



*Come Discover the Hidden Treasures*

REHOBOTH SHORES

Application Checklist

Complete all forms as indicated. Return entire package to Rehoboth Shores office for processing.

- \_\_\_\_\_ Verification of Rent or Mortgage Account
- \_\_\_\_\_ Verification of Employment for **all intended leaseholders**  
(If self-employed, retired or disabled, provide last two Federal tax returns and proof of benefits.)
- \_\_\_\_\_ Credit Application signed by **all intended leaseholders**
- \_\_\_\_\_ Background Check Form for **all adult occupants**
- \_\_\_\_\_ Photocopy of Drivers License for **all intended leaseholders**
- \_\_\_\_\_ Two most recent pay stubs for **all intended leaseholders**
- \_\_\_\_\_ \$40 non-refundable ***MONEY ORDER*** for processing fee **per applicant**  
(\$25 for Credit Check and \$15 for Background Check)

\*\* Please note that no application will be processed unless ***ALL*** of the above documents and money order are provided.

\*\* Highlighted portions and signatures on all forms are required for application process to begin.

**REQUEST FOR PAYMENT HISTORY OF RENT OR MORTGAGE ACCOUNT**

**INSTRUCTIONS: Applicant:** Complete Items 1, 7, 8, 9 and return directly to *Rehoboth Shores*. **Rehoboth Shores:** Complete Items 3, 4, 5. Forward to Landlord/Creditor named in Item 1.

**Landlord/Creditor:** Please complete Part II and Part III and return directly Rehoboth Shores, not through the applicant or any other party.

**PART I - REQUEST**

1. To (Name and address of applicant's current Landlord/Creditor)      2. From (Name and address of Rehoboth Shores)  
**REHOBOTH SHORES MOBILE HOME COMMUNITY**  
**26335 Goosepond Road**  
**Millsboro, DE 19966**

**Fax number:** \_\_\_\_\_

I certify that this request has been sent directly to the landlord/creditor and has not passed through the hands of the applicant or any other party.

3. Signature of Rehoboth Shores agent: \_\_\_\_\_      4. Title \_\_\_\_\_  
 Property Manager

5. Date \_\_\_\_\_      6. Lender's Number (optional) \_\_\_\_\_

7. Information to be verified:

Property address _____	Account in the Name of _____	Account Number _____
_____	Mortgage or _____	_____
_____	Land Contract _____	Rental _____

I have applied for a leased mobile home lot. My signature below authorizes release of payment history of mortgage or rent account.

8. Name and Address of Applicant(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Signature of Applicant(s) \_\_\_\_\_  
 \_\_\_\_\_

**Part II – To be Completed by Landlord/Creditor**

We have received an application for a leased lot from the above, to whom we understand you rent or have extended a loan. In addition to the information requested below please furnish us with any information you might have that will assist us in our processing of the application.

Rental Account

Mortgage Account or Land Contract

10. Tenant rented from _____ To _____ Amount of rent \$ _____ Per _____ Number of late payments _____ Is Account Satisfactory _____ _____ _____	11. Date account opened _____ Original Contract Amount \$ _____ Current Account Balance \$ _____ Monthly payment P&I only \$ _____ Payment with taxes & ins. \$ _____ Is account current _____ Was loan assumed _____ Satisfactory account _____	12. Interest rate _____ FIXED _____ ARM _____ FHA _____ VA _____ CONV _____ OTHER _____ Next pay date _____ No. of late payments _____ No. of late charges _____
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\*Payment History for the previous 12 months must be provided in order to comply with secondary market requirements.

13. Additional information which may be of assistance in determination of credit worthiness

**Part III – Authorized Signature – Federal Statutes provide severe penalties for any fraud , intentional misrepresentation or criminal connivance or conspiracy purposed to influence the issuance of any guaranty or insurance by the VA secretary, the USDA FMHA/FHA Commissioner, or the HUD/CPO assistant Secretary.**

14. Signature of Landlord/Creditor Representative \_\_\_\_\_      15. Title (Please print or type) \_\_\_\_\_      16. Date \_\_\_\_\_

17. Print or type name signed in item 14. \_\_\_\_\_      18. Phone No. \_\_\_\_\_

## REQUEST FOR VERIFICATION OF EMPLOYMENT

**INSTRUCTIONS: Applicant:** Complete Items 1, 7, 8 and return directly to Rehoboth Shores. **Rehoboth Shores:** Complete Items 3, 4, 5. Forward to Employer named in Item 1. **Employer:** Please complete either Part II or Part III as applicable. Complete Part IV and return directly to Rehoboth Shores, not through the applicant or any other party.

### PART I – REQUEST

1. To (name and address of applicant's **Employer**)

2. From (name and address of Rehoboth Shores)

**REHOBOTH SHORES MOBILE HOME COMMUNITY  
26335 GOOSEPOND ROAD  
MILLSBORO, DE 19966**

**Fax number:** \_\_\_\_\_

I certify that the verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.

3. Signature of Rehoboth Shores Agent

4. Title  
Property Manager

5. Date

6. Lenders Number (optional)

I have applied for a leased mobile home lot and stated that I am now or was formerly employed by you. My signature authorizes verification of information.

