



732.297.2051
732.297.1049
www.mmhp.com
4017 US Route 1
Monmouth Junction, NJ 08852

Dear Applicant,

Thank you for your interest in living at Monmouth Mobile Home Park! Please review this letter and the attached documents carefully before submitting your residency application to the Monmouth Mobile Home Park (MMHP) office for review. Prior to purchasing a home at MMHP, you must be approved for residency by the Park.

MMHP is a 280 unit manufactured housing complex located on Route One in South Brunswick, New Jersey. All homes at MMHP are owner occupied, which means the owner of the home must reside in the home, we do not permit owners to rent or sublet their homes to others. All residents, occupants, and visitors of MMHP are required to follow the Park Rules & Regulations that govern the use and occupancy of MMHP and the rented space.

Residents at MMHP own their home and rent the lot where the home is located. Monthly lot rent includes water, sewer, property taxes, garbage & recycling pickup, and street snow removal. Residents are responsible for the maintenance of their homes and the general maintenance of their rented lot.

Below is a list of the forms and additional documentation you will need to submit for your application to be considered. Once we receive a complete application including all the required documentation, the typical processing time is 3-5 business days. If applications are incomplete, more information is required, or references do not respond, delays may occur.

As part of the application processing, MMHP runs credit checks, verifies income, verifies rental history, checks references, and may request backup documentation for any and all financial factors. MMHP will review & consider criminal history once a conditional offer for residency has been issued. Pursuant to Section 4(a) of the Fair Chance Housing act, the applicant may provide evidence demonstrating inaccuracies within the applicant's criminal record or evidence of rehabilitation or other mitigating factors.

If you have any questions about the process, please call us at (732)-297-2051.

Regards,

Monmouth Mobile Home Park

MMHP no tiene un traductor de español en el personal. Si tiene dificultades para comunicarse en inglés, los solicitantes deben proporcionar un traductor para comunicarse con nosotros con respecto a su solicitud.

Required Documentation to Apply for Residency at Monmouth Mobile Home Park

1. Signed Disclosure statement
2. Residency Application - Fully completed and signed by applicant and co-applicant
3. A Resident Release Form for the Primary and Co-Applicants and government issued photo ID's for each applicant
4. A Resident Reference Release Form for the Primary and Co-Applicants
5. A Roommate Form (anyone in the home over 18 that is not a primary or co-applicant) & Government issued photo IDs
6. Proof of income for applicant and co-applicant (2 most recent paystubs)
7. Bank statements (3 Months, most recent must show money for purchase or down payment if financing)
8. Bank pre-approval (if financing)

Please note that all forms must be filled out completely & accurately to be considered. No space on the application should be left blank. If any information is false, misleading or omitted regardless if it is intentional, will be automatically denied.



Disclosure Statement:

New Jersey's Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 (FCHA), limits a housing provider's ability to consider a person's criminal history in deciding whether to extend an offer or whether to rent a home after extending an offer.

Before making a conditional offer of housing, Monmouth Mobile Home Park may consider only whether an applicant has a conviction for the manufacture or production of methamphetamine on the premises of federally assisted housing, or whether an applicant has a lifetime registration requirement under a State sex offender registration program. Monmouth Mobile Home Park will not consider, or request from an applicant or any other person or entity, any other information about an applicant's criminal history as part of the application process until and unless a conditional offer of housing has been made.

After extending a conditional offer of housing, Monmouth Mobile Home Park intends to review and consider an applicant's criminal record in determining whether to rent a home, in accordance with the FCHA and its accompanying rules.

Monmouth Mobile Home Park will not, either before or after the issuance of a conditional offer, evaluate or consider any of the following criminal records:

- (1) arrests or charges that have not resulted in a criminal conviction;
- (2) expunged convictions;
- (3) convictions erased through executive pardon;
- (4) vacated and otherwise legally nullified convictions;
- (5) juvenile adjudications of delinquency; and
- (6) records that have been sealed.

Monmouth Mobile Home Park may consider, after the issuance of a conditional offer, a criminal record that:

- Resulted in a conviction for murder, aggravated sexual assault, kidnapping, arson, human trafficking, sexual assault, endangering the welfare of a child in violation of N.J.S.2C:24-4(b)(3);
- Resulted in a conviction for any crime that requires lifetime state sex offender registration;
- Is for any 1st degree indictable offense, or release from prison for that offense, within the past 6 years;
- Is for any 2nd or 3rd degree indictable offense, or release from prison for that offense, within the past 4 years; or
- Is for any 4th degree indictable offense, or release from prison for that offense, within the past 1 year.

For more information about how these rules apply, please refer to the resources at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/fcha/>.

Monmouth Mobile Home Park may withdraw a conditional offer based on your criminal record only if Monmouth Mobile Home Park determines, by a preponderance of the evidence, that the withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.

If Monmouth Mobile Home Park utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf, Monmouth Mobile Home Park will take reasonable steps to ensure that the vendor or



DISCLOSURE STATEMENT

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List All Open Obligations, If None, State None (Include Alimony and/or Child Support)*

*Use back of form if more space is needed

<u>Name and Address</u>	<u>Account No.</u>	<u>Balance</u>	<u>Monthly Payment</u>
1.			
2.			
3.			
4.			

