

**BIG OAK MOBILE HOME COMMUNITY**  
**LANSING SWITCH RD.**  
**LONGVIEW, TEXAS 75602**  
**PHONE 903/668-4385**  
**FAX 903/660-0006**

**Application Requirements for Purchasing A**  
**Home at Big Oak MHC**

- 1. Copy of Driver's License or state issued ID for everyone on the credit application**
- 2. Copy of Social Security Cards for everyone on the credit application**
- 3. Copy of most recent pay stnb for everyone on the credit application**

Big Oak RENTAL APPLICATION FOR  
Name of Community

\_\_\_\_\_  
Name Or DBA And Address Of Legal Entity Owning Community

\_\_\_\_\_  
Name And Address Of Off Site Management Company (if Any) (Enter "NA" if None)

A BLANK COPY OF THE CURRENT LEASE  
FORM AND RULES APPLICABLE TO  
THE COMMUNITY ARE PROVIDED  
TO EACH APPLICANT WITH THIS APPLICATION

Each co-resident and each occupant over the age of 18 must submit a separate application  
(if not enough space available for answering questions,  
the second page of this form may be used)

Prospective Resident's Information

Full Name (as shown on driver's license or other I D): \_\_\_\_\_  
Current address: \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Would you have a secondary address for notice that would be your primary residence other than in  
this Community? Yes No. If yes, please provide your primary residence address  
during the proposed lease in the Community: \_\_\_\_\_

Current monthly rent \$ \_\_\_\_\_ Owner/Manager of current rental: \_\_\_\_\_  
Owner/Manager's Phone # \_\_\_\_\_ Date moved in: \_\_\_\_\_  
Reason for moving from current address: \_\_\_\_\_  
Previous address: \_\_\_\_\_  
Owner/Manager of previous rental: \_\_\_\_\_ Owner/Manager's Phone # \_\_\_\_\_  
Date moved in: \_\_\_\_\_ Date moved out: \_\_\_\_\_  
Reason for moving: \_\_\_\_\_  
Social Security # \_\_\_\_\_ Driver's License # & State: \_\_\_\_\_  
Marital Status: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Present Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone # \_\_\_\_\_  
How long employed: \_\_\_\_\_  
Monthly income is over: \$ \_\_\_\_\_ Supervisor's name: \_\_\_\_\_  
Supervisor's phone # \_\_\_\_\_  
Previous employer (if present employment less than 1 year): \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Monthly income was over: \$ \_\_\_\_\_ How long employed: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ Supervisor's phone #: \_\_\_\_\_



### Spouse's Information

Spouse's full name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
DL # & State: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Present employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Work phone #: \_\_\_\_\_ Monthly income is over: \$ \_\_\_\_\_  
How long employed: \_\_\_\_\_ Supervisors name: \_\_\_\_\_  
Supervisor's phone #: \_\_\_\_\_

### Other Occupants Under 18 Years of Age Information

**Please Note: All Occupants Must Be Listed On The Lease In Order  
To Be Authorized To Reside In The Community  
Having Unauthorized Occupants May Be A  
Violation Of The Lease And The Rules**

Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Sex: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Sex: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Sex: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Vehicle Information

Make of vehicle \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_  
State: \_\_\_\_\_  
Make of vehicle \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_  
State: \_\_\_\_\_  
Make of vehicle \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_  
State: \_\_\_\_\_

### Credit/Criminal History

Bank's Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Active checking account # \_\_\_\_\_ Active savings account # \_\_\_\_\_

Have you, your spouse, or any occupant listed above ever ☐ been evicted or asked to move out?  
☐ broken a rental agreement or lease contract? ☐ declared bankruptcy? ☐ been sued for  
nonpayment of rent? ☐ been convicted of a felony? ☐ on parole or probation for any offense?  
Please explain if you check any of the above.



