

Welcome Home, LLC
1112 Lifestyle Drive
Oklahoma City, OK 73127
Office: (405) 789-4499 * Fax: (405) 789-4041

LEASE APPLICATION

\$20 non-refundable application fee is due upon submission of application.

Date of Application: _____ Lot Number Requested or Assigned: _____

Applicant Name _____

Date of Birth: _____ Social Security No: _____
FIRST MIDDLE LAST
MONTH/DAY/YEAR

Joint Applicant Name _____

Date of Birth: _____ Social Security No: _____
FIRST MIDDLE LAST
MONTH/DAY/YEAR

Current Address: _____
STREET CITY, STATE ZIP CODE

How long have you lived at the above address: ___ Current Phone No: _____

Names of all other persons who will be living in the home. Please note: Any residents, other than immediate family or legal relatives can be accepted only by separate application and approval.

Name: _____ SS No: _____ D.O.B. _____

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Name: _____ SS No: _____ D.O.B. _____

Name: _____ SS No: _____ D.O.B. _____

Name: _____ SS No: _____ D.O.B. _____

Current Landlord Reference: _____
INCLUDE NAME AND TELEPHONE NUMBER

Address: _____ City/St/Zip: _____

Circle One: Rent Own Monthly Payment \$ _____

Employer: _____ Position: _____

Address: _____ City, State: _____ Zip Code: _____

Phone No: _____ Length of time employed at above: _____

Annual Wages: \$ _____ Per Year. Other Income: \$ _____ Source: _____

Joint Applicant:

Employer: _____ Position: _____

Address: _____ City, State: _____ Zip Code: _____

Phone No: _____ Length of time employed at above: _____

Annual Wages: \$ _____ Per Year. Other Income: \$ _____ Source: _____

Personal Reference: _____
NAME TELEPHONE NUMBER

Relative Not Living With You: _____
NAME TELEPHONE NUMBER

Financial Institution: *(Where home is financed)*

Loan Institution: _____
INSTITUTION NAME FINANCIAL ADVISOR

Address _____ Phone Number: _____
Street City/State/Zip Code

Mobile Home: _____
MAKE SIZE YEAR SERIAL NUMBER

Utilities: All Electric _____ All Gas _____ Both _____

Mobile Home Dealer: _____
NAME TELEPHONE NUMBER

Vehicle:

Year _____ Make _____ Model _____ Color _____ Tag # _____

Year _____ Make _____ Model _____ Color _____ Tag # _____

Year _____ Make _____ Model _____ Color _____ Tag # _____

Other: (Motorcycles, Boats, Campers, RVs)

Year _____ Make _____ Model _____ Color _____ Tag # _____

Year _____ Make _____ Model _____ Color _____ Tag # _____

Pet Information:

Type: _____ Size (at full maturity) Height: _____ Weight: _____

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Type: _____ Size (at full maturity) Height: _____ Weight: _____

LIMIT THREE SMALL ANIMALS PER HOUSEHOLD: Pets are to be indoor house pets only, there will be a \$5.00 charge per month for dogs. **Size restriction on dogs: 40 lbs., 25 inches at maturity.**

Criminal Convictions, Misdemeanors, and Felonies, including date(s) and sentence:

In Case of Emergency, Please Notify: _____
NAME TELEPHONE NUMBER(S)

The statements above are true and correct to the best on my knowledge. Authorization is hereby given to check my credit record, to verify my credit, criminal history, employment, references, and to obtain such other information deemed necessary as a prerequisite for site rental and residency. Information may be given to credit reporting agencies, and others, regarding my credit history with the Community. If my application is not accepted, I understand that no reasons will be given.

Please note: Community rules prohibit any rental agreements, lease to purchase or similar arrangements. The homeowner must live in the home. Proof of ownership must be furnished before occupancy. Lots are rented on a monthly basis ONLY.

The applicants(s) agree to notify the community office of any changes in employment, number of residents, pet information, telephone number changes, information concerning vehicles, etc. within 10 days. By signing this document, the applicant(s) agree(s) to abide by Community Rules & Regulations. Any addendum to these rules will be sent to each resident at least thirty (30) days prior to enactment. They must be signed and returned to the office or tenancy could be terminated when the rule comes into effect. Lot deposit is required. (Lot deposit refunded by mail when 30 day written notice is given, and the lot is left per Community Rules & Regulations.)

