

**Mockingbirdhil, Inc.**  
**P.O. Box 246, Greencastle, PA 17225**  
**717-597-2607 (office) 717-597-9571 (fax)**  
**eckrentals@gmail.com**

Dear Prospective Resident(s):

Thank you for wanting to live in our community. **Please have everyone 18 years of age or older fill out a separate application.** Everyone, 18 years of age or older, living in the home needs to be approved in order to live in the home. We will check each applicant's credit report, (a social security number is needed for this), employment history, previous and present landlords, court records, and any other necessary information. **Along with the completed application, please send a copy of a photo ID (ex. Driver's license) and most recent pay stub(s) for a 30-day period for each applicant.**

We will be looking for **satisfactory references from your current and past landlords, a satisfactory credit report from a credit bureau, stable employment history, and monthly net (take home pay) income of 3 times (3x) the rental amount.** If no or insufficient landlord references are available, then satisfactory personal references (such as teachers, coaches, or ministers) may be acceptable. On the credit report, we are reviewing payment history for credit cards, bank loans, student loans, etc., and that the applicant does not have collections, bankruptcies, tax liens, etc. In regard to **required income**, an example would be, if someone looks at a home that rents for \$600.00 per month, the paystub will need to show a net monthly income of \$1800.00 or weekly net income of \$450.00. If there is only one person applying, then that one person needs to have income of at least \$450.00 net income per week. If there is other income such as child support or disability, this can go towards the needed \$1800.00 requirement, but proof of this income needs to be included. If there are two adults with income, then we look at the joint monthly net income to reach the required \$1800.00 per month or \$450.00 per week. A weakness in any of these areas may cause us to disapprove the application.

In order to expedite the application, **please respond to every question.** If the answer is "no" or does not apply please write "no" or n/a in the space provided. Leaving questions blank will slow the process. An applicant convicted of a criminal offense will be considered on a case-by-case basis. Answering "no" to the question, "Ever been convicted of a criminal offense?" and the background check shows a conviction, the application may be immediately rejected for misrepresentation. If you have any questions when completing the application(s), please contact one of our staff using the above contact info.

When the application(s) has (have) been completed, please attach a **money order** (no personal checks accepted) for \$25.00 per application and mail to the above address. You may fax or e-mail your application to us at 717-597-9571 or eckrentals@gmail.com. However, you need to **also mail the application and money order to us.** We will start the process, but **we cannot give you the results until we have received the original application and money order.** Please allow **one week** for us to check the application. We will contact you when the process has been completed.

There are rules and regulations for the community. Before completing the application(s), please read these rules and regulations to ensure that you can live by these expectations. A copy is in this packet.

**Rental of home:** NO pets allowed except for a service animal with proper documentation. This includes but is not limited to dogs, cats, aquariums, and caged animals such as birds, reptiles, hamsters, etc.

**Security Deposit and First Month Rent:** if approved, these will need to be paid at the time of signing the rental agreement. Being able to pay the rent in full prior to moving in, shows that the applicant is financially responsible and that is helpful in being approved.

**Return:**

1. Completed application from each person 18 yr. and older residing in unit
2. \$25.00 application fee per applicant (no personal checks accepted)
3. Copy of photo id of each applicant
4. Copies of proof of income for one month

Sincerely,  
Charles Eckstine

# **CONSUMER FINANCIAL INFORMATION PRIVACY NOTICE and FAIR CREDIT REPORTING ACT NOTICE**

## **What this Privacy Policy Covers**

This Privacy Policy covers treatment of nonpublic personally identifiable information that we collect when you, the “customer” or “consumer,” applies to rent a home space from us. This policy also covers our treatment of any nonpublic personally identifiable information that our business partners share with us.

This policy does not apply to the practices of non-affiliates of the community.

## **Protection and Confidentiality of Nonpublic Personal Information**

We are providing this notice as required by the Federal Financial Privacy Law and the Fair Credit Reporting Act.