### Pet Information

Will you or any occupant have a pet? ☐ Yes ☐ No If so, how many and what kind (dog, cat, bird, reptile, etc.) \_\_\_\_\_

Please indicate the weight, breedage of each pet: \_\_\_\_\_

Please indicate if the animal(s) have been spayed or neutered and, if the animal is a dog or cat, does it have an up-to-date rabies vaccination: \_\_\_\_\_

### Manufactured Home Information

Name and address of legal owner of home: \_\_\_\_\_

Is your home financed? ☐ Yes ☐ No Monthly payments: \$ \_\_\_\_\_

Name and address of lender: \_\_\_\_\_

If new home, name and address of selling retailer: \_\_\_\_\_

Make, size (counting hitch), year of home: \_\_\_\_\_

What type air conditioner? ☐ central ☐ window ☐ other (explain) \_\_\_\_\_

Is your home all electric? ☐ or is your home gas and electric? ☐ \_\_\_\_\_

Is your roof shape: peaked ☐ or rounded/arched ☐ Is your roof: shingled ☐ or metal ☐ \_\_\_\_\_

What type siding does your home have? Metal ☐ vinyl ☐ hardboard ☐ Does your home have a bay window? If so, where is it located? \_\_\_\_\_

### Emergency Information

Name & relationship of emergency contact: \_\_\_\_\_

Office address of emergency contact: \_\_\_\_\_

Office phone # \_\_\_\_\_

Home address of emergency contact: \_\_\_\_\_

Home phone # \_\_\_\_\_

### Notice of Tenant Selection Criteria

Based on the information you have provided on this Rental Application as well as the criteria of criminal history, previous rental history, current income, credit history, or failure to provide accurate or complete information on the application form will be used to determine acceptance or denial of your Rental Application.

This selection criteria notice was provided to you at the time you submitted this Rental Application and by signing separately below you acknowledge that you have received the selection criteria, reviewed the criteria, understand the criteria, and read the statutory acknowledgement language as provided in Texas Property Code Section 92.3515(c):

"Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide false or incomplete information your application may be rejected and your application fee will not be refunded."

Signature of Applicant: \_\_\_\_\_

Signature of Applicants' Spouse: \_\_\_\_\_



How Did You Hear of Our Community // List Any One You Know in Our Community

Each applicant hereby represents that all of the above statements and information furnished are true and correct and authorizes verification of such. Each Applicant acknowledges, understands and agrees that false information shall constitute grounds for rejection of this application.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant's Spouse

Application was received by Lessor Community at \_\_\_\_ o'clock on this date \_\_\_\_\_

This application is approved as of \_\_\_\_\_ (date) and shall become a part of the lease agreement between the parties hereto.

\_\_\_\_\_  
(name of community)

\_\_\_\_\_  
(authorized signature)

\_\_\_\_\_  
(title)

\*Applicant(s) hereby authorizes any creditor or former landlord to release relevant data to Lessor regarding this Application.

\_\_\_\_\_  
(initials)



# NOTICE TO ALL RESIDENTS

THE FOLLOWING IS A PARTIAL LIST OF ITEMS THAT WE LOOK FOR WHEN DOING COMMUNITY INSPECTIONS. THESE ARE THINGS THAT YOU WILL GET FINED FOR ,PLEASE MAKE SURE YOU MAINTAIN YOUR SITE, HOME, AND VEHICLES PROPERLY.

