasonable restrictions on buyer eligibility. Generally, these are at the sole discretion of the park, but must comply with Oregon and federal law. These restrictions may prevent you from selling your home to an unqualified buyer. Any such restrictions must be in YOUR written rental agreement.

Most parks use what is called a "month-to-month" rental agreement. These rental agreements continue indefinitely and can only be terminated "for cause" by the landlord (although you as a tenant can terminate this kind of tenancy with 30-day written notice). Some parks instead offer "fixed term" agreements (sometimes called a term lease or contract). These must be for a term of at least two years, and you must be offered a new lease at the end of each term.

Although a term lease may give short-term guarantees on rent increases, there is no guarantee that you will be offered the same agreement beyond the expiration of the lease. Subject to certain limits specified by statute, each new rental agreement permits the landlord to alter the terms, the rent, and the park rules and regulations that apply to new residents.

**This information is provided for educational purposes only. It should not be considered legal advice. You should discuss your concerns with an attorney before selling or buying home in a park.**

Thank you for your interest in becoming a resident of our park.

We are a family community and because of that, we have very strict acceptance policies. We do provide equal housing opportunities to everyone. Our decision to accept or reject a prospective resident is never based on race, color, religion, sex, national origin, familial status, handicaps, source of income, or number of children. We do reserve the right, by state and federal law, to deny tenancy based on credit, tenancy history, criminal records, income, and number of pets, number of vehicles, number of occupants, and a completed application.

We do require each adult applying to live in a home in this community to sign a Receipt of Documents, criteria sheet, and a vehicle understanding sheet, we need 3 pay stubs or a bank statement for proof of income from the person or persons who will be the actual owners of the home. We require a criminal check on all persons 18 years old or over. We also require all pets to be written down on the application, with height, in inches.

As required by Oregon law, if you are applying to purchase a home already in the park, we will accept or deny your application within 7 days if we have a completed application and all supporting documentation. However, your application is not complete until we have the applications, filled out, and all the required information, including the forms filled out and signed.

As also allowed by Oregon law, if the home you are purchasing in the park is not being sold by a lienholder, you as the prospective purchaser must pay in full all rents, fees, deposits, or charges owed by the tenant as authorized under ORS 90.140 and the rental agreement, prior to the park's acceptance of you as a tenant. Please see the accompanying "Amounts Owed by Tenant" form for specific amounts that you will be responsible for before being allowed to become a tenant.

When the approval process is complete, you will be notified if you have been accepted by a phone call, if we deny your application, we will notify you in writing.

If you have been approved to become a resident in our community, the next steps need to be completed:

You must provide us with proof of purchase.

We require proof of liability insurance on the mobile home.

If you have a pet, you must bring it to the office for a picture and show us the license and shot record. Rose Grove MHP must be on your insurance for the purpose of notification of cancellation.

When these steps are completed, the following is required:

- A money order made to Rose Grove MHP in the amount of \$850.00 for rent.
- A money order made out to Rose Grove MHP in the sum of \$850.00 for a security deposit.
- Sign the Rental Agreement and the Rules and Regulations.
- Make sure we have a current phone number.

Until this process is completed, you may not occupy the mobile home.

I RECEIVED THIS GUIDELINE TO BECOME A RESIDENT:

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Date