FEES and DEPOSITS

PARK ADMINISTRATIVE FEE	\$347.00
CREDIT REPORT	<u>\$53.00</u>
TOTAL	\$400.00

The Park requires \$53.00 for the Credit Report and a non-refundable fee of \$147.00 with each credit application. If accepted, that cost is applied to the Park Administrative Fee.

The Park Administrative Fee is specifically related to and identifiable with the actual costs of processing new residents into their mobile homes. The actual costs were compiled by our staff and our accountant as follows: Office staff and clerical support for the preparation of the application packages, working with the bank obtaining appraisals, verifying credit applications, preparation of contracts, interacting with the owners and prospective buyers, closings, obtaining titles and miscellaneous duties. These costs include employee wages and benefits, office overhead, miscellaneous office expenses and the costs of credit application reports. This fee is not a donation, gratuity, bonus, or gift.

Initial

_____ Mobile Home Space Rented: _____

_____ Purchase Price of Home: _____

_____ Current Rent: _____

_____ Utility Payments: Tenant pays for Gas and Electric.

If any information is false, misleading, or omitted, the application will automatically be denied.

Applicant must provide proof of income, proof of money for purchase & photo ID for anyone 18 years or older



Monmouth Mobile Home Park, Inc

Translator Release

Monmouth Mobile Home Park does not have any translators on staff. If you have difficulty communicating in English, applicants should provide a translator, over the age of 18 to communicate with us regarding your application and residency at Monmouth Mobile Home Park.

Monmouth Mobile Home Park no tiene traductores en el personal. Si tiene dificultades para comunicarse en inglés, los solicitantes deben proporcionar un traductor, mayor de 18 años, para comunicarse con nosotros con respecto a su solicitud y residencia en Monmouth Mobile Home Park.

Applicant Name – First, Middle, Last
Nombre del solicitante: primero, medio, último

Date of Birth – MM/DD/YYYY
Fecha de nacimiento

Name of Translator
Nombre del traductor

Translator Phone Number
Tranlator Número de teléfono

I hereby authorize Monmouth Mobile Home Park to contact the person listed above to translate for me. I authorize Monmouth Mobile Home Park, to ask questions regarding personal and sensitive information. I authorize Monmouth Mobile Home Park to release personal and sensitive information to my translator.

I understand that if my translator provides false information on my behalf, knowingly or unknowingly, it will result in an automatic denial of my residency application at Monmouth Mobile Home Park.

Por la presente, autorizo a Monmouth Mobile Home Park a ponerse en contacto con la persona mencionada anteriormente para que traduzca por mí. Autorizo a Monmouth Mobile Home Park a hacer preguntas sobre información personal y confidencial. Autorizo a Monmouth Mobile Home Park a divulgar información personal y confidencial a mi traductor.

Entiendo que si mi traductor proporciona información falsa en mi nombre, a sabiendas o sin saberlo, resultará en una denegación automática de mi solicitud de residencia en Monmouth Mobile Home Park.

Applicants Signature

Date



Monmouth Mobile Home Park, Inc.

Resident Release Form

A prospective tenant to obtain residency must complete the information on this page.

Applicant Name – First, Middle, Last

Social Security Number

Current Address – City, State, Zip Code

Previous Address – City, State, Zip Code

Date of Birth – MM/DD/YYYY

Work Phone Number & Extension If Any

Home Phone Number

I hereby grant the above Landlord, and its designee, National Tenant Network, a credit reporting agency, the right to process this credit application for the purpose of securing residency. In compliance with the FAIR CREDIT REPORTING ACT, this notice is to inform you that the processing of this application includes but is not limited to making inquires deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from consumer reporting agencies, obtaining credit information from other credit institutions and criminal background checks from appropriate law enforcement agencies. You have the right to make a written request within a reasonable period of time to receive additional information about the nature of this investigation. The undersigned agrees that this application shall remain the property of the Landlord regardless if residency is granted.

I understand Landlord will review & consider criminal history once a conditional offer for residency has been issued. Pursuant to Section 4(a) of the Fair Chance Housing act, the applicant may provide evidence demonstrating inaccuracies within the applicants criminal record or evidence of rehabilitation or other mitigating factors.

Applicant Signature

Date



Monmouth Mobile Home Park, Inc

Applicant Reference Release Form

All applicants and co-applicants must complete the information on this page to be considered by the Landlord for the approval of their residency in the community.

Applicant Name – First, Middle, Last

Date of Birth – MM/DD/YYYY

Current Address

Previous Address

Current Landlord Name

Landlord Phone Number

Previous Landlord Name

Previous Landlord Phone Number

Employer

Supervisor Name & Phone Number

Personal Reference 1 (Non Family Member)

Reference 1 Phone Number

Personal Reference 2 (Non Family Member)

Reference 2 Phone Number

I hereby authorize Monmouth Mobile Home Park to contact the people and/or companies listed above as part of the processing of my application for residency at Monmouth Mobile Home Park. The Landlord will utilize these references to make inquiries deemed necessary to verify the accuracy of the information you provided on your application, obtain copies of your rent payment history, and obtain character references.

