

Welcome to Marilla Country Village Alden, NY



Application for Membership/Residency at Marilla Country Village

Park Owner: Marilla Country Village, Inc.

General Information: The Marilla Country Village (MCV) is owned by Marilla Country Village, Inc. Everyone purchasing a home in the Park must become a Member in ownership of the Park.

I. Each adult applicant to reside in a mobile home located at MCV must fill out a separate application and pay a \$25.00 application fee. Every person who is 18 years old or older or who will reside in the mobile home must complete out and sign an individual application. Please make sure that you request the appropriate number of applications for your particular household. For example, if there are two adults in the household you will need to complete two separate applications and pay two application fees.

II. There is a Stock Purchase fee of \$100.00, unless the Seller of the home transfers the existing Stock to you. The Stock fee and first month's lot rent are due upon application acceptance, except for a Member application for an individual who is joining an existing, approved Member household.

III. This Application Package has 11 pages including these cover pages and two attachments: Pet Application and Purchase Contract. A separate Pet Application must be completed for every pet that you own. Limitations regarding the size and number of pets that are allowed in the Park are indicated on the Pet Application.

1. Please complete all information requested on the Member Application on pages 4, 5, and 6 and sign pages 3, 6, 7, and 8.

2. You must sign this application on the following pages: 3 and 6 and page 7 and you must include a completed, signed Purchase Contract for the home you want to purchase.

3. Please attach the application fee for each application and all required application information as follows:

- ___ 1) photocopies of your current source of income such as 3 current pay stubs, social security statement, pension statements etc.
- ___ 2) photocopy of a government issued photo I.D.
- ___ 3) completed signed Purchase Contract
- ___ 4) completed, documented Pet Application, if you have a pet, for every pet you will bring into the Park.
- ___ 5) \$25.00 Application Fee. (for each application, see Section I, above)
- ___ 6) \$100.00 Membership Fee (see Section II, above)

Your Application will not be processed until all required Application information has been received.

IV. All applications must be returned to Keynote Realty, Inc. by mail to:

Keynote Realty, Inc. 34 Brown's Race Rochester, NY 14614
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Office hours at Keynote are Monday-Friday 8:00AM-4:00PM and closed all major holidays. If you are going to the Keynote office and/or have questions about the application process, it is highly recommended that you *call* in advance to make sure someone will be available to assist you when you arrive at the Management office. Please call (585) 262-3113 ext. 25.

V. **IMPORTANT INFORMATION:**

1) Your Application will not be processed until all required information is received at Keynote Realty and the \$25 application fee for each application is paid and received at Keynote Realty, Inc.

2) You cannot move in until your application has been processed and accepted and you have signed all required paperwork and have paid all sums due to Marilla Country Village, Inc.

3) All final decisions regarding acceptance or denial of all applications are made solely by the Board of Directors of Marilla Country Village, Inc. The information provided in this application will be maintained as confidential information. You will be notified in writing by Keynote Realty of the final decision that has been made by the Board of Directors for the acceptance or denial of your application(s).

Marilla Country Village is professionally managed by Keynote Realty, Inc. As our Property Manager, their staff is available to assist you with any question(s) you may have regarding completing this application and regarding completing the Membership/resident process.

For inquiries about this application please call Keynote Realty, Inc. Monday through Friday except for major holidays, from 8:00AM to 4:00PM. The phone number to call Keynote Realty Inc. is 585-262-3113 ext. 25. If you do not reach someone in person at the extension, please leave a detailed message at either this extension (x25) or at ext. 23.

Thank you for your interest in residing at Marilla Country Village.

**Marilla Country Village, Inc.
Three Rod Road
Alden, New York 14004**

Criteria for Acceptance or Denial of Membership Application

Marilla Country Village, Inc. incorporates the U.S. Civil Rights Fair Housing Act in its Member/tenant selection policy. We reserve the right to decline your Application for Membership tenancy based on the following criteria:

- 1. Failure to provide substantiated positive references indicating a positive personal background.**
- 2. Lack of positive credit history as substantiated by the EQUIFAX Credit Network also including sufficient unencumbered net income after credit obligations to pay lot rent.**
- 3. Negative references from previous and/or current housing sources (a landlord, for example).**
- 4. Verified information that the applicant has been convicted of a felony crime.**
- 5. Lack of ability to enter into a leasing contract (for example, one must be at least 18 years of age to sign a binding contract in the State of New York).**
- 6. Insufficient verifiable net income after credit debt to cover the monthly lot rent and related mobile home expenses as shown by a verifiable, ongoing, long term employment and/or by other verifiable, reliable source of income. Third party written proof of income is required such as three recent pay stubs, social security statement, etc.**
- 7. The household size must be appropriate per NYS Property Codes for the square footage of the mobile home to be occupied.**
- 8. The number and/or size of your pets are not permitted by Park Rules & Regulations (see Pet Application, included in this package, for pet limits).**
- 9. Your failure to provide complete, accurate and correct information on the Membership Application, as verified by our Management Office.**

If you wish to change information on your application, it must be done in writing and must be received within 24 hours of the date of submitting this application. A decision to decline an application is final; all future inquiries regarding declined applications must be made in writing only by the applicant.