Applicant Signature

Date

Joint Applicant Signature

Date

OFFICE USE ONLY:

\$20 Application Fee Received: _____ Ck#: _____

Background Check: _____

Lot Deposit: _____ Ck #: _____

Income Verification: _____

Landlord Checked: _____

References Checked: _____

Lender Checked: _____

Pet: _____

Lot Rent: \$ _____ (Base plus \$5.00 per pet)

Managers Initials: _____

Welcome Home Communities, L.L.C.
1112 Lifestyle Drive
Oklahoma City, OK 73127
Phone: (405) 789-4499
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EMPLOYMENT VERIFICATION



RE: _____
Date: _____

Dear: _____

We have received a Rental Application from the individual listed above, who has identified you as his/her employer. We would like to ask your cooperation by verifying his/her employment. Please answer the questions below and return this information to us as soon as possible.

The individual listed above is employed: * Currently * No Longer * Never

Date of Hire: _____ Job Title: _____

* Full-time * Part-Time * Temporary Typical number of hours worked per week: _____

Salary: \$ _____ * Hourly * Weekly * Bi-Weekly * Bonus/Commission: _____

Supervisor: _____ Phone: _____ Date: _____

Please use the space below for additional comments you may wish to make.

Please fax your response at your earliest convenience. We thank you for your prompt attention to this matter.

Sincerely, Welcome Home Community

I give permission for Welcome Home Community to check/verify my employment history.
SIGNATURE: _____

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Oklahoma City, OK 73127
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RENTAL HISTORY INQUIRY



Date of Notice: _____, 2010
RE: _____

A former Tenant of yours has submitted a Rental Application to Lease a property from us. In order to process this Rental Application, we would like to ask your cooperation by answering the questions below.

When did the Tenant move in and move out of the property?

Move In: _____ Move Out: _____

Did the applicant pay his/her rent promptly?

* Yes * No Comment: _____

Did the applicant incur any cost for damages, late fees or other charges?

* Yes * No Comment: _____

Were any complaints made against the Tenant by any neighbors of anyone within the rental community?

* Yes * No Comment: _____

Were you given proper notice and a reason for the rental/lease agreement being terminated?

* Yes * No Comment: _____

Were you able to return the Tenant's security, pet and/or cleaning deposits after he/she moved out?

* Yes * No Comment: _____

Would you lease to this individual if he/she applied with you again?

* Yes * No Comment: _____

Please use the space below for additional comments you may wish to make.

Please fax your response at your earliest convenience. We thank you for your prompt attention to this matter.

Sincerely, Welcome Home Community

* Telephone Interview Date: _____ Interviewer: _____

I give permission for Welcome Home Community to check/verify my rental history.

SIGNATURE:

*Welcome Home, LLC
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Oklahoma City, OK 73127
Office: (405) 789-4499 * Fax: (405) 789-4041*

LEASE AGREEMENT

“Rules & Regulations”

Please keep this copy of rules for future reference. We insist that these rules be followed for the benefit of all tenants. Failure to comply with any of the underlining rules and regulations could lead to a fine and/or eviction from the community.

1. **CITY ORDINANCES:** Every resident of the Welcome Home, LLC must observe all city ordinances and Codes of the City of Oklahoma City. These ordinances are a part of the Welcome Home Community rules and regulations.

2. **LOT RENTAL APPLICATION:** All prospective tenants must fill out an application for lot rental. We then run a credit check and check all references before approval is given. If you are purchasing a mobile home that is already onsite, you must be approved before you actually occupy the home. If you are turned down for any reason, you may still purchase the home, but will be required to move it off Welcome Home, LLC properties within 30 days. **BUT PLEASE REMEMBER, YOU CAN NOT MOVE INTO A HOME WHILE IT IS ON WELCOME HOME, LLC PROPERTY.** In the event of a sale to a third party, in order to upgrade the quality of the mobile home community, the Manager may require that any mobile home in a run-down condition or in disrepair be removed from the park within sixty (60) days from the date of the sale. (Note - Management reserves the right to make the judgment if a home remains on the property of not.)

