

DIVERSIFIED SERVICES, INC.  
APPLICATION FEE  
\$20.00 PER PERSON

RETURN TO 214 RIVERWOOD Ave SE, Mandan ND  
OR PO BOX 4125 BISMARCK ND 58502  
OFFICE HOURS M-F 8:30 AM TO NOON - 1:00 PM TO 4:30 PM  
PHONE: 258-4036

## DIVERSIFIED SERVICES, INC. MANUFACTURED HOME PARK APPLICATION Centennial Park

TO ACQUAINT OURSELVES WITH PROSPECTIVE RESIDENTS, WE REQUEST THAT THIS APPLICATION BE COMPLETED AND RETURNED TO OUR OFFICE. NO APPLICATION IS FINAL UNTIL APPROVED BY DIVERSIFIED SERVICES, INC. MANAGEMENT.

DATE: \_\_\_\_\_ ADDRESS APPLYING FOR: \_\_\_\_\_

APPLICANT (LEGAL NAME): \_\_\_\_\_  
Last Middle First

D.O.B: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

DEPENDENT(S) (Name and Age): \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ HOW LONG: \_\_\_\_\_  
City State Zip code

PHONE: \_\_\_\_\_

PRESENT LANDLORD: \_\_\_\_\_ RENT PAID: \_\_\_\_\_

PHONE: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_ HOW LONG: \_\_\_\_\_  
City State Zip code

PREVIOUS LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

### SOURCE OF INCOME

EMPLOYER: \_\_\_\_\_ SALARY: \_\_\_\_\_ POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

### ADDITIONAL SOURCES OF INCOME

SOURCES AND AMOUNT: \_\_\_\_\_

BANKS: NAME AND ADDRESS \_\_\_\_\_

MANUFACTURED HOME MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ SIZE: \_\_\_\_\_

VIN # \_\_\_\_\_

(APPLICATION WILL BE DENIED IF VIN # IS NOT PROVIDED.)

IF BRINGING HOME INTO PARK WHAT ELECTRICAL AMP SERVICE IS NEEDED? \_\_\_\_\_

FINANCED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

IS HOME A CONTRACT FOR DEED? \_\_\_\_\_

IF YES MUST PROVIDE OWNER INFORMATION:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED? \_\_\_\_\_

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

DATE YOU WOULD LIKE TO MOVE TO PARK: \_\_\_\_\_

IF ACCEPTED, THE FOLOWING PERSONS WILL BE RESIDING WITH ME:

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*PETS: Breed: \_\_\_\_\_

HAVE YOU BEEN CHARGED WITH OR CONVICTED OF OR PLEAD QUILTY OF A FELONY? \_\_\_\_\_

IF YES, WHAT STATE AND EXPLAIN: \_\_\_\_\_

ARE YOU A REGISTERED SEX OFFENDER? \_\_\_\_\_ IF YES, WHAT STATE: \_\_\_\_\_

HAVE YOU EVER FILED BANKRUPTCY? \_\_\_\_\_ WHEN: \_\_\_\_\_

INITIAL THAT THE ABOVE INFORMATION IS CORRECT: \_\_\_\_\_

PRESENT FINANCIAL OBLIGATIONS INCLUDING CREDIT CARDS

To Whom:	Payment amount:	Balance due:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

REFERENCES

NAME OF PARENTS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CREDIT REFERENCES

ACCOUNT NAME: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

**I HAVE RECEIVED AND READ THE RULES AND REGULATIONS CONTAINED IN THE RENTAL AGREEMENT AND UNDERSTAND THEM AND WILL BE RESPONSIBLE FOR THERE FULFILLMENT BY ALL OCCUPANTS AND VISTORS IN MY HOME.**

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**DIVERSIFIED SERVICES  
PROPERTY MANAGEMENT**

**Authorization for Release of Information**

**POLICY STATEMENT**

All prospective tenants applying for occupancy of a property owned or managed by Diversified Services are asked to give authorization for the release of all information from previous landlord, management companies and governmental agencies (including police departments) concerning the applicant's rental history (credit and criminal records included).

**PROCEDURE STATEMENT**

All applicants will be screened and their rental histories will be considered as a part of the approval process.

This information will be used by the authorized agent solely for purposes of assessing the applicant's suitability for occupancy. I, \_\_\_\_\_, hereby authorize DIVERSIFIED SERVICES to obtain any and all information Pertaining to my rental history from governmental agencies and from management companies or landlords whose Properties I have resided in during the last five (5) years for the purpose of reviewing my rental application.