1. BLINDS OR CURTAINS IN ALL WINDOWS- NO MISSING SLATS, ARE BROKEN SLATS OR SUN DAMAGE ON BLINDS.
2. NO BROKEN WINDOWS- NO WINDOWS WITH FOIL PAPER- NO WINDOWS WITH BOARDS IN THEM.
3. GRASS MUST BE MOWED AND WEED EATEN.
4. NO TOYS IN YARD- TOYS MUST BE NEATLY STACKED NEXT TO HOME.
5. NO TRASH ANYWHERE AROUND HOME.
6. SKIING MUST BE UP AND CORRECTLY INSTALLED NO GAPS, NO MISSING PIECES, ETC.
7. NO POOLS
8. NO TIRES
9. NO TRAMPOLINES
10. NO PARKING IN GRASS - CARS WILL BE TOWED IMMEDIATELY- THIS IS NOT JUST FOR INSPECTIONS THIS WILL ALWAYS BE IN EFFECT.
11. MOTORCYCLES NEED TO BE PARKED IN DRIVEWAY NOT IN YARD- YOU WILL BE FINE.
12. VEHICLES NEED TO BE LEGAL - REGISTRATION AND INSPECTION MUST BE CURRENT AND STAY CURRENT ILLEGAL VEHICLES WILL BE TOWED IMMEDIATELY.
13. PORCHES- NEED TO BE CLEAN AND NEAT - DO NOT STACK ALL KIND OF STUFF ON PORCH.
14. NO DOGS TIED UP OUTSIDE OR RUNNING LOOSE.
15. NO WOOD , NO COOLERS, NO JUNK STACKED UP OUTSIDE.
16. NO 4- WHEELERS, NO MINI BIKES.
17. NO VEHICLES BEING WORKED ON - NOT UP ON JACKS, NO FLAT TIRES, NO PARTS LAYING AROUND ETC.

## SITE VIOLATION FINES

Mowing	\$75.00
Weed eat	\$30.00
Trash	\$25.00 per bag/item
Tires (If not removed by deadline)	\$25.00 per tire
Toys (If we have to pick up and store for 30 days)	\$50.00 per bag
Furniture/Debris	\$50.00 per item
Pressure Wash	\$200.00
Cool Seal Roof	\$250.00
Blinds (If not completed by deadline)	\$25.00 per window
Skirting/Siding Installed	\$20.00 per piece
Dogs tied up outside or running loose	\$50.00 per occurrence
Vehicles parked on grass	Towed without notice
Illegal/Inoperable Vehicles (Includes flat tires)	\$25.00/day and towed

All other violations not listed above will be subject to fine based on the severity and length of time the issue is left unresolved.

Should I violate any community guidelines, I agree and accept the fines charged to my account for each violation.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date



# Background Release

For: \_\_\_\_\_  
(Community Name)

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Have you ever had an eviction filed against you?

Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever left owing money to an owner or landlord?

Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you applied for residency anywhere in the past 2 years but did not move in?

Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever had adjudication withheld or been convicted of a crime?

Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered yes to any of the above questions please explain in detail the circumstances regarding the situation on the back of this sheet.

Applicant (s) represents that all of the above statements information on the application for rental are true and complete, and hereby authorizes an investigative consumer report and verification of any and all information relating to residential (rental or mortgage) employment history, criminal history records, court records, and credit report. Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of occupancy and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this state. I/We hereby release Applicant screening and processing and any of the above from any liability and responsibility arising from their doing so.

Facsimiles of this authorization may be used to facilitate multiple inquiries. In the event you receive facsimile of this authorization, it should be treated as original and the requested information should be released to facilitate my/our application for residency.

Signature of Applicant \_\_\_\_\_

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

Social Security # \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature of Spouse \_\_\_\_\_

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

Social Security # \_\_\_\_\_

Date of Birth: \_\_\_\_\_



## REFERENCES

Please fax reference page with the application.

### Applicant:

Please list below your two closest living relatives:

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

Relationship
--------------

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

Relationship
--------------

Please list a minimum of three references not living with you:

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

### Co-Applicant:

Please list below your two closest living relatives:

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

Relationship
--------------

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

Relationship
--------------

Please list a minimum of three references not living with you:

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

Name	(Area Code) Phone Number	City/State
------	--------------------------	------------

## NOTICE TO RESIDENTS

Each year, and at completion of the R.T.O. contract period, we are required to update our files on all residents in case of an EMERGENCY or DISASTER. All residents are asked to complete this form and return it to the community office to be placed in your resident file.

