



Investors Realty, Inc  
Home & Land Rent Division  
1685 S State St  
Dover DE 19901

### APPLICATION COVER PAGE

APPLICATION TYPE:  HOME RENTAL  LAND RENTAL

COMMUNITY:  BEECHWOOD  LAKELAND  
 SOUTHWOOD ACRES  SOUTHERN MEADOWS  
 ST JONES LANDING  NOTTINGHAM  
 FOREST GROVE  CLAYTON COURT  
 WALKERS MILL  WALKERS MEADOW  
 WHISPERING PINES

CHECKLIST: THE FOLLOWING ITEMS MUST BE SUBMITTED WITH YOUR APPLICATION:

APPLICATION FILLED OUT IN ITS ENTIRETY AND SIGNED BY EACH APPLICANT AND OCCUPANT OVER THE AGE OF 18.

COPY OF VALID GOVERNMENT ISSUED PHOTO ID FOR EACH APPLICANT AND/OR OCCUPANT OVER THE AGE OF 18.

COPIES OF 1 MONTH'S WORTH OF PAY STATEMENTS /PROOF OF INCOME FOR EACH APPLICANT.

PROOF OF LENGTH OF EMPLOYMENT: LETTER FROM EMPLOYER, OFFER LETTER, W2 FROM PREVIOUS YEAR.

COPY OF MOST RECENT BANK STATEMENT FOR EACH APPLICANT.

\$50.00 NON-REFUNDABLE APPLICATION FEE FOR APPLICANTS AND \$25.00 NON-REFUNDABLE FEE **PER PERSON** FOR EACH ADDITIONAL OCCUPANT OVER 18.

\*\*\*PLEASE BE ADVISED THAT ALL APPLICATIONS TAKE 10-14 DAYS TO PROCESS. YOU WILL BE NOTIFIED BY YOUR PROPERTY MANAGER UPON APPROVAL OR DENIAL. PLEASE DO NOT CALL OR STOP BY FOR THE STATUS. APPLICATIONS ARE NOT PROCESSED BY YOUR PROPERTY MANAGER; THEREFORE, THEY WILL NOT KNOW THE STATUS OF YOUR APPLICATION UNTIL IT HAS BEEN APPROVED OR DENIED\*\*\*



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\* Beechwood \* Clayton Court \* Forest Grove \* Lakeland \* Nottingham \* St Jones Landing \*  
\* Southern Meadows \* Southwood Acres \* Walkers Meadow \* Walkers Mill \* Whispering Pines \*

## Manufactured Home Community Home Rental Application Requirements

Application Criteria as of September 15, 2023

All rentals must be lessee occupied. All applicants will have their names listed on the lease documents. We generally do not accept co-signers.

All applicants will have their credit report, income documentation, criminal history, employment, and previous rental experience evaluated for the application process.

Any person over the age of 18 who will reside in the home but will not have their name added to the lease documents will hereby be known as an "Occupant" not an "Applicant". An Occupant must also be approved to live in the community. Occupants will have only their criminal history evaluated; their income and work history will not be evaluated, considered, or weighted towards the criteria. Occupancy requirements are no more than 2 persons per bedroom per Delaware Code.

### CRITERIA

- NET Monthly Income must be equal to or greater than 3x's the monthly rent.
- Must show proof of 1 year of steady and reliable employment. This will be a letter of employment on a company letterhead or your W2 from the previous tax year. The letter must include date of hire, title, base salary, or hourly rate and number of hours scheduled per week.
- Minimum Credit Score of 650.
- Debt to Income ratio will ideally be below 35%.
- Must supply us with 1 months' worth of the latest pay statements.
- Must supply us with 2 months worth of the latest bank statements.
- No unpaid balances due to creditors or vehicle repossessions in the last 3 years. (Consideration will be given for medical bills and student loans)
- No evictions or landlord tenant actions. No liens or judgments of any kind.
- Criminal History will be evaluated, and the following are instant denials:
  - Sex Offenders of any tier will not be permitted to live in any of our communities.
  - No misdemeanor and/or felony charges and/or convictions in last 7 years
  - No drug or alcohol related charges and/or convictions in last 10 years
  - No weapons or violent offense charges and/or convictions.

No application will be processed unless all information is completed, proper documentation presented, application is signed and dated, and the non-refundable application fee (payable only by cashier check or money order) is paid in full. Please carefully read all the information and complete the application thoroughly. Incomplete applications will be denied, and you will be required to reapply with a separate non-refundable application fee.