3. **MOVE IN/OUT:** Prior approval must be obtained from management before moving a home in or out of the community. Tenant is responsible for ruts or damage done by such movement. Mobile Homes are to be moved during normal office hours **ONLY**. Upon move in, Lessee agrees to register with management and provide the following information:
 - Current telephone numbers for home and employment
 - Name, address and phone number of a person to contact in case of emergency
 - Automobile make, model, year and license plate number(s)
 - Manufactured home make, model, year, identification number and lien holder
 - Any other utility and/or recreational vehicles make allowed on the premises, model, year and number
 - Lessee agrees to advise management of changes in any of the above information

4. **RENT:** Lot rent is \$215-\$225 per month (lot rent is dependent on lot size) and is on a month to month basis. **WE ACCEPT MASTER CARD/VISA, PERSONAL CHECKS OR MONEY ORDERS.** All rent is due and payable at the office of Welcome Home, LLC on or before the first day of each month. A five (5) day grace period is allowed. On the sixth (6) day a thirty (\$35) dollar late charge is assessed. Late charges are deducted first from any payment with the balance applied to rent. **ALL LATE CHARGES WILL ACCRUE.**

5. **DEPOSIT:** A \$100 lot security deposit is required. The deposit will be refunded if the lot is left clean, the grass mowed and trimmed, mobile home anchor removed, lot rent current and a 30 day written notice was given by the Lessee.

6. **RETURNED CHECKS:** There is a \$30.00 charge on all returned checks. The above policy on late rent is also applied to all returned checks. After you have presented a NSF (Non Sufficient Fund) check in payment for rent or other such payments, you will be required to make **all future payments** in the form of a **money order**.
7. **OCCUPANTS:** Only one family unit may live in one house. Welcome Home management reserves the right to limit new tenants to a maximum of 2 persons per bedroom (HUD guideline) or 6 persons per home whichever is less. Failure to comply could result in eviction.
8. **OFFICE HOURS:** The office is usually open from 9:00am to 5:00pm Monday through Friday. For various reasons, personal and business, sometimes you may find the office not open during those hours. The office is closed on all Saturdays, Sundays and major holidays. When the office is closed, in the case of emergencies, you can leave a message.
9. **PETS:** There is a limit of three small indoor animals per household. **NO EXCEPTIONS!** The dog must weigh less than 40 lbs, and be no taller than 25 inches at maturity. No pet is allowed without approval from management. There is a \$5.00 a month charge for the dog which will be added to the monthly lot rent fee.
- All pets must have current rabies vaccinations with proof delivered to the office
 - No outside cats or dogs are allowed
 - Noise pollution, such as barking, is not allowed
 - When walking your pets all body discharge of your animal must be picked up immediately by Lessee
10. **CHILDREN:** Parents are responsible for the actions of their children. Do not allow children to run loose, or vandalize community property. Any parent of a child caught vandalizing the community property will be charged a fee of no less than the amount of money it takes to repair the property. **DO NOT ALLOW YOUR CHILDREN TO USE A BASEBALL AND/OR BAT ON OR NEAR YOUR LOT.** No hard balls of any type will be allowed. Please be respectful of your neighbor's home and yard. Do not allow your children to walk through other resident's yards. The storm shelter is off limits to children playing. **REMEMBER WHEN YOU ARE DRIVING IN THE AREA THAT THERE ARE SMALL CHILDREN AT PLAY. CHILDREN DO NOT ALWAYS WATCH FOR CARS, SO WE MUST WATCH FOR THE CHILDREN. ABSOLUTELY NO BB GUNS/RIFLES, PELLET GUNS, OR ANY OTHER TYPE WEAPONS WILL BE ALLOWED IN THE PARK BY ANYONE. NO FIREWORKS OF ANY KIND AT ANY TIME OF THE YEAR!**
11. **LAWN AND TREES:** All tenants must maintain their yards in a clean and orderly manner. The tenant is responsible for keeping their grass mowed, fertilized, raked, and trimmed around the home, shed, fence, etc. Tenants are responsible for planting shrubs in front of their home. Grass is not allowed to grow tall around the skirting of the mobile home. **(i.e. All lots are checked on every Friday by management, if grass needs mowed tenant will be given a three (3) day notice. If lawn still remains unmowed, the community management will mow your lawn for \$30.00 paid by the tenant.)** Remember that dried leaves that accumulate on your lot become a fire hazard, the resident is RESPONSIBLE to rake them and have them bagged. All trees and lawns must be watered by the tenant. Grass seed is free. Call the office for assistance.
12. **FENCING:** Installing of any fence is prohibited without permission of management and an acquired permit from the city. Strict guidelines governing location, size, and kind are to be followed. Any application for a fence must include sketch showing the proposed location. Tenant must have all utilities located and flagged, and is totally responsible for any damage to utility lines or neighbors yard. Fences, once installed become the property of Welcome Home, LLC and can only be removed with written permission of Community Management.