### RESIDENT UPDATE EMERGENCY FORM

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

Family Name: \_\_\_\_\_ Address: \_\_\_\_\_

First Names/Ages: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Employer Name: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Employer Name: 1) \_\_\_\_\_ 2) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### **OTHERS WHO OCCUPY THE HOME WHO ARE NOT RELATED:**

Name/Ages: 1) \_\_\_\_\_

2) \_\_\_\_\_

Employer Name: 1) \_\_\_\_\_ Phone 1) \_\_\_\_\_

Employer Name: 2) \_\_\_\_\_ Phone 2) \_\_\_\_\_

Cars: Make/Year: \_\_\_\_\_ License No.: \_\_\_\_\_

#### **HOME INFORMATION:**

Make/Model Of Home: \_\_\_\_\_ Year: \_\_\_\_\_

Size: \_\_\_\_\_ Serial Number: \_\_\_\_\_

**PET INFORMATION:** Please give a brief description of your pet(s):  
(PETS NOT ALLOWED IN ANY HERITAGE HOME)

Weight: \_\_\_\_\_ Color: \_\_\_\_\_ Kind: \_\_\_\_\_ Age: \_\_\_\_\_ Male or  
Female \_\_\_\_\_

In Case Of Emergency, Please Notify (Other Than Spouse):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

*Please complete this form and return to the office.  
Thank you.*



## **Big Oak Mobile Home Community**

**3300 Lansing Switch Road**

**Longview, TX 75602**

**(903) 668-4385**

**(903) 660-0006**

**July 3, 2015**

Section 8.D of the Big Oak Community Guidelines state "These guidelines are only a small part of the lifestyle of our Community. They set the tone for mutual respect and understanding of others". Therefore, in the interest of creating a peaceful environment, all residents are hereby given a thirty (30) day written notice per Section 8.C. regarding flags in the Community.

**"Residents may fly the Official U.S. Flag and/or the Official Texas State Flag at their home and/or on their vehicle(s). All other flags are prohibited to be displayed within the Community. Residents will be given one (1) notice to remove the unauthorized flag within 24 hours. If said flag(s) is/are not removed, fines will be charged accordingly".**

Please sign below that you have read, understood and agree to abide by the above addition to the Big Oak Community Guidelines. Please be aware that signature is not required for enforcement of this addition.

Sincerely,

**Holly Wilkerson**  
**Community Manager**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Lot #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Lot #

\_\_\_\_\_  
Date

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION

P. O. BOX 12489 Austin, Texas 78711-2489

(877) 313-3023, (512) 475-2200, FAX-(512) 475-3506

Internet Address: [www.tdhca.state.tx.us/mhd/index.htm](http://www.tdhca.state.tx.us/mhd/index.htm)

**MAKING AN INFORMED DECISION ABOUT BUYING A  
MANUFACTURED HOME**

**IF YOU HAVE QUESTIONS CALL 1-877-313-3023**

**WWW.TDHCA.STATE.TX.US/MB**

Ownership of ANY home brings many responsibilities. Buying a manufactured home involves many important and unique considerations. This disclosure is to assist you in recognizing and understanding many of those factors. Please read it carefully.

**CHOOSING A MANUFACTURED HOME AS YOUR HOME:** Manufactured homes come in a variety of sizes, styles, design features, amenities, and price ranges. All manufactured homes are built to federal standards established by the federal Department of Housing and Urban Development (HUD). Also, the federal government and the state of Texas require manufacturers, retailers and installers to give certain warranties on manufactured homes. The type of warranties you receive will depend on whether you are purchasing a new or used manufactured home. You have the right to see the manufacturer's warranty and the retailer's warranty before entering into a binding agreement to purchase a manufactured home.

\_\_\_\_\_  
initials

**LEASE PURCHASE:** "Lease Purchase" means entering into a lease contract for a manufactured home, in which the lessor retains title, containing a provision or, in another agreement, conferring on the lessee an option to purchase a manufactured home, pursuant to §1201.003(16) of the Occupations Code. Until the consumer exercises their option to purchase the manufactured home the seller maintains ownership of the home, and has the ability to evict a consumer if appropriate pursuant to your rental agreement and/or the Texas Property Code.