Investors Realty, Inc  
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*Enter Address of your Office*  
*Enter City, State and ZIP of your office*

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Manufactured Home Community Lot Rent Application Requirements  
Application Criteria as of September 15, 2023

All homes must be owner occupied. All applicants will have their names listed on the title of the home, the mortgage/loan documents when applicable, as well as the lot rent/land lease documents. We generally do not accept co-signers. All applicants will have their credit report, income documentation, criminal history, employment, and previous rental experience evaluated for the application process. Any person over the age of 18 who will reside in the home but will not have their name added to the title, mortgage, or lease documents will hereby be known as an "Occupant" not an "Applicant". An Occupant must also be approved to live in the community. Occupants will have only their criminal history evaluated; their income and work history will not be evaluated, considered, or weighted towards the criteria.

Application fee is \$50.00 for the 1<sup>st</sup> two persons and \$25.00 per person for each additional applicant and/or occupant. Must be paid by cashiers check or money order only. Our offices do not accept cash, credit cards, or personal check for application fees.

CRITERIA

- NET Monthly Income must be equal to or greater than 4x's Monthly Rent.
- Must supply either proof of mortgage/loan amount or Title/Bill of Sale as proof of ownership at lease signing.
- Must show proof of 1 year of steady and reliable employment. This will be a letter of employment on a company letterhead or your W2 from the previous year. This letter must include date of hire, title, base salary, or hourly rate and number of hours scheduled per week.
- Minimum Credit Score of 575.
  - For applicants with **NO** Credit Score but meet all other minimum requirements the following will apply:
    - NET Monthly Income must be equal to or greater than 6x's Monthly Rent
    - We will require 3x's the current Security Deposit – after 1 year of perfect payment history we will apply 2x's the Security Deposit to your account. Please note this will be a credit on your account and not a refund of the monies retained.
- Debt to Income ratio will ideally be below 40%.
- Must supply us with 1 months' worth of the latest pay statements.
- Must supply us with 2 months of your latest bank statements for each applicant.
- No unpaid balances due to creditors or vehicle repossessions in the last 3 years. (Consideration will be given for medical bills and student loans)
- No evictions or landlord tenant actions. No liens or judgments of any kind.
- Criminal History will be evaluated, and the following are instant denials:
  - Sex Offenders of any tier will not be permitted to live in any of our communities.
  - No misdemeanor and/or felony charges and/or convictions in last 7 years
  - No drug or alcohol related charges and/or convictions in last 10 years
  - No weapons or violent offense charges and/or convictions.

No application will be processed unless all information is completed, proper documentation presented, application is signed and dated, and the non-refundable application fee (payable by cashier's check or money order) is paid in full. Please carefully read all the information and complete the application thoroughly. Incomplete applications will be denied, and you will be required to reapply with a separate non-refundable application fee. \*\*Additional consideration will be given to current Tenants and/or Occupants in good standing (account and lot/home maintenance) who are applying to be Tenants if there is a change in the Ownership of the home (i.e., Death, Divorce, etc.) \*\*



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**APPLICATION FOR LAND & HOME RENTALS**

Address of Desired Rental: \_\_\_\_\_

Referred By: \_\_\_\_\_

Total Number of Occupants – Including Lease Holders: \_\_\_\_\_ Total Occupants Over 18: \_\_\_\_\_

**APPLICANT #1:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**CURRENT ADDRESS:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Own Home  Rent Home  Live with Family/Friend  Rent with Roommate

Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

How Long: \_\_\_\_\_ Monthly Payment: \$\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PREVIOUS ADDRESS:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owned Home  Rented Home  Lived with Family/Friend  Rented with Roommate

Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

How Long: \_\_\_\_\_ Monthly Payment: \$\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**CURRENT EMPLOYER**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Monthly NET Income: \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

How Long On The Job: \_\_\_\_\_ Frequency of Pay:  Weekly  Bi-Weekly  Monthly

**OTHER INCOME**

Amount Per Month: \_\_\_\_\_ From What Source: \_\_\_\_\_

**BACKGROUND INFORMATION**

Have you ever been evicted from any tenancy?  YES  NO

How many times have you paid late in the last 12 months?  Never  1-3  4-6  7-9  10-12

Have you ever been taken to court for non-payment of rent or any other bills?  YES  NO

Have you ever declared bankruptcy?  YES  NO If yes, when? \_\_\_\_\_

Have you ever initiated a lawsuit against any person or company?  YES  NO If yes, please explain:  
\_\_\_\_\_

Have you, or any person who will now, or in the future, reside in your home ever been convicted of a felony?

YES  NO If yes, please explain: \_\_\_\_\_

Are you aware of any circumstances which would affect your employment or income in the foreseeable future?