We limit access to nonpublic customer information about you to our employees who need to know that information for us to provide products or services to you. We maintain physical, electronic, and procedural safeguards to guard your nonpublic personal information.

Nonpublic personal information means personal financial information about you that we collect in connection with providing you with a financial product or service that is not made publicly available.

## **Categories of Nonpublic Personal Information We May Collect**

When appropriate in conducting business, we may collect nonpublic information about customers from a variety of sources:

- Information the customer has provided on applications or other forms
- Information about the customer's transactions with us, our affiliates or others
- Information we may obtain from consumer credit reporting agencies
- Information from third parties such as employment verification and property insurance coverage.

## **Information Sharing and Disclosure**

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law. For example, governmental agencies such as postmaster, assessor’s office, sewer/water service departments, school district, Children & Youth agencies, etc. These agencies/companies usually only request confirmation of residents’ names/addresses/phone numbers. (Any resident who wants to use us as a reference, please contact us and give permission for payment history to be released.)

Resident phone number/contact info may be given to our contractor(s) to schedule needed maintenance and/or repair for your rental unit or home-site.

When the term of the lease ends, and the leaseholders vacate the unit, if there is any balance due and unpaid, management may turn over information to a collection agency for collection.

**Please sign top of application as acknowledgement of receiving a copy of this Privacy Policy and Fair Credit Reporting Notice.**

**Thank you**



Rental Application Information Form

I acknowledge receiving a copy of the Privacy Policy and Fair Credit Reporting Notice

Signature

Date

I AUTHORIZE you to make whatever inquiries necessary, including but not limited to landlords, employers, credit report, public records, and criminal history, in connection with my application. ALL information set forth in this application is declared to be a true representation of facts made for the purpose of obtaining a rental unit or lot and any willful misrepresentation on this application could result in eviction and/or criminal action.

Once information below is completed, please enclose application fee (money order) made payable to Charles Eckstine with completed form and RETURN to manager or MAIL to Charles Eckstine, P.O. Box 246 Greencastle, PA 17225.

Applicant's Signature

Location/Address of Rental

Name (print) first middle last (include former name or alias) age Social Security #

Birth date: Married Single Divorced \*\*Other adults to live in home

Present address (street) (city) (state) (zip)

Phone (area code) # If needed, may we text you at this number? Yes No

Email Address: If needed, may we email you? Yes No

Landlord's Name or Mortgage/Bank Name phone & ext #

How long lived there? Reason for leaving:

Previous Landlord or Bank phone & ext # (List previous 5 years' landlord names/addresses - please attach complete history information)

Address of rental (street) (city) (state) (zip code) How long lived there? (date moved in and out)

Present employer phone area code and extension # Address: How long employed? (date started) Supervisor's name type of work

Previous employer(s) How long employed? (date started/date left) List previous 5 yrs. employment history or schooling (use back if necessary)

Supervisor's name employer's phone

Other sources of income phone # area code and extension #

If self employed, list 2 business references on back with their phone number. Check line if: You have ever declared bankruptcy A company in which you have had ownership has ever declared bankruptcy You have any pending lawsuits against you or your company

**OTHER FAMILY MEMBERS TO BE LIVING IN HOME:** Total number of people to be living in the home full time # \_\_\_\_\_

Name	Relationship	Date of Birth	Full or Part time (part time: week-ends, holidays, summer)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ONLY THESE PERSONS WILL BE AUTHORIZED TO LIVE IN HOME OR APARTMENT  
**If children are school age, please write grade, school attending, teachers' or principal's name, and school's phone number,**

**School Age Child:** Grade: \_\_\_\_\_ Name of School \_\_\_\_\_  
Teacher/Principal Name: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

**School Age Child:** Grade: \_\_\_\_\_ Name of School \_\_\_\_\_  
Teacher/Principal Name: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

(If additional school age children please write information below)

Our policy is "No child under 15 years of age can be left without the supervision of a responsible adult while in the home or in the housing community." If an applicant has a child under 15 years of age:

