

Mockingbirdhil, Inc.

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

Parkview and Woodland Communities

Community Manager: 68 Woodland Court, Ranson WV
304-268-2676

Dear Prospective Resident(s) of Parkview or Woodland Community:

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 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 each applicant.**

We will be looking for **satisfactory references from your current and past landlord for the last five years, an excellent credit report from a credit bureau, stable employment history with satisfactory references from your current and past employer(s) for the past five years, and minimum monthly income of 3 times (3x) the home-site rent and your home mortgage amount, or if no mortgage/home loan, a minimum of \$2,000.00 take home pay per month.** On the credit report, payment history for credit cards, bank loans, student loans, etc., needs to show payments paid on time and that the applicant does not have collections, bankruptcies, tax liens, etc. Regarding **required income**, an example would be, if someone looks at a home that rent for homesite and home mortgage monthly amount would be combined and total \$700.00 per month, the paystub/income would need to show **a net or take-home monthly income of \$2,100.00 or weekly net or take-home income of \$525.00.** If there is only one person applying, then that one person needs to have income of at least \$525.00 **net/take home pay per week.** If there is other income such as child support, disability, social security, this can go towards the needed \$2,100.00 monthly requirement, but proof of this income needs to be included. If there are two adults who will own the home (both names to be on home title) and have income, then the joint income may be used to reach the required \$2100.00 per month or \$525.00 per week. If there is no home financing needed, an applicant(s) would need **net take home income** of at least \$2,000.00 per month. A weakness in any of these areas may cause us to disapprove the application.

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. The application can be sent by fax or e-mail to 717-597-9571 or eckrentals@gmail.com. However, you also need to **return the application and money order to us.** We will start the process but **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 of the Midway Community General Rules and Regulations is attached.

Rental of only the home-site, (applicant will own the mobile home): NO dogs allowed except for a service animal/ESA with proper documentation. Inside the home up to 2 (**indoor only**) cats or domesticated type of caged pets: examples, bird, hamster, fish.

- Return:
1. Completed application from each person 18 yrs. 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.

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

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

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

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

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 – additional space on back of application)

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

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? _____
List previous 5 yrs. employment history or schooling (use back if necessary) (date started/date left)

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

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? _____

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)
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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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)

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 (in past 10 years) or are using illegal drugs? _____(no) _____(yes) (if yes please attach explanation)

ever been engaged in 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 ESA 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: _____

Other information/explanation of above information: (use additional paper if necessary) ** Each person over 18 years of age must fill out separate application forms.

Community General Rules and Regulations

- Rent is due on the first day of each month. 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 1st day of the month, rent is considered past due.
- All residents shall be on file with our office, giving legal names of all persons who will occupy said home, phone number, mailing address, whom to notify in case of emergency, name of manufactured home dealer where home was purchased and current lien holder. Proof that resident owns home must be provided. A copy of the title or sales contract and homeowner's insurance listing Mockingbirdhil, Inc as a certificate holder with minimum liability coverage of \$100,000.00 shall be provided. Any changes to the above information must be provided in writing to the management immediately. It is the residents' responsibility to obtain all permits required by the local municipalities.
- All homes must be placed and removed under the supervision of the management.
- Rentals of homesites are based on authorized residents and their dependent children. No additional person will be allowed to move into a home without the prior written consent of the management. Ill or elderly parents may move in with prior permission from management. If it becomes necessary for resident to have a temporary houseguest(s), this may be permitted only after receiving **PRIOR APPROVAL** from management, and then the resident must send to management in writing the guest's name(s), age(s), and length of time that houseguest(s) needs to stay with the resident. Each temporary houseguest will be charged \$15.00 per person per week. Any additions of residents without prior approval will be deemed by MANAGEMENT as a breach of this lease permitting eviction of Leaseholder(s) and Leaseholder's family.
- There will be no subletting of homes. Only owner-occupied units permitted in the community. Rentals cannot be assigned or transferred. If a resident sells or otherwise surrenders possession of his home, this contract is automatically terminated at the time of surrender. Potential new residents must be approved by management prior to occupancy. Management may require a Resale Inspection by a third party. This inspection will be at the expense of the seller. If a manufactured home is sold to a buyer who is not approved by Management the sale will be valid, but the new purchaser(s) will not be considered a resident, but a trespasser, and the manufactured home will be required to be removed immediately from the community.
- Residents will be held directly responsible for any disturbance or damage caused by anyone residing in their household, guests of resident, 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 unless invited by an adult to their homesite. Children are not to roam through the community, or play in the streets, or annoy or harass other residents. It is the parents' responsibility to supervise their children, not the community's manager. It is imperative that children are so well supervised that they will not present a disciplinary problem for the management or other residents. All people under the age of 18 will not be out in the community from the hours of 9:00 p.m. – 6:00 a.m. unless accompanied by a parent or guardian.
- The community owner shall not be liable for any damage or injury which may be sustained by the resident or any other person, as a consequence of the failure, breakage, leakage, or obstruction of the water or sewer lines, or the electrical, gas or oil system; or by reason of the elements, or acts of God; or resulting from the carelessness, negligence or improper conduct on the part of any other resident or the resident or the resident's agents, guests, licensees, invitees, assignees or successors; or attributable to any interference with, interruption or failure of any services to be furnished or supplied by the owner. Residents are urged to obtain the necessary insurance against above contingencies and install a check valve on the inlet side of the home's water line. Management recommends that smoke detectors and fire extinguishers be installed in each home. Independent contractors hired by resident must be licensed and insured.
- No abusive language, loud parties, loud radios or TV, loud mufflers on vehicles, or excessive noise of any kind will not be tolerated. Any boisterous conduct or action which will disturb the peace and quietness of other residents, is absolutely prohibited. Please be considerate and respect the rights and property of other residents. Any tampering or destruction of community's or other resident's property could result in eviction.
- Creation of any annoyance, nuisance, indecency or disorderly conduct on or affecting the common areas or community will not be tolerated. No drinking of alcoholic beverages is permitted outside of the home. The selling, possessing and/or using illegal drugs on the property or in the home is prohibited. The driving of vehicles in the community while under the influence of drugs or alcohol is prohibited. There will be immediate eviction for illegal activities or the creation of any dangerous conditions on the premises.
- The conviction of a felony could result in eviction.

