



# MHCO Form 1: Rental Application

Revised 2-2024 | 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                      \_\_\_\_\_

**NOTICES TO LANDLORD:** (1) Statement of Policy, Rules and Regulations and a copy of the Rental/Lease Agreement must be presented to the Applicant before 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. 1A (Notice to Applicant); and (3) If Landlord denies an application, Landlord 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)

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

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

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

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

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

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

\*\*\*[Note: Most screening companies require a Social Security Number. If Landlord 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: \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

**TENANT CERTIFICATIONS**

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.

I understand that this Application is not complete until I have paid all required screening charges and fees and provided Landlord with all information and documentation, including any financial data and references, required above.

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: \_\_\_\_\_

I/we certify and affirm that (a) the information provided above is correct and accurate to the best of our knowledge, information, and belief and (b) that I/we have been provided with the Community Statement of Policy, Rules and Regulations and the Rental/Lease Agreement.

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

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

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

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

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

Additional Information

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





## 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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## MHCOC 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 \$ \_\_\_\_\_ 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 \_\_\_\_\_

**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.**