Name of sitter? \_\_\_\_\_ age of sitter: : \_\_\_\_\_ relationship: \_\_\_\_\_

If child 15 – 17 years of age, please provide a copy of the most recent report card for this child(ren)

**Credit References:** Do you have Checking/Savings Accts? Yes No Type of Account: \_\_\_\_\_

Name of Bank/Financial Institution: \_\_\_\_\_ Date opened \_\_\_\_\_

Net monthly income amount (bring home pay for one month): \$ \_\_\_\_\_ Hourly pay rate \$ \_\_\_\_\_

Do you have the security deposit and first month's rent payment on hand- that you could pay today? Yes No

Current rent/mortgage amount paid monthly: \$ \_\_\_\_\_

If approved, by what date would you like to take possession of the unit? \_\_\_\_\_

**Are any of your references related to you?** \_\_\_\_\_(no) \_\_\_\_\_(yes) (if yes, please attach explanation)

**Have you or anyone to be living in your mobile home or apartment:**

ever used or are using illegal drugs? (ten year history) \_\_\_\_\_(no) \_\_\_\_\_(yes) (if yes, please attach explanation)

ever convicted of a criminal offense? \_\_\_\_\_(no) \_\_\_\_\_(yes) (if yes, please attach explanation)

**If convicted, county/state of conviction:** \_\_\_\_\_

ever been evicted from a rental unit or lot? \_\_\_\_\_(no) \_\_\_\_\_(yes) (if yes, please attach explanation)

have any past credit problems? \_\_\_\_\_(no) \_\_\_\_\_(yes) (if yes, please attach explanation)

have any lawsuits pending? \_\_\_\_\_(no) \_\_\_\_\_(yes) (if yes, please attach explanation)

Number of vehicles: (cars, trucks, boats, campers, motorcycles, etc.) \_\_\_\_\_

Pets : Yes No (If yes, species/kind) \_\_\_\_\_

Do you or anyone residing in your home medically require a Service or Therapy Animal? Yes No

If yes, please request from us the necessary documentation/form to be completed by your medical provider.

**If purchasing the mobile home, and renting only the home-site, please complete the following:**

**Mobile home:** Make, size, year, type of heat \_\_\_\_\_

Present owner of home: \_\_\_\_\_ phone # \_\_\_\_\_

Name of the financial institution where the home will be financed: \_\_\_\_\_

Names of person(s) to be/are on title: \_\_\_\_\_

**For explanation of other information/explanation of above information, use additional paper if necessary**

**\*\* Each person over 18 years of age must fill out separate application forms.**

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**Shangri La Mobile Home Community**  
**Rules and Regulations of the Community/Home-site/Home**