\_\_\_\_\_  
initials

**CHOOSING A MANUFACTURED HOME RETAILER:** The State of Texas licenses and oversees manufacturers, retailers, brokers, salespersons, and installers of manufactured homes. The agency responsible for this licensing and oversight is the Texas Department of Housing and Community Affairs, Manufactured Housing Division (the "Department"). Your properly licensed manufactured home retailer should display, or be willing to show you, its license in its sales office. Dealing with licensed parties can provide important consumer protections.

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initials

**DEPOSITS:** You may be required by a manufactured home retailer to place a deposit on a home, regardless of whether the home is on the retailer's sales lot, is being sold at another location, or will be ordered from a factory. The amount of the deposit is determined between you and your retailer. The deposit becomes a down payment upon execution of a binding written purchase agreement. You have the right to demand a refund of the deposit or down payment, and receive that refund within 15 days thereafter, if you timely and properly rescind the purchase agreement.

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initials

**FINANCING OPTIONS:** A manufactured home in Texas has tremendous flexibility when it comes to financing because it can be financed as personal property (typically a consumer loan secured by the home only) or, if you own the land the home is on (or have a qualifying long term lease on the land) as real property (typically a mortgage loan secured by the home and the land). You should talk to possible lenders about the terms they can offer. If you think one lender is offering too high a rate, talk to another lender.

Consumer lenders must generally be registered with the Office of the Consumer Credit Commissioner. Mortgage loans are usually originated by mortgage brokers (licensed with the Savings and Mortgage Lending Department), mortgage bankers (registered with the Savings and Mortgage Lending Department), or financial institutions (regulated by state and/or federal regulators, depending on the type of financial institution).

**WHEN YOU MAKE A DECISION ABOUT BUYING A  
MANUFACTURED HOME, PLAN FOR FLEXIBILITY AND CHANGE**

**YOUR LOAN WILL BE A MAJOR FACTOR IN DETERMINING YOUR PAYMENTS, BUT THERE ARE OTHER IMPORTANT FACTORS YOU SHOULD ALSO THINK ABOUT, SUCH AS:**

- Adjustable rate loans – If rates go up, your loan payments will go up.
- Property taxes – Changes in property valuation and changes in tax rate can result in changes in your payments.
- Insurance – If premiums increase, your payments will go up.
- Lot rent – If you are renting the lot your home is on, your rent may be subject to increase.

\_\_\_\_\_  
initials

**LOCAL RESTRICTIONS AND REQUIREMENTS (ZONING):** Depending on where a home is to be located it may be subject to special local requirements, including zoning and deed restrictions. These local requirements may affect where the home can be placed and may also involve other related requirements (and expenses) such as size requirements, construction requirements. Contact the local municipality, county, and subdivision manager to find out what, if any, requirements of this sort may apply to any site where you are going to place a manufactured home.

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initials

**SITE PREPARATION:** The installer is responsible for proper preparation of the site where a new manufactured home is to be installed. A consumer is responsible for proper preparation of the site where a used manufactured home is to be installed. If you do not think you can prepare your site properly, consider hiring someone else with the right experience and equipment to do it for you. Proper site preparation includes a site for placement of the home that has good drainage so that water will not collect or run under or around the home; and firm compacted soil with no stumps, debris, or other matter. The site that is selected and prepared also needs to meet any setback or other placement requirements and have access to any required water, septic system, and utilities.

### **PROPER SITE PREPARATION IS ESSENTIAL!**

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**INSTALLATION:** If you are purchasing a NEW manufactured home, installation must be included. If you are purchasing a USED manufactured home, installation may or may not be included. If installation is not included and you arrange for it yourself, remember, ONLY A LICENSED INSTALLER may install a manufactured home. The installer who actually installs the home must also provide a warranty.

### **PROPER INSTALLATION BY A LICENSED INSTALLER IS REQUIRED BY LAW IN ORDER FOR A HOME TO BE OCCUPIED.**

If you are buying a home that has already been installed, you should ask the selling retailer if they will check the leveling, check for the presence (if required) and condition of any vapor barrier, check anything else regarding the foundation/stabilization system, or provide any other installation-related services.