- No vehicle repair or washing is allowed at the homesite. Do not park on the grass and drive only on the streets. Vehicles larger than a pickup or panel truck are not permitted. There will be no more than two vehicles for each homesite. All vehicles must have current licenses, inspection stickers, and liability insurance. Vehicles in violations may be towed away at vehicle owner's expense. Leaking vehicle fuel tanks will be removed from the premises immediately upon discovery. No motorcycle, mini-bike, ATVs, dune buggy, snowmobile, go-kart, or recreational vehicle riding is allowed in the community.
- Residents and guests must observe careful driving habits and adhere to our posted speed limits of ten miles per hour while in the community. Only licensed drivers are permitted to operate a motor vehicle while in the community.
- No outside laundry will be done in any home in the community. No outside watering permitted.
- Storage of refuse, toxic, or flammable material is prohibited.
- All fuel tanks shall be thoroughly and neatly painted and appropriately maintained. All fuel storage tanks will be set up in a safe and proper manner to prevent injury, leaks, or spills. It shall be the resident's sole responsibility to comply with all existing and future statutes, regulations, ordinances and orders related to the storage tanks (including pipes and equipment connected thereto) on the premises, and to keep and maintain the tanks in good condition and repair, so they do not leak or present any harm or threat of harm whatsoever to the premises, the public safety and welfare, or the environment. Residents shall indemnify and hold harmless owners from any expense or liabilities resulting from the resident's oil tanks. Management shall have the right to inspect the premises to ensure compliance with this paragraph.
- Residents must secure management's written permission to enclose yard or make any enclosure or fence in any area. Landscaping of each homesite is at the discretion of the resident, but must be approved, in writing, by the management. Before planting trees or digging for any reason, contact management for location of sewer, water, or underground electric lines. All shrubbery will become a permanent part of the community and may not be removed upon termination of this contract. Residents will keep their homesite clean, neat, and free from rubbish, insect breeding, rodent harborage, or infestation. Articles left in any common areas may be impounded and discarded as junk. An orderly homesite with shrubbery and grass trimmed is expected, or management will do same and charge owner accordingly. Specifically, the grass should never exceed four inches in length and weeds must be removed at all times.
- The home and homesite shall be well maintained, including, but not limited to, maintaining the following areas: home and roof, skirting, decks, porches, shed, etc.
- Before purchasing any outside high-risk items, such as a trampoline, swimming pool, etc. please contact management to find out if our insurance company will allow it.
- All homes will be subject to plumbing inspections for leaks by management. It is the resident's responsibility to check for and repair leaks in faucets, toilets, etc. All water leaks shall be repaired immediately, or management shall have the leak repaired and charge the resident for the cost of the repair.
- Individual water lines must be protected from freezing by the resident from October 30 to April 1 by using a properly installed and operating heat tape. The heat tape must be plugged into a live receptacle at all times during this period.
- Residents will be responsible for their respective sewer blockages. Feminine hygiene products, diapers, etc. should be wrapped and disposed of as garbage. Only water and human waste are to go into the toilet or drains. Do NOT put kitty litter, cigarette butts, grease, flushable wipes, etc. in the toilet. Any sewer blockage caused by resident will be repaired at the cost to the resident.
- Trash/dumpster style service is provided. Household generated trash only is to be put into bags and secured and immediately taken to a community dumpster. Bags of trash are not to set/accumulate on porch/deck/home-site, etc. If you are producing household medical waste, place used needles in clean, plastic container, (i.e. empty gallon milk or water jug). No hazardous waste of any kind shall be placed for trash collection. Resident is not permitted to set out any large bulky items for pickup, other than during the announced spring and fall cleanup week, without prior consent from management.
- Bows and arrows, BB guns, slingshots, firearms, firecrackers, air rifles, pellet guns, paint guns, fireworks, open flame, or other dangerous instruments of any kind are strictly forbidden to be used in the community.
- No pets of any kind are allowed, even on a temporary basis, except no more than two INSIDE cats. The cat(s) must remain INSIDE THE HOME AT ALL TIMES or in a cat carrier bag/stroller or on a leash when being walked with an adult at the other end of leash. NO dogs allowed in the community. The only exception to this rule: Service animal required by medical conditions. A doctor's letter must be received by this office prior to any service animal being allowed in the community. All service animals must have proper licensing and current vaccinations. It is the responsibility of the leaseholder to submit vaccination/license documents to management yearly. It is the responsibility of the owner to clean-up after the service animal as well as keeping the animal under control at all times. These service animals must be on a hand-held leash, with a