13. **LAUNDRY:** No laundry, bedding, rugs or any such items are to be hung outside the mobile home. **NO CLOTHESLINES OF ANY KIND ALLOWED.**
14. **TRASH:** All garbage containers must be kept behind your porch, except on collection mornings when they are to be moved to the designated pick-up spot. Garbage collection times and rules will be posted by management from time to time.
15. **HOMES:** All homes must be new. All homes must be 14' wide or wider. All homes must be in excellent physical condition, repair and properly painted. All homes are to be double blocked and anchored. Skirting must be installed within 30 days of date of occupancy. All homes must have a 4' X 8' deck located at the front door. All additions to the homes, such as skirting, porches, awnings, decks and storage sheds must be kept repaired, painted and neat. All mini blinds and items in the windows must be kept repair, **NO TIN FOIL, BLANKETS** or anything cluttering the windows.
16. **OUTSIDE STORAGE:** No structure or lot improvement may be built or installed in Welcome Home, LLC without a written permit obtained by the City of Oklahoma City, along with permission from Welcome Home, LLC Management. Any structure of improvement is strictly forbidden without such written permit. All items such as lawn mowers, gas cans, tires, bicycles, toys, furniture, appliances, spare parts, wood, trash or any other item outside the house must be stored inside an approved storage shed. Absolutely nothing is allowed to clutter the yard, parking area, porches, patios, or any area outside the home. **UNDER NO CIRCUMSTANCES ARE THE TENANTS TO PARK, OR STORE BOATS, TRAVEL TRAILERS, TRAILERS OF ANY TYPE, OR RVs ON PARK PROPERTY. ALSO, NO PARKING ON THE GRASS OR IN THE YARDS OF THE COMMUNITY AREA.**
17. **UTILITY CONNECTIONS:** All utility connections are the responsibility of the tenant and must be made according to City code. All water supply lines **INCLUDING THE FAUCETS AND RISER** must be wrapped with a heat tape and insulated. **(THIS IS THE RESPONSIBILITY OF THE TENANT.)** Welcome Home Management is responsible for the water pipes under ground, all pipes above ground are the express responsibility of the tenant.
IF THERE ARE BROKEN PIPES OR LEAKS AS A DIRECT CAUSE OF THE RESIDENT NOT USING ELECTRIC TAPE PROPERLY (OR ELECTRIC TAPE FAILURE), THE RESIDENT WILL BE RESPONSIBLE FOR THE COST TO REPAIR THE PIPES. CHECK YOUR HEAT TAPE PERIODICALLY. Any freeze up or sewer stoppage above ground is the responsibility of the tenant. Welcome Home, LLC is not responsible for any damage caused by backed up sewage, broken water lines, electric, or gas problems.
18. **ANTENNAS:** There is to be no antennas for any purpose unless written consent is obtained from Community Management. This also includes the use of any satellite dishes of any type.
19. **HITCHES:** All hitches are to be removed, covered with skirting, or painted to match the mobile home. **RUSTY HITCHES ARE NOT ALLOWED.**
20. **VEHICLES:** No major overhaul or constant repair of vehicles will be permitted. Wrecked, dismantled, inoperative and junk vehicles will not be permitted. **Do not park any vehicle on any part of the grass other than the designated parking space off the street.** No large trucks are allowed in the community. Please observe the 15 M.P.H. speed limit. **NO LOUD CAR STEREOs. NO PEELING OUT, OR RECKLESS BEHAVIOR WILL BE TOLERATED BY THE TENANT OR THEIR GUESTS.**

