

**\$20.00 APPLICATION FEE
PER APPLICANT**

RETURN TO 214 RIVERWOOD AVE SE, MANDAN, ND 58554
OR PO BOX 4125, BISMARCK, ND 58502
OFFICE HOURS: 8:30-4:30 M-F; CLOSED NOON-1PM
701-258-4036

**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

DEPENDENT (S)
(Name and Age): _____

PRESENT ADDRESS: _____ HOW LONG: _____
Street # /City/State/Zip code

PHONE: _____

PRESENT LANDLORD: _____ RENT PAID: _____

PHONE: _____

PREVIOUS ADDRESS: _____ HOW LONG: _____
Street # /City/State/Zip code

PREVIOUS LANDLORD: _____ PHONE: _____

HAVE YOU EVER BEEN EVICTED? _____

IF YES, PLEASE EXPLAIN: _____

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? _____ (Yes or no)

IF YES MUST PROVIDE OWNER INFORMATION:

NAME _____

ADDRESS _____

PHONE _____

DATE YOU WOULD LIKE TO MOVE TO PARK: _____

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

NAME: _____ AGE: ___ RELATIONSHIP: _____ OCCUPATION: _____

NAME: _____ AGE: ___ RELATIONSHIP: _____ OCCUPATION: _____

NAME: _____ AGE: ___ RELATIONSHIP: _____ OCCUPATION: _____

NAME: _____ AGE: ___ RELATIONSHIP: _____ OCCUPATION: _____

PETS: _____
(Please indicate breed)

HAVE YOU BEEN CHARGED WITH OR CONVICTED OF OR PLEAD GUILTY 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. | _____ | _____ | _____ |

REFERENCE

NAME: _____

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

Dear Employer:

_____ 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, 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

AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION

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: _____

TO BE COMPLETED BY EMPLOYER

Name of Company: _____

Job title of applicant: _____

Full-time position (yes or no): _____ Permanent (yes or no): _____

Salary: \$ _____ MONTHLY GROSS: \$ _____

Salary dollar amount must be included.

Length of employment: _____

Signature: _____ Title: _____

Phone: _____ Date: _____

Updated: 9.14.11

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. A valid Social Security number is required on the Authorization for Release of Information form
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.

1. **YOU WILL BE DENIED RENTAL IF:** 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
4. **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: 9.14.11