

# KEEP THESE PAGES

## Applying for Residency

Dear Applicant:

*We would like to introduce ourselves. We are Mid-Atlantic Management Associates, the property managers for The Pines. You may have received this application from a Manufactured Home Dealer, Realtor, Lender or Broker conducting business in the park. We will work closely with them (and you) to ensure smooth and efficient processing of your rental application.*

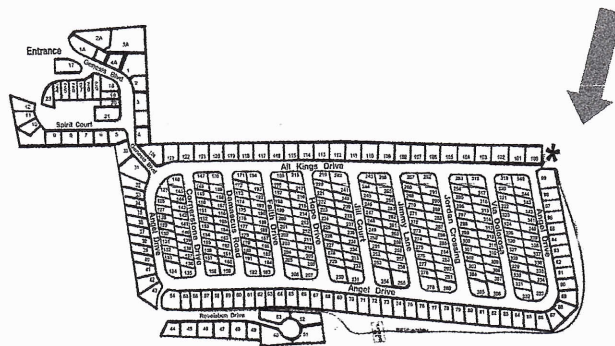
*In compliance with the Manufactured Home Community Rights Act, as amended by Act 80 of 2010, the Disclosure of Fees along with Park Rules and Regulations have been provided for you. Regarding the park's policies, procedures, and its rules and regulations, Mid-Atlantic Management Associates will not be responsible for misconceptions or omissions provided by industry retailers, realtors, dealerships, brokers, or private sellers working on your behalf.*

*We suggest that you read the Frequently Asked Questions on the next page for helpful advice and guidance in filling out this application. Your questions about the park, its rental policy, this application, home placement, or lot descriptions should be directed to the community manager to eliminate the possibility of confusion or error.*

*Thank you for your interest in The Pines*

The Pines at West Penn, LLC  
Park Phone: 570-386-3121  
Park Fax: 570-386-1109  
Agent Phone: 610-775-1552  
Agent Fax: 610-775-2570  
[westpenn@comcast.net](mailto:westpenn@comcast.net)

14 All Kings Drive  
New Ringgold, PA 17960  
Manager available by appointment



The Park waives all responsibility for any damages to a home during transportation into or out of The Pines



You are responsible for the moving and reconstructing of all ancillary structures such as fuel tanks, decks, porches, carports, ramps, steps, etc.

### **What is an "owner of record"?**

This is the person(s) who actually owns the home. Their name is recorded on the Title or on the loan used to buy the home. They **must meet residency qualifications** and be living in the park. Their account is debited for monthly lot rent. A co-signer is an "owner of record". Proof of ownership is required because (1) homes must be occupied by owner(s) who meet residency requirements; and (2) rent is electronically debited to the home owner's bank account. The Park does not permit buy-fors or subletting. Additional persons may apply for Temporary Residency in the Tenant Home Owner(s) dwelling. These persons must be pre-approved prior to move-in and are permitted so long as the Tenant Home Owner(s) are in residence.

### **How long will my site deposit reserve the lot I chose?**

Your deposit will reserve the lot for a maximum of sixty (60) days and **IS NOT A GUARANTEE OF ACCEPTANCE**.

### **Why can't my sales representative complete this application for me?**

Filtering your responses through a third party usually results in missing and inaccurate information.

### **What happens to my holding deposit?**

If you are approved for residency, your site deposit will convert to security upon execution of a lease agreement. If you are denied residency, the deposit will be returned.

### **Tenant Selection Criteria**

Each adult applicant without regard to race, color, sex, religion, national origin, handicap or marital status will be evaluated in a fair and uniform manner based on credit worthiness ( 600 minimum empirical score), income stability, criminal and rental history. The Park does not accept "Buy Fors" or permit subletting. All homes must be occupied by the Tenant Home Owner who meets residency requirements.

- **CREDIT HISTORY**

The Landlord will obtain your credit report to verify your history of meeting payments as required by your credit obligations. A lack of credit history does not necessarily result in unfavorable consideration. It is very important that you review your credit score and its related information for accuracy. If your application is denied based upon information in your report you will be notified.

- **RENTAL HISTORY**

Landlord will verify your prior rental history. Failure to provide requested information, providing inaccurate information, or the information from prior landlords will influence the Landlord's decision to rent to you.

- **CRIMINAL RECORDS CHECK**

Landlord will perform a criminal history investigation to verify information you supply on the application for residency.

- **SOURCES OF INCOME**

All sources of NET income will be verified. The rent amount for the property, the sufficiency of your income along with your ability to verify the income will influence the Landlord's decision to rent to you. A guarantor may be considered (1) if you have insufficient credit history, with sufficient sources of income; or (2) if you have marginal credit worthiness [590-600 empirical score] .