- All residents, leaseholders and authorized persons, shall be on file with our office, giving legal names of all person(s) who will occupy said home, phone number, mailing address, and whom to notify in case of emergency. Rental of home is based on the leaseholder(s) and authorized resident(s) herein after referred to collectively as “Residents”. An authorized resident may reside in the home as long as the leaseholder rents the home and resides in the rental unit. If the leaseholder vacates the premises, the authorized resident(s) must vacate at the same time. If the leaseholder no longer approves the authorized resident(s) to reside in the home, the authorized resident(s) needs to vacate.
- No additional person(s) will be allowed to live in a home without the written consent of the management. Homes shall be used for residential purposes only. No business of any kind may be conducted within the community; this includes caring for children for profit when said children are not authorized residents of the community.
- **NO PETS ALLOWED IN THE HOME OR THE COMMUNITY.** If you or a guest needs a service or emotional support animal as defined by the Fair Housing Law, **prior** to the animal being on site, the leaseholder needs to provide proper documentation and have this documentation approved. If not, the animal will be considered a pet and a rule violation.
- This is a no smoking unit/no vaping, etc. If smoking occurs in the unit, resident may forfeit security deposit for cleaning/odor removal.
- Rent continues until the keys are surrendered. Occupancy is contingent upon existing residents vacating premises. We reserve the right to show the home during last month of tenancy.
- Rent is due on the first day of each month. If the rent is paid by the first day of the month, a \$25.00 discount will be given. *If any past monies are due on the first of the month, any payments are applied to these past due amounts first.* If the first falls on a Sunday or holiday, then the rent is due on the next business day. If any portion of the rent is unpaid by the 5<sup>th</sup> of the month, rent is considered past due and an eviction notice may be sent. The rent needs to be paid by certified check or money order (no cash will be accepted) made payable to **Mockingbirdhil, Inc.**
- Residents will be held directly responsible for any disturbance or damage caused by anyone residing in the household, guests of residents, or any other person under resident’s control. No child under 15 years of age can be left without the supervision of a responsible adult while in the home or in the housing community. Children of working parents must always be adequately supervised by a responsible adult designated by the parents. Such adults’ names shall be on file with the management. Children are to stay on their own property (home-site) and not roam through the community or play in the streets, annoy, or harass other residents. It is the parent’s responsibility to supervise their children, not the community manager. It is imperative that children are so well supervised that they will not present a disciplinary problem for the management.
- Residents should purchase renter’s insurance to protect their personal property. Landlord is not responsible for damage to residents’ personal property. Resident(s) also agrees to designate Mockingbirdhil, Inc. as a third-party designee on their electric account. Resident(s) is/are responsible to reimburse landlord for any agency fees charged. For example, but not limited to, ambulance or medic fees.

- Please keep residence and home site clean and neat, put all garbage and trash in plastic bags (no loose trash or paper bags), secure tightly and **immediately** place into dumpster. No storage of refuse, toxic, or flammable materials in, around, or under the home. Owner or agent may enter premises to inspect and make repairs or alterations. An orderly weed-free home site with shrubbery and grass trimmed is expected, or management will do the same and charge owner accordingly. Specifically, the grass should never exceed four inches in length and weeds must be removed at all times. Any landscaping of home-site must be pre-approved, in writing by management. All shrubbery will become a permanent part of the community and may not be removed upon termination of this agreement. No outside high-risk items, such as but not limited to a trampoline, inflatable/above ground swimming pool, are not permitted.
- Residents will be responsible for their respective sewer blockages. Only water and human waste are to go into the toilet or drains. Any sewer blockage caused by resident will be repaired at the cost to the resident. Please report all leaks and needed repairs at once.
- Residents are to provide and maintain in working order smoke detectors and fire extinguisher. If not provided/maintained, management will do so and charge the leaseholder for the cost of the items plus \$25.00 for time/delivery. Nov-March, heat must stay on, but if needed, may be turned down to minimum of 50 degrees.
- Maximum of two parking spaces per home-site. Vehicles on the property need to be road worthy with current licenses, inspection, and insurance. No vehicle repairs are allowed in the community. Do not park on the grass. Vehicles larger than a pickup or panel truck are not permitted. Vehicles in violation may be towed away at owner's expense. Residents and guests must observe careful driving habits and adhere to our posted speed limits of 10 (ten) miles per hour while in the community, only licensed drivers are permitted to operate a motor vehicle while in the community. Mini-bikes or recreational vehicle riding is prohibited in the community.
- **PLEASE RESPECT THE RIGHTS AND PROPERTY OF OTHER RESIDENTS.** This includes but is not limited to: no creation of any annoyance, nuisance, indecency, disorderly conduct, abusive language, loud parties, loud radios or TV, or loud mufflers on vehicles. Excessive noise of any kind will not be tolerated. Any boisterous conduct or actions which will disturb the peace and quietness of other residents is absolutely prohibited. No tampering or destruction of community's or other resident's property.
- Any violation of the Rules and Regulations of the Community/Home-site/Home could result in eviction. If it becomes necessary for management to pursue any legal actions, to remove the resident(s) from the community or to assess damages against the resident(s) then it shall be the resident(s) responsibility to pay all court costs and attorney fees, including those incurred by management.
- Residents will comply with all federal, state, and local laws, regulations, ordinances.