**If prospective tenant refuses to sign this form, he or she will not be considered for tenancy.**

**THIS IS A LEGAL BINDING DOCUMENT AND YOU ARE ENCOURAGED TO SEEK LEGAL COUNSEL IF YOU DO NOT UNDERSTAND ANY OF ITS TERMS.**

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

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

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

PLEASE PRINT NAME LEGIBLY \_\_\_\_\_  
*Last Middle First*

# EMPLOYMENT VERIFICATION

From: \_\_\_\_\_, prospective resident/Co-signer  
Re: \_\_\_\_\_, address  
Date: \_\_\_\_\_  
To: \_\_\_\_\_, employer  
Fax #: \_\_\_\_\_

I authorize you to give the requested information below to my prospective landlord:  
*Diversified Services Property Management*  
*PO Box #4125, Bismarck, ND 58502*

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

Dear Sir or Madam:

\_\_\_\_\_ has applied to rent one of our properties and has given your name as his or her employer.

To verify the information he or she has given us on the rental application, can you please supply us with the needed information below? [This form may also be faxed back to DSI at \(701\) 223-2976.](#)

Thank you for your cooperation.  
Sincerely,  
Diversified Services Property Management

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**TO BE COMPLETED BY EMPLOYER**

Company Name Employed By: \_\_\_\_\_

Job title of applicant: \_\_\_\_\_

Full-time position (yes or no): \_\_\_\_\_ Permanent (yes or no): \_\_\_\_\_

Salary: \$ \_\_\_\_\_ MONTHLY GROSS: \$ \_\_\_\_\_

**Salary dollar amount must be included.**

How long has the applicant been employed? \_\_\_\_\_

Name of person providing this information: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Updated: 2.8.2010

## DIVERSIFIED SERVICES, INC. APPLICATION PROCESS

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We want to assure that people do not use rental units for illegal activity. To that end, we have a thorough screening process.

Because it costs us time and money to do a thorough check of your application, we will accept the first qualified applicant.

If you meet the application criteria and are accepted, you will have peace of mind knowing that other renters in this area are being screened with equal care, and that the rise of illegal activity occurring in the area is reduced.

PLEASE NOTE THAT WE PROVIDE EQUAL HOUSING OPPORTUNITY.  
WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, HANDICAP,  
NATIONAL ORIGIN, FAMILIAL STATUS, AGE, SEXUAL PREFERENCE, CREED,  
MARITAL STATUS OR SOURCE OF INCOME.

### APPLICANT SCREENING CRITERIA

1. A COMPLETE APPLICATION. One for each person. If a line is not filled in, we will return it to you.
2. RENTAL HISTORY VERIFIABLE FROM UNBIASED SOURCES. If you are related by blood or marriage to one of the landlords listed, or your rental history does not include at least one current landlord and one previous landlord, you may be denied. It is your responsibility to provide us with the information necessary to allow us to contact your landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned rather than rented your previous home, you will need to furnish mortgage company references and proof of title ownership or transfer.
3. SUFFICIENT INCOME/RESOURCES. If the combination of your monthly personal debt, utility costs, and rent payments exceed fifty percent (50%) of your monthly income, before taxes, we will require a qualified co-signer on your rental agreement. If the combination exceeds seventy-five (75%) of your monthly income, your application will be denied. Income must be verifiable through pay stubs, employer contract, or tax records. All other income, including self-employment, must be verifiable through tax records. For Section 8 applicants, the amount of assistance will be considered part of your monthly income for purposes of figuring the proportion.
4. YOU WILL BE DENIED RENTAL IF:
  1. You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.

2. Suspected of or convicted of Homicide/Murder
  3. Accessory to Murder
  4. Attempted Murder
  5. Manufacturing Methamphetamine
  6. Rape/child Molestation
5. **YOU MAY BE DENIED RENTAL IF:**
1. You have had a conviction or are under suspicion for any type of crime that would be considered by Diversified Services, Inc. a threat to property or to other residents' peaceful enjoyment of the premises, including the manufacture or distribution of controlled substances. This includes but is not limited to: Gang Association Activity, Domestic Violence, All Felony Convictions, Terrorizing, Menacing, Threats, Harassment, Assault/Fighting, Fraud, Theft, Burglary, Robbery, Larceny, Vandalism, Destruction of Property, Prostitution and Disorderly Conduct.
  2. In the last five years you have had unpaid collections, a court order for cause evictions, or any judgment against you for financial delinquency.
  3. Previous landlords report significant complaint level of non-compliance activity including but not limited to:
    - Repeated disturbances of the neighbor's peaceful enjoyment of the area;
    - Reports of gambling, prostitution, drug dealing or drug manufacturing;
    - Damage to the property beyond normal wear;
    - Reports of violence or threats to landlords or neighbors;
    - Allowing persons not on the lease to reside on the premises;
    - Failure to give proper legal notice when vacating the property;
    - Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets, or others allowed on the property during tenancy.
  4. Length of employment with your current employer is less than one year. Your application may be denied or you may be required to have a cosigner.

**THESE CRITERIA APPLY TO EVERYONE WHO WILL RESIDE IN OR ON THE PROPERTY.**

We will require up to four (4) business days to process an application.

We will accept the first qualified applicant.

**Updated: 2/2010**





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

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

PLEASE PRINT NAME

LEGIBLY \_\_\_\_\_

*Last*

*Middle*

*First*



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