If the Landlord sends this form to any of the listed companies/individuals listed above, the Landlord will redact any information that is not pertinent to the individual reference.

Applicants Signature

Date



Monmouth Mobile Home Park, Inc.

Resident Release Form

A prospective tenant to obtain residency must complete the information on this page.

Applicant Name – First, Middle, Last

Social Security Number

Current Address – City, State, Zip Code

Previous Address – City, State, Zip Code

Date of Birth – MM/DD/YYYY

Work Phone Number & Extension If Any

Home Phone Number

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Applicant Signature

Date



Monmouth Mobile Home Park, Inc

Applicant Reference Release Form

All applicants and co-applicants must complete the information on this page to be considered by the Landlord for the approval of their residency in the community.

Applicant Name – First, Middle, Last

Date of Birth – MM/DD/YYYY

Current Address

Previous Address

Current Landlord Name

Landlord Phone Number

Previous Landlord Name

Previous Landlord Phone Number

Employer

Supervisor Name & Phone Number

Personal Reference 1 (Non Family Member)

Reference 1 Phone Number

Personal Reference 2 (Non Family Member)

Reference 2 Phone Number

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If the Landlord sends this form to any of the listed companies/individuals listed above, the Landlord will redact any information that is not pertinent to the individual reference.

Applicants Signature

Date



Monmouth Mobile Home Park, Inc. Roommate Authorization Form

A prospective occupant must complete the information on this page in order to be considered by the Landlord for approval of their residency in the community.

Applicant Name – First, Middle, Last

Social Security Number

DOB – MM/DD/YYYY

Phone Number

Email Address

Current Address – City, State, Zip Code

Previous Address – City, State, Zip Code

Car Information – Year, Make, Model

Car Insurance Company, Policy no.

Personal Reference 1 (Non-Relative)

Reference 1 Phone Number

Personal Reference 2 (Non-Relative)

Reference 2 Phone Number

Have you previously lived at Monmouth Mobile Home Park (MMHP)? No Yes

If yes, what address did you live at in MMHP: _____ Dates: _____ to _____

Have you ever been convicted of a crime? No Yes If yes, explain on reverse side.

Have you ever been evicted from a residence? No Yes

I hereby grant the above Landlord, and its designee, National Tenant Network, a credit reporting agency, the right to process this application for the purpose of securing approval for my residency. In compliance with the FAIR CREDIT REPORTING ACT, this notice is to inform you that the processing of this application includes but is not limited to making inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from consumer reporting agencies, obtaining criminal record histories and criminal background checks from appropriate law enforcement agencies. You have the right to make a written request within a reasonable period of time to receive additional information about the nature of this investigation. The undersigned agrees that this application shall remain the property of the Landlord regardless if residency is granted.

If approved, I acknowledge that I have read the Landlord's Rules and Regulations and I will abide by the provisions related to my occupancy on the Landlord's premises. I understand that in the event the registered homeowner's tenancy has been terminated that my rights as a roommate are also terminated and I must vacate the property.

Roommate Signature

Date

As the homeowner, I am requesting the approval of the above listed roommate. I understand the home must be owner occupied and if it is not, it is grounds for eviction. I understand that I am permitted to have two (2) vehicles and with the above listed roommate, I have no more than two (2) vehicles.

Homeowner Signature

Date

Homeowner Printed Name

Address



Monmouth Mobile Home Park, Inc. Roommate Authorization Form

A prospective occupant must complete the information on this page in order to be considered by the Landlord for approval of their residency in the community.

Applicant Name – First, Middle, Last

Social Security Number

DOB – MM/DD/YYYY

Phone Number

Email Address

Current Address – City, State, Zip Code

Previous Address – City, State, Zip Code

Car Information – Year, Make, Model

Car Insurance Company, Policy no.

Personal Reference 1 (Non-Relative)

Reference 1 Phone Number

Personal Reference 2 (Non-Relative)

Reference 2 Phone Number

Have you previously lived at Monmouth Mobile Home Park (MMHP)? No Yes

If yes, what address did you live at in MMHP: _____ Dates: _____ to _____

Have you ever been convicted of a crime? No Yes If yes, explain on reverse side.

Have you ever been evicted from a residence? No Yes

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Homeowner Signature

Date

Homeowner Printed Name

Address



Monmouth Mobile Home Park, Inc. Roommate Authorization Form

A prospective occupant must complete the information on this page in order to be considered by the Landlord for approval of their residency in the community.

Applicant Name – First, Middle, Last

Social Security Number

DOB – MM/DD/YYYY

Phone Number

Email Address

Current Address – City, State, Zip Code

Previous Address – City, State, Zip Code

Car Information – Year, Make, Model

Car Insurance Company, Policy no.

Personal Reference 1 (Non-Relative)

Reference 1 Phone Number

Personal Reference 2 (Non-Relative)

Reference 2 Phone Number

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Homeowner Signature

Date

Homeowner Printed Name

Address