YES  NO If yes, please explain: \_\_\_\_\_

**MOTOR VEHICLE INFORMATION FOR APPLICANT #1**

Total number of vehicles that will be registered with the Community for parking: \_\_\_\_\_

Vehicle #1 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Plate#: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle #2 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Plate#: \_\_\_\_\_ State: \_\_\_\_\_

**APPLICANT #2:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**CURRENT ADDRESS FOR APPLICANT 2:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Own Home  Rent Home  Live with Family/Friend  Rent with Roommate

Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

How Long: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PREVIOUS ADDRESS FOR APPLICANT 2:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owned Home  Rented Home  Lived with Family/Friend  Rented with Roommate

Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

How Long: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**CURRENT EMPLOYER FOR APPLICANT 2:**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Monthly NET Income: \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

How Long On The Job: \_\_\_\_\_ Frequency of Pay:  Weekly  Bi-Weekly  Monthly

**OTHER INCOME FOR APPLICANT 2:**

Amount Per Month: \$ \_\_\_\_\_ From What Source: \_\_\_\_\_

**BACKGROUND INFORMATION FOR APPLICANT 2:**

Have you ever been evicted from any tenancy?  YES  NO

How many times have you paid late in the last 12 months?  Never  1-3  4-6  7-9  10-12

Have you ever been taken to court for non-payment of rent or any other bills?  YES  NO

Have you ever declared bankruptcy?  YES  NO If yes, when? \_\_\_\_\_

Have you ever initiated a lawsuit against any person or company?  YES  NO If yes, please explain:  
\_\_\_\_\_

Have you, or any person who will now, or in the future, reside in your home ever been convicted of a felony?

YES  NO If yes, please explain: \_\_\_\_\_

Are you aware of any circumstances which would affect your employment or income in the foreseeable future?

YES  NO If yes, please explain: \_\_\_\_\_

**MOTOR VEHICLE INFORMATION FOR APPLICANT 2:**

Total number of vehicles that will be registered with the Community for parking: \_\_\_\_\_

Vehicle #1 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Plate#: \_\_\_\_\_ State: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION FOR APPLICANT 1:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

**EMERGENCY CONTACT INFORMATION FOR APPLICANT 2:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

**PET INFORMATION:**

Do you , or anyone that will reside in your household, have a pet(s)?  YES  NO

If yes, how many: \_\_\_\_\_

Type & Breed of pet(s): \_\_\_\_\_

I hereby certify that the answer(s) 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 #1

\_\_\_\_\_  
Applicant #2

I understand that the review process takes 10-14 business days from the date of submission and my Property Manager is not the decision maker.

\_\_\_\_\_  
Applicant #1

\_\_\_\_\_  
Applicant #2

Applicant(s) Statement: For the purpose of procuring rental and/or lease renewal of the referenced premises and to determine credit worthiness as a tenant of the premises to be rented, I the undersigned furnished the above as true, full, and correct statement as of the date given, and hereby authorizes Investors Realty, Inc, any of its communities, its owners and/or agents, now and at any time in the future, so long as there is any rental loan, debt, or business relationship between the above parties to (1) verify any statements 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 and former landlords, neighbors, and (3) to contact any police department or governmental agency, requesting information as to any criminal charge or convictions against applicants, and (4) to report to any credit reporting agency applicant's failure to pay as agreed within the lease agreement entered in between applicant and owner in reliance of this application. Applicant(s) further agree to inform owner, via its agent, of ANY changes in their status as shown on this application.

\_\_\_\_\_  
Applicant #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant #2

\_\_\_\_\_  
Date

OFFICE USE ONLY Date Received: \_\_\_\_\_ Application Fee Paid:  YES  NO





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### BACKGROUND AUTHORIZATION FORM

I authorize a representative of Investors Realty, Inc to request and/or receive any and all pertinent information on my current address and/or complete background which will be used to review my request to become an Authorized Occupant in one of their communities. This includes but is not limited to a full background check. I understand this is a requirement for anyone over the age of 18 who will be residing in the home, using the rental address as their mailing address, or staying in the home more than 3 days per week. I understand after the signing of this agreement, Investors Realty, Inc may use this information to request and/or receive a Background Check at any time to ensure I still meet the qualifications to be an Authorized Occupant in one of their communities. I understand and agree that failure to meet the qualifications and/or requirements for any of their communities will result in the immediate termination of my pending/current approval and could result in the termination of the Lease for the Lease Holder.

Applicant Printed Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

Address & Community of desired residency: \_\_\_\_\_

List counties & States lived in within the last 10 years: \_\_\_\_\_

*(Example: Kent, Delaware)*

\_\_\_\_\_

Copy of valid Government Issued ID attached?  YES  NO

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Submitted: \_\_\_\_\_ Requested By: \_\_\_\_\_ Entered By: \_\_\_\_\_

Approved:  Denied:  \_\_\_\_\_

Processor Signature & Date: \_\_\_\_\_



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Copy of valid Government Issued ID attached?  YES  NO

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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Date Submitted: \_\_\_\_\_ Requested By: \_\_\_\_\_ Entered By: \_\_\_\_\_

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Processor Signature & Date: \_\_\_\_\_