If you acquire a used manufactured home that is already installed in a Wind Zone II county but the home is a Wind Zone I home, which means that home was not designed or constructed to withstand a hurricane force wind occurring in a Wind Zone II or III area, the home cannot be installed in a Wind Zone II area unless it was constructed before September 1, 1997.

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**UPKEEP AND MAINTENANCE:** ANY home requires regular upkeep and maintenance - things like periodic checking of and repairs to the roof, keeping vents and filters clear, maintaining septic systems and wells in safe and sanitary working order, caulking to prevent leaks, and periodic painting. Also, depending on the foundation system you choose, a manufactured home may require periodic checking to be sure that it is still level and that the anchors and straps are secure.

initials



**FOUNDATION MAINTENANCE:** You must accept all responsibility for maintenance of the site upon closing. These responsibilities include: maintaining good drainage around the home, preventing soil erosion, periodic inspections of foundation supports and anchorage, and any leveling or adjustment that may be required unless contractually agreed otherwise. Homes located in areas that have soils with high clay content that expands and contracts must maintain consistent moisture levels. This may include watering around the foundation during dry summer months and managing the size and proximity of the vegetation near the foundation.

\_\_\_\_\_  
initials

**LOT RENT:** If you rent the lot your home is on, in addition to the possibility of rent increases, it is possible that the property owner could decide to change the use of the land and not renew your lease. Although you would be given advance notice, this would mean that you would have to move your home and have it installed somewhere else.

\_\_\_\_\_  
initials

**WATER AND UTILITIES:** Be sure that your lot has access to water. If you must drill a well, consider contacting several dollers for bids. If water is available through a municipality, utility district, water district, or cooperative, you should inquire about the rates you will have to pay and the costs necessary to join the water system. Be sure that any utilities you will need are available at your site and, if they are not, find out what will be involved in getting them delivered and connected.

\_\_\_\_\_  
initials

**SEWER CONNECTIONS OR SEPTIC SYSTEMS:** If your lot is not serviced by a municipal sewer system or utility district, you will have to install an on-site sewer facility (commonly known as a septic system). There are a number of concerns or restrictions that will determine if your lot is adequate to support a septic system. Check with the local county or a licensed private installer to determine the requirements that apply to your lot and the cost to install such a system.

\_\_\_\_\_  
initials

**HOMEOWNERS ASSOCIATIONS AND FEES:** Many subdivisions have mandatory assessments and fees that lot owners must pay. Check with the manager of the subdivision in which your lot is located to determine if any fees apply to your lot.

\_\_\_\_\_  
initials

**PROPERTY TAXES:** Manufactured homes are appraised and subject to property taxes. Depending on the type of loan you have, your lender may escrow for these taxes, and this will increase your monthly payments. Whether you select personal property or real property status for your home may impact any homestead exemption that you may obtain to reduce your tax liability. Talk with the county tax office if you have any questions. Failing to pay your taxes or make arrangements with the tax assessor-collector may place you at risk of having tax liens recorded on your home and, possibly, having the home foreclosed for non-payment of taxes. If you do not have a lender that escrows for the taxes, the tax assessor-collector will work out an escrow arrangement with you if requested.

\_\_\_\_\_  
initials

**INSURANCE:** Your lender will almost certainly require you to obtain insurance. You should request quotes from the agent of your choice to obtain the insurance. Even if you do not have a lender, it is a good idea to obtain insurance to protect your home and yourself.

\_\_\_\_\_  
initials

**THE TEXAS MANUFACTURED HOMEOWNERS' RECOVERY TRUST FUND (the "FUND"):** The Fund is established by law to protect consumers who incur certain actual damages arising from specified violations of law involving acts or omissions of licensees. To learn more about the Fund you can check the Department's website at: [www.tdhca.state.tx.us/mh](http://www.tdhca.state.tx.us/mh) or call the Department for a printed description of the Fund and how it works. Claims on the Fund must be verified and must be made within two years from the date of the act or omission or when it was discovered or reasonably should have been discovered.