21. **HOUSE NUMBERS:** The city of Oklahoma City requires that all homes have house numbers place on the home to properly identify them. This requirement is also part of the community rules and regulations. Please be sure that your home site number is properly displayed on the side of your home that faces the street, with numbers a minimum of three (3) inches tall and of a contrasting color to the home.
22. **MAIL:** Keys for mail boxes will be distributed by the Community Management. You will get one (1) key per household upon move-in, if the resident desires additional keys they can be made for \$10. If your mail box lock is broken, damaged or unusable you will be charged a fee to have it replaced. Mail box keys must be returned when tenant is moving out. If someone is buying your home and has been pre-approved by Management, they must get a new key and mail box number from the office. Keys and mail boxes are not transferable. Welcome Home is not responsible for lost or stolen mail.
23. **SIGNS:** No signs of any kind are to be displayed outside or inside a mobile home or any where on the property, including the tenants rented lot. Any exceptions to this rules must be obtained in writing from the Community Management.
24. **DIGGING:** Each resident is cautioned against driving of rods, stakes, pipes and the like into the ground, or against digging anywhere in the Park without first checking with management. The many types of underground installations might be endangered by indiscriminate action.
25. **NOISE:** No loud noise will be tolerated within the community. No drunkenness, rowdy behavior, loud music, loud late night parties and other such disturbances will be tolerates. **REMEMBER YOU ARE RESPONSIBLE FOR YOUR GUESTS BEHAVIOR.**
26. **SOLICITING OR PEDDLING:** No soliciting or peddling is allowed inside the community. Special permits may be obtained for such activity as Avon, garage sales, scouts selling cookies, or any such activity deemed appropriate by community management.
27. **RIGHT TO PRIVACY:** Each tenant has the right to privacy free from any nuisance from other community tenants, their gusts or pets. Community Management reserves to right to enter rented lots for inspecting, maintenance or repairs.
28. **COMPLAINTS:** All complaints must be in writing, delivered to the office and signed by the tenant and the Community Management.
29. **FIRES:** No outside fires are allowed except inside a container used for cooking. **NO BURNING OF TRASH.**
30. **WEAPONS:** Possessing any illegal weapon is forbidden. Firing of any firearm including BB Guns, Air Rifles, Shotguns, Rifles or Pistols is prohibited. Carrying of a weapon inside the Community is forbidden except for on duty police officers.
31. **MOVING/SELLING OF MOBILE HOME:** If you are moving, you must have all rent paid before the home can be removed from the community. Offering for sale of mobile homes in Welcome Home, LLC is prohibited except by special permit obtained at the office detailing any variance of allowance of this rule. If you are selling your home to an individual who wishes for it to remain in the Welcome Home, LLC community, they must first be approved by the community office before they can live in the community. They must come to the office in-person and fill out an application, sign the lease agreement, and abide by all Rules & Regulations. Deposits are non-transferable. The New Tenant must make a deposit as required. All homes must be occupied

by the owner. ABSOLUTELY NO RENTAL AGREEMENTS, lease to purchase or similar agreements can be made. Proof of ownership will be required before approval of the application will take place. THE HOME OWNER MUST LIVE IN THE HOME.

32. **STORM SHELTER:** The storm shelters will be left unlocked 24 hours a day seven (7) days a week for the convenience of the residents. There is to be no using of the storm shelter other than an emergency situation. If anyone is caught in storm shelter anytime other than during an emergency, charges will be pressed against them by the community management.

With your help, we are sure that these Rules & Regulations will help assure an attractive, desirable living environment for all. Management reserves the right to revise, remand, or add to these Rules & Regulations or to make any changes thereto at any time, which changes, revisions or deletions shall be effective upon five (5) days notice.

I have read and agree to abide by the Welcome Home, LLC Rules & Regulations.

I also understand that my family and guests are also required to abide by the above Rules & Regulations.

I understand that the application fee must be paid prior to approval, and that this can be done by calling the office at which you are applying for a home.

I understand that approval does not guarantee a specific home.

I understand that by submitting this form a copy of the Rules & Regulations has been provided to me.

Lessee No. 1

Date

Lessee No.2

Date

Application can be submitted by saving filled out application to your computer and emailing it to:

Kevin@welcomehomecommunity.com