

**Woodland Lakes MH Community**  
 1901 U.S. Hwy. 17-92, Lake Alfred, FL 33850  
 Office Phone: (863) 956-3040 Office Fax: (863) 956-8020

### RESIDENCY APPLICATION REQUIREMENTS & APPROVAL CRITERIA

Welcome and thank you for your interest in residing at Woodland Lakes MH Community. Woodland Lakes MH Community is a 55+ community. All prospective residents must go through a background check before being approved for residency. No mobile home may be sold until management has approved the purchaser for residency. Please note we require all of the following to process your application:

- A completed and signed application for all prospective residents, providing all information with no blank items.
- Copies of photo IDs and social security cards for each applicant.
- Proof of income.
- A signed copy of this Residency Application Requirements & Approval Criteria form.
- A money order in the amount of \$35.00 for each applicant, \$70.00 for each applicant if the current address or photo ID is from out of state. No checks or cash please.

We have a thorough screening process to help maintain quality in our community. If you meet the following application standards and are accepted for residency, you will have the peace of mind of knowing that other residents are being screened with equal care.

**EQUAL HOUSING:** We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, sex, national origin, religion, disability, or familial status.

**IDENTIFICATION:** All applicants must present a current photo ID issued by a state or government authority. A copy of all applicants photo IDs and social security cards will be made and retained at the time of application.

**OCCUPANCY:** The maximum occupancy for each home is two persons. Extra person charges apply for additional occupants.

**TENANT INFORMATION:** A tenant information form must be completed for each person living in the home and/or contributing to the payment of rent.

**INCOME:** Applicants must have a verifiable income source. Household gross income must equal or exceed three times the monthly rent.

**CREDIT HISTORY:** An unsatisfactory credit report can disqualify an applicant from renting in this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments, evictions, or bankruptcies. Student loan debts and medical debts will not be considered.

**CRIMINAL HISTORY:** A criminal background check will be run on all applicants. An applicant may be automatically denied if they have been convicted of a felony, misdemeanor, or received adjudication withheld for a crime against a person, another person's property, or against society. An applicant may be automatically denied if they have been convicted of or received adjudication withheld for drug and/or paraphernalia use, possession, or distribution. An automatic denial will occur if the applicant is a registered sex offender or appears on the list of known terrorists and wanted fugitives.

**PETS:** All pets must be approved by management prior to entering the park.

**RULES & REGULATIONS:** Applicants acknowledge receipt of the rules & regulations at the time of their residency application.

Applicant	Date	Applicant	Date	Manager	Date
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Email results to: [rm.control.desk@gmail.com](mailto:rm.control.desk@gmail.com)

Customer Number: 7939

### TENANT INFORMATION FORM

I / We \_\_\_\_\_, prospective tenants for **Woodland Lakes MH Community** located at **1901 U.S. Hwy. 17-92, Lake Alfred, FL 33850**, managed by **Heidi Needham**,

Hereby allow TENANT CHECK LLC and or the property owner / manager to inquire into my / our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear TENANT CHECK LLC has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK LLC now or in the future.

**PLEASE PRINT CLEARLY**

<b>Marital Status (Circle One):</b> Single    Married	<b>Marital Status (Circle One):</b> Single    Married
<b>Social Security #:</b>	<b>Social Security #:</b>
<b>Full Name:</b>	<b>Full Name:</b>
<b>Date of Birth:</b>	<b>Date of Birth:</b>
<b>Driver License #:</b>	<b>Driver License #:</b>

<b>Current Address:</b>	<b>Current Address:</b>
<b>How Long at Current Address:</b>	<b>How Long at Current Address:</b>
<b>Current Landlord Name:</b>	<b>Current Landlord Name:</b>
<b>Landlord Phone:</b>	<b>Landlord Phone:</b>
<b>Previous Address:</b>	<b>Previous Address:</b>
<b>How Long at Previous Address:</b>	<b>How Long at Previous Address:</b>

<b>Employer:</b>	<b>Employer:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Gross Monthly Income:</b>	<b>Gross Monthly Income:</b>
<b>Length of Employment:</b>	<b>Length of Employment:</b>
<b>Work Phone Number:</b>	<b>Work Phone Number:</b>

<b>Have You Ever Been Arrested (Circle One):</b> Yes    No	<b>Have You Ever Been Arrested (Circle One):</b> Yes    No
<b>Have You Ever Been Evicted (Circle One):</b> Yes    No	<b>Have You Ever Been Evicted (Circle One):</b> Yes    No

<b>Signature:</b>	<b>Signature:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email Address:</b>	<b>Email Address:</b>

**RESIDENCY APPLICATION CHECKLIST****Prospect Name:** \_\_\_\_\_

	Collect signed RESIDENCY APPLICATION REQUIREMENTS & APPROVAL CRITERIA form
	Collect completed and signed TENANT INFORMATION FORM
	Collect Photo IDs and Social Security cards for each adult applicant
	Collect Income Proof
	Collect Payment
	Create Prospect account in Rent Manager
	Add Application Fee Charge to Prospect account
	Process payment and give Prospect a receipt
	Scan documents and email to Control Desk (rm.control.desk@gmail.com)
	Combine documents and add them to Pending Applicant folder

The Control Desk will process the application provided you have supplied all the necessary documents, created the Prospect account, and processed their payment.