- **INCOME TO DEBT RATIO: BASIC HOUSING EXPENSE (BHE)**

Your housing and living expenses along with your outstanding debt will have an impact on your ability to meet the basic monthly rental expense and will influence Landlord's decision to rent to you.

- **PERSONAL CONDUCT**

Unacceptable conduct, aggressive language or unruly mannerism will influence Landlord's decision to rent to you. .

### **How is rent collected?**

Rent is paid by direct deposit only. While the home owner's bank account is debited by the fifth of each month, funds should be available by the first. Direct payment is reliable, accurate, on time, confidential, and saves postage and check costs. Besides improving your budgeting, direct payment can never be lost or delayed in the mail, thereby eliminating the chance of a late payment. Direct payments are confidential transactions. Remember, your check passes through many hands as it is processed.

### **Disabled Accessibility**

Existing premises may be modified at the full and complete expense of the disabled person. We require (1) Landlord's approval before making modifications and (2) work to be done by a qualified, licensed and insured contractor with appropriate permits and licenses.

## **Privacy Policy**

As required by the Federal Financial Privacy Law and the Fair Credit Reporting Act we maintain all safeguards to guard the nonpublic personal information that we collect about you. As part of the application process, future collections, or future qualifications for continued residency we may collect information about you from third parties which include financial institutions, credit reporting agencies, employment verification, insurance coverage verification, and rent reporting agencies . We do not disclose any nonpublic personal information to anyone, except as permitted by law. We will never share your information with other third parties unless we receive a written waiver signed by you for the release of such information.



**PRO-RATED RENT BEGINS ON THE DAY YOUR NEW HOME IS *DELIVERED* TO THE SITE  
OR ON YOUR *CLOSING DATE* IF A RE-SALE**

- Double-wide minimum: 960 sq. ft.
- Vinyl siding only (approved colors are Colony Blue, White, Antique or Pearl White, Driftwood or Wicker, Clay)
- Insulated windows
- Vinyl-sided sheds that are white or matched to color of home.
- Wheels, axles and hitch must be removed from Park
- 2 x 6 exterior walls
- Steel insulated doors front and side
- Fiberglass shingled roof (25 year)
- 3/12 roof pitch
- Double four or Dutch lap vinyl siding
- 2 x 4 interior walls

- Dealer/Applicant will be responsible for supplying the park with (1) Pierset Plan; (2) Utility Drop Plan; and (3) Floor plan
- All homes must have vinyl siding.
- Wheels, axles, and hitch may not be stored in the Park...no storage under, around, or near home/steps/deck.
- Frost –free Low Amp Heat Tape must be installed to manufacturer's specifications, with thermostat.
- New vinyl skirting must be installed on all sides of home from ground to base of home. To maintain a basic color scheme throughout the Community, only colors designated and approved by the park will be permitted. Skirting shall be either white or a color-matched to that home. Home and shed must have shingled roof in matching color to home.
- One 144 sq. ft. vinyl shed, either white or color-matched to home is permitted. Home-made sheds are not permitted. If bottom of shed is higher than four (4") inches above the ground level it must be skirted to match home.
- Decks and steps cannot exceed the building envelope.
- No below-ground fuel storage tanks are permitted. Fuel tanks must be located away from underground utilities and must be screened/enclosed so as to totally conceal them from view.

## How Long *Could* It Take Before I Can Move In ?

|        |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|
| Week 1 |  |  |  |  |  |  |  |
| Week 2 |  |  |  |  |  |  |  |
| Week 3 |  |  |  |  |  |  |  |
| Week 4 |  |  |  |  |  |  |  |
| Week 5 |  |  |  |  |  |  |  |
| Week 6 |  |  |  |  |  |  |  |
| Week 7 |  |  |  |  |  |  |  |
| Week 8 |  |  |  |  |  |  |  |

PROCESS APPLICATION

Missing or incomplete paperwork will delay approval

Approval depends on timely response from:

YOUR EMPLOYER(s)
YOUR DEALER

YOUR LANDLORD(s)
YOUR LENDER

Once your Site Prep funds clear:

EXCAVATE SITE
... INSPECTION

POUR & CURE PIERSETS
... INSPECTION

DELIVER HOME

Dealer installs skirting & utility hook-ups ... Park completes site work... FINAL INSPECTION

# Weather Permitting

You may store belongings in home until Park receives an  
Occupancy Permit allowing you to move in.

YOUR FUEL TANKS MUST BE ENCLOSED  
*within 20 days*  
of taking up residence