\_\_\_\_\_  
initials

**RIGHT OF RESCISSION:** Once you enter into a contract with a selling retailer to acquire a manufactured home, you have a right to rescind the contract. You may, not later than the third day after the applicable contract is signed, rescind the contract without penalty or charge. The right to rescind may be modified or waived only if you have a *bona fide* emergency. The Department has rules about the detailed requirements for waivers and modifications. If you grant someone other than the retailer a lien on the home you are buying, the right of rescission automatically goes away when the lien is recorded with the TDHCA.

\_\_\_\_\_  
initials

This Six Page Disclosure was provided to me/us by the retailer and/or lender shown below on this date. It was provided to me/us before I/we completed a credit application (if a financed transaction), or before I/we signed a contract to purchase, exchange, or lease ~~purchase~~ a manufactured home.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RETAILER or LENDER

\_\_\_\_\_  
LICENSE NUMBER (if a retailer)

\_\_\_\_\_  
CUSTOMER signature

\_\_\_\_\_  
CUSTOMER signature

\_\_\_\_\_  
CUSTOMER printed name

\_\_\_\_\_  
CUSTOMER printed name

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

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

Community Name: \_\_\_\_\_

**REQUEST FOR LANDLORD REFERENCE****Client Name(s):** \_\_\_\_\_**Location Rented:** \_\_\_\_\_**Dates of Occupancy:** \_\_\_\_\_ **If late, how late on Average:** \_\_\_\_\_**Payment Amount:** \_\_\_\_\_**Current on Rent?** \_\_\_\_\_ **If no, how far past due?** \_\_\_\_\_**Comments, any other Problems w/ Client?** \_\_\_\_\_**Landlord's Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Please complete and fax back to:****Thank you for your prompt response.****The above information can be provided****Signed** \_\_\_\_\_**Signed** \_\_\_\_\_

SEPARATE DISCLOSURE STATEMENT  
PROVIDED IN ACCORDANCE WITH TEXAS LAW

The following notice is applicable if your application is approved:

**YOU HAVE THE LEGAL RIGHT TO AN INITIAL LEASE TERM OF SIX MONTHS. IF YOU PREFER A DIFFERENT LEASE PERIOD, YOU AND YOUR LANDLORD MAY NEGOTIATE A SHORTER OR LONGER LEASE PERIOD. AFTER THE INITIAL LEASE PERIOD EXPIRES, YOU AND YOUR LANDLORD MAY NEGOTIATE A NEW LEASE TERM BY MUTUAL AGREEMENT. REGARDLESS OF THE TERM OF THE LEASE, THE LANDLORD MUST GIVE YOU AT LEAST 60 DAYS' NOTICE OF A NONRENEWAL OF THE LEASE, EXCEPT THAT IF THE MANUFACTURED HOME COMMUNITY'S LAND USE WILL CHANGE, THE LANDLORD MUST GIVE YOU AT LEAST 180 DAYS' NOTICE. DURING THE APPLICABLE PERIOD, YOU MUST CONTINUE TO PAY ALL RENT AND OTHER AMOUNTS DUE UNDER THE LEASE AGREEMENT, INCLUDING LATE CHARGES, IF ANY, AFTER RECEIVING NOTICE OF THE NONRENEWAL.**

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

\_\_\_\_\_  
Received By Applicant



## **CRITERIA FOR DENIAL**

Sex Offenders/ Crimes against elderly/children	Auto Denial Forever
Violent Crimes (murder, bodily harm felonies)	Auto Denial Forever
Drug Charges (Felony)	5 Years
Burglary of a Dwelling or of this nature	3 Years
Theft (Felony)	3 Years

\*We reserve the right to decline any application that has any pending/open cases/records.

\* Convictions for the following charges: drug involvement, buying, selling, using or manufacturing a controlled substance, prostitution, sex crimes, theft etc. or deferred adjudication for any such offense or probation for a felony may be considered grounds for denial.