person at the other end of the leash, when outside your home. The animal is not to leave the home-site. Please do not feed outside animals, such as stray cats.

- All homes are to be under skirted within 30 days after moving into the community at the resident's expense. Vinyl skirting is the only material acceptable, and it must be properly installed. Hitches and all axles shall not be sold or removed from the homesite. One outside storage building per homesite is permitted. It must be made of good quality wood, vinyl, or rubber material and no larger than 12'x16'. Any used storage building must have prior approval of management before installation.
- Owner or his agent may enter upon or into community property at reasonable times upon notice to make necessary inspections, repairs, and/or improvements.
- Homes shall be used for residential purposes only. No business of any kind may be conducted within the community; this includes caring for children when said children are not authorized residents of the community.
- Any home/home-site where the rent is due and unpaid for a period of 10 days and the home appears to have been vacated, said home will be considered abandoned and management reserves the right to have said home removed from the site and placed in storage. Appeared vacated may include but is not limited to the following: electric service terminated, resident's car/vehicle not seen at home-site parking area, minimal water usage, no response to managements' phone/text messages, emails, notices, etc. Moving costs and storage fees are the responsibility of the owner of the home. Homes in storage are at the homeowner's risk. If a home has been abandoned more than 30 days, the management may sell the home or dispose of it without further notice to the homeowner. Proceeds from the sale/disposal of the home will be used to defray the cost of the sale/disposal, rent, or other costs due.
- Should a manufactured home burn beyond repair, the resident has 30 days to have the home removed from the community. The removal of the home and all debris shall be at the expense of the LEASEHOLDER. After thirty (30) days, if the LEASEHOLDER has not removed the home and all debris from the lot and the Community, MANAGEMENT may, but shall not be required to, have the debris removed; and the LEASEHOLDER shall be responsible for the Management's costs and expenses of clean up and removal. If damage has been done to a LEASEHOLDER'S home, LEASEHOLDER shall have thirty (30) days to make all necessary repairs to the reasonable satisfaction of MANAGEMENT.
- If a resident pays rent with a personal check that is not good more than one time, future rent payments must be with a money order. Also, a service charge of \$25.00 for the returned check will be charged, and the full rent rather than the discounted amount will be charged.
- The use of all herbicides and pesticides by residents will be restricted to interior use only. Only the management may apply herbicides and pesticides to the exterior portion of a resident's homesite.
- If it becomes necessary for management to pursue any legal actions, to remove the resident from the community or to assess damages against the resident, then it shall be the resident's responsibility to pay all court cost and attorney fees, including those incurred by management. If any court declares a particular rule or regulation to be invalid or illegal, all other terms of this agreement will remain in effect and both the management and the resident will be bound by them.
- Residents will comply with all federal, state, and local laws, regulations, ordinances.
- WV law requires a 1 year lease for a single wide mobile home and a 5 year lease for a doublewide mobile home.