7. Name and Address of Applicant (include employee or badge number)

8. Signature of Applicant

### PART II – VERIFICATION OF PRESENT EMPLOYER

9. Applicant's date of Employment \_\_\_\_\_

10. Present Position \_\_\_\_\_

11. Probability of Continued Employment \_\_\_\_\_

12A. Current Gross Base Pay (Enter Amount and Check Period)  
 \$ \_\_\_\_\_ Annual \$ \_\_\_\_\_ Hourly  
 \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_ Other (Specify)  
 \$ \_\_\_\_\_ Weekly

13. For Military Personnel Only  
Pay Grade \_\_\_\_\_

14. If Overtime or Bonus is applicable  
is its Continuation Likely?  
Overtime \_\_\_\_\_  
Bonus \_\_\_\_\_

Type	12B. Gross Earnings		
	Year To Date Thru _____	Past Year _____	Past Year _____
Base Pay	\$ _____	\$ _____	\$ _____
Overtime	\$ _____	\$ _____	\$ _____
Commissions	\$ _____	\$ _____	\$ _____
Bonus	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

Type	Monthly Amount
Base Pay	\$ _____
Rations	\$ _____
Flight or Hazard	\$ _____
Clothing	\$ _____
Quarters	\$ _____
Pro Pay	\$ _____
Overseas Or combat Variable Housing Allowance	\$ _____

15. If paid Hourly – average hours per week \_\_\_\_\_

16. Date of applicant's next pay increase \_\_\_\_\_

17. Projected amount of next pay increase \_\_\_\_\_

18. Date of applicant's last pay increase \_\_\_\_\_

19. Amount of last pay increase \_\_\_\_\_

20. Remarks (if employee was off work for any length of time, please indicate time period and reason)

### PART III – VERIFICATION OF PREVIOUS EMPLOYMENT

21. Date Hired \_\_\_\_\_

23. Salary/Wages at Termination Per (Year)(Month)(Week):

22. Date Terminated \_\_\_\_\_

Base \_\_\_\_\_ Overtime \_\_\_\_\_ Commissions \_\_\_\_\_ Bonus \_\_\_\_\_

24. Reason for Leaving \_\_\_\_\_

25. Position Held \_\_\_\_\_

**PART IV – AUTHORIZED SIGNATURE – Federal statutes provide severe penalties for any fraud, intentional misrepresentation or criminal connivance or conspiracy purposed to influence the issuance of any guaranty.**

26. Signature of Employer \_\_\_\_\_

27. Title (Please print or type) \_\_\_\_\_

28. Date \_\_\_\_\_

29. Print or type name signed in Item 26 \_\_\_\_\_

30. Phone No. \_\_\_\_\_

**REHOBOTH SHORES  
CREDIT APPLICATION PROCEDURE**

Before a Lease Agreement between Rehoboth Shores and any new tenant is entered into, any or all of the following documents may be requested.

- 1. Completed Credit Application signed by all intended leaseholders.
- 2. Completed Background Check Form for all adult occupants.
- 3. \$40 non-refundable money order for processing fee per applicant.
- 4. Verification of Mortgage or Rent Payments for all intended leaseholders.
- 5. Verification of Employment for all intended leaseholders. If self-employed, retired or disabled, provide last two Federal tax returns and proof of benefits.
- 6. Copies of two most recent pay stubs for all intended leaseholders.
- 7. Photocopy of Driver's License for all intended leaseholders.
- 8. Copies of three most recent Bank Statements.
- 9. Copies of last two Federal Tax Returns.

Upon approval of credit verifications and signing of Lease Agreement, the new tenant will be required to reimburse Rehoboth Shores for tenant's portion of the current sewer assessment for the lot to be occupied.

In regard to Lease Agreements, Rehoboth Shores does not discriminate against any person on the basis of race, religion, color, creed, marital status or sex.

AGREED TO BY: X \_\_\_\_\_ DATE: \_\_\_\_\_  
(Applicant's Signature)

X \_\_\_\_\_ DATE: \_\_\_\_\_  
(Applicant's Signature)

**Please Note:** Falsified or perjured information on this application is grounds for immediate eviction.

**OFFICE USE / Date Processed:**

New Lot: \_\_\_\_\_  
Home Mfr: \_\_\_\_\_  
OR: Existing Home: Lot: \_\_\_\_\_ Name: \_\_\_\_\_  
Realtor: \_\_\_\_\_  
Desired Date of Occupancy: \_\_\_\_\_  
Permanent \_\_\_\_\_ OR Seasonal \_\_\_\_\_

**APPLICANT #1**

**NAME:** \_\_\_\_\_  
First Middle Last SS# Date of Birth

**CURRENT ADDRESS:** \_\_\_\_\_  
Street City State Zip Phone #

**LANDLORD/MORTGAGE HOLDER:** \_\_\_\_\_  
Name Phone # How long there? Monthly Payment

**EMPLOYER:** \_\_\_\_\_  
Name of Employer Address City State Zip How long on job?  
After Tax Take-Home Pay Per Month Job Description Supervisor's Name Phone #

**OTHER INCOME:** \_\_\_\_\_  
Amount Per Month From Where?

**PREVIOUS ADDRESS:** \_\_\_\_\_  
Street City State Zip Landlords Name Phone# How long there?  
Monthly Payment \_\_\_\_\_

**PREVIOUS EMPLOYER:** \_\_\_\_\_  
Name of Employer Phone # How long there? Supervisor  
After Tax Pay Per Month Job Description \_\_\_\_\_

**APPLICANT #2 ( CO-APPLICANT AND/OR GUARANTOR)**

**NAME:** \_\_\_\_\_  
First Middle Last SS# Date of Birth

**CURRENT ADDRESS:** \_\_\_\_\_  
Street City State Zip Phone #

**LANDLORD/MORTGAGE HOLDER:** \_\_\_\_\_  
Name Phone # How long there? Monthly Payment

**EMPLOYER:** \_\_\_\_\_  
Name of Employer Address City State Zip How long on job?  
After Tax Take-Home Pay Per Month Job Description Supervisor's Name Phone #

**OTHER INCOME:** \_\_\_\_\_  
Amount Per Month From Where?

**PREVIOUS ADDRESS:** \_\_\_\_\_  
Street City State Zip Landlords Name Phone# How long there?  
Monthly Payment \_\_\_\_\_

**PREVIOUS EMPLOYER:** \_\_\_\_\_  
Name of Employer Phone # How long there? Supervisor  
After Tax Pay Per Month Job Description \_\_\_\_\_

**TOTAL NUMBER OF OCCUPANTS THAT WILL LIVE HERE:** \_\_\_\_\_ If accepted, the following persons, and no others, will be living with me:  
Please print as follows:

	<u>NAME</u>	<u>AGE / DOB</u>	<u>RELATIONSHIP</u>	<u>SS#</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

**PETS:** 1. \_\_\_\_\_  
Breed Weight Name License Number State

(Dogs only)  
2. \_\_\_\_\_  
Breed Weight Name License Number State

1. Have you ever been evicted from any tenancy-mobile home, apartment, or house? ( ) NO ( ) YES If yes, When? \_\_\_\_\_

2. Have you ever been late paying your rent? ( ) NO ( ) YES If yes, how many times in the past year? \_\_\_\_\_

3. Have you ever been taken to J.P. Court for non-payment of rent or any other bills? ( ) NO ( ) YES If Yes, When? \_\_\_\_\_  
Why? \_\_\_\_\_

4. Are you aware of any circumstances which could effect your employment or income in the foreseeable future? ( ) NO ( ) YES  
If yes, What? \_\_\_\_\_

5. Have you ever declared bankruptcy? ( ) NO ( ) YES If yes, When? \_\_\_\_\_

6. Have you ever initiated a law suit against any person or company? ( ) NO ( ) YES If yes, When? \_\_\_\_\_  
Explain \_\_\_\_\_

7. Have you ever been convicted of a felony? ( ) NO ( ) YES If yes, explain \_\_\_\_\_

**MOTOR VEHICLE INFORMATION:**

**R.S. Sticker #**

Car #1 \_\_\_\_\_  
Make Model Year License Plate # State

Car #2 \_\_\_\_\_  
Make Model Year License Plate # State

*(list additional vehicles on reverse)*

**HOME INFORMATION:** Desired Date of Occupancy: \_\_\_\_\_ Seasonal \_\_\_\_\_ Permanent \_\_\_\_\_

1. Buying existing home: Lot # \_\_\_\_\_ Realtor \_\_\_\_\_ (current resident name \_\_\_\_\_)

2. Bringing home into Community: Size \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_ Serial Number \_\_\_\_\_  
Dealer \_\_\_\_\_ Salesperson \_\_\_\_\_ Financed by \_\_\_\_\_

I hereby certify that the answers I have given in this application are true and correct to the best of my knowledge. I understand that any false answers or statements made by me will be sufficient grounds for lease termination and loss of any security deposit.

**APPLICANT(S) STATEMENT:** For the purpose of procuring rental of the referenced premises and for credit clearance as a tenant of the premises rented, undersigned furnishes the above as a true, full and correct statement as of the date given, and hereby authorizes the Owner, or its Agent, (1) to verify any statement made herein and to obtain a credit report from any credit source, and (2) to interview third parties such as employers, business associates, financial sources, current or former landlords, neighbors, and (3) to contact any police department or government agency, requesting information as to any criminal charges or convictions against applicants, and (4) to report to any credit reporting agency applicants failure to pay as agreed within the Lease Agreement entered between Applicant and Owner in reliance of this application. Applicant (s) further agrees to inform Owner, via its Agent, of ANY changes in their status as shown on this application.

X \_\_\_\_\_ X \_\_\_\_\_  
Applicant #1 Date Applicant #2 Date

Please list a friend and relative whom we may contact if we cannot reach you:

Friend: \_\_\_\_\_  
Name Phone# Address

Relative: \_\_\_\_\_  
Name / Relation Phone# Address

Comments: \_\_\_\_\_