I HAVE READ AND UNDERSTAND THE ABOVE LISTED INFORMATION

Applicants Signature

Date

Witness

**MARILLA COUNTRY VILLAGE, INC.
APPLICATION**

For the lot located at: _____ **Mobile home Owned by:** _____

**Return this application to: Keynote Realty, Inc.
34 Brown's Race
Rochester, NY 14614
585-262-3113**

**Instructions to the Applicant and
required Verification Information:**

- 1) Please print clearly.
- 2) You must fill out pages 3, 4 and 5, providing all information indicated.
- 3) You must provide photo copies to verify your current source of income, such as 3 current pay stubs, social security statement, etc..
- 4) You must Provide a completed copy of a bonafide purchase offer for the mobile Home you plan to purchase or the title or a valid Bill of Sale showing your ownership of the mobile home.
- 5) You must provide a photocopy of a government issued photo ID
- 6) You must sign the following pages: Page 2, page 5, page 6, page 7, and page 8.
- 7) This application will not be processed until the following are received:
 - 1) A fully completed, signed application with \$25. Fee for each adult in the household
 - 2) All required income verification information
 - 3) A completed, signed Purchase Agreement or Bill of Sale
 - 4) Government issued photo I.D.
 - 5) Pet application, if you have a pet

1. Name: _____ Hm. Phone: _____ Wk. Phone: _____

Driver's License #: _____ Soc. Sec. #: _____

2. a) Current Address: _____ Zip Code: _____

How long at your current address? _____ Rent \$ _____ /month

Reason for Moving: _____

Name of Property Owner: _____ Property Owner Daytime Phone: _____

b) Previous Address: _____

How long at that address? _____ Rent? _____

Reason for Moving: _____

Name of Property Owner: _____ Property Owner Daytime Phone: _____

3. Name, Age, and Relationship of all persons to reside at your mobile home:

4. What is total current monthly income: _____

5. Name of your current employer: _____
How long with this employer: _____ Employer's Phone: _____
Address of current employer: _____
Your supervisor's name: _____ Phone: _____
Your Job Title: _____
- If current employment is less than one year, please indicate your previous employer: _____
Address of previous employer: _____ Phone: _____
How long with this employer: _____
6. Do you receive income from any other source or sources? _____
Source(s) _____ Name of person receiving this income: _____
Net Amount received monthly: \$ _____
7. Have you ever filed bankruptcy or had a judgment filed against you? Yes ___ No ___
Please explain: _____ Date of Bankruptcy _____
8. Have you ever been evicted? Yes _____ No _____ Date of Eviction _____
Please explain: _____
9. List information for all vehicles, including motorcycles that will be part of your household at Marilla Country Village:
VEHICLE 1: Make _____ Model _____ VEHICLE 2: Make _____ Model _____
Year _____ License _____ Year _____ License _____
10. IN CASE OF EMERGENCY PLEASE CONTACT: Name _____
Address _____ Phone: _____

11. Below, please list your personal references: (A personal reference should be a person of good standing the community, e.g., a teacher, minister, organizational leader, etc., who knows you well. Do not list family members as personal references.

NAME	ADDRESS	DAYTIME PHONE NO.	WHAT IS YOUR RELATIONSHIP WITH THIS REFERENCE?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Do you have a pet? _____ If yes, please describe: _____
 If you have a dog, indicate breed and size. A photograph of your dog will be required before your application is processed. Certain breeds of dogs may be prohibited at this mobile home park. A pet Application is included with this application and must be completed with the application if you have a pet.

12. Have you ever been convicted of a felony crime? _____
 If so, please describe and provide date of conviction.

13. If your application is accepted, when do you want to move in? _____

14. Since this is a Mobile Home Park, which is owned by all the people who reside at the Park, what type of involvement can you offer as a volunteer in helping to operate the Park? _____

15. Please indicate your experience with home and yard maintenance and indicate any plans you may have for renovating or remodeling, etc. of your mobile home _____

I declare that the information given on this application is true and correct and that I am at least 18 years of age. I have read and understand the sections of this application package which indicates the criteria by which my application will be evaluated, and accepted or rejected. I understand that this application will not be processed until all stated and required information has been received by Keynote Realty, Inc. along with a non-refundable application fee of \$25.

I hereby authorize verification of any of the references provided in this application and I authorize a credit check with the Equifax Credit Services Corporation.

Date: _____

Signed: _____

Applicant

Marilla Country Village, Inc.
Three Rod Road
Alden, NY 14004

Application Processing Information

THIS FEE IS NON-REFUNDABLE

DATE: _____

Received by: _____ **from** _____ **check** _____ **mo** _____

1. Receiving a final decision on your application is usually available within 3 business days of your providing all required application information but may take up to fourteen (14) days from the date Keynote Realty, Inc., our Property Manager, receives your fully completed signed application and all the other required application information as stated on pages 1 and 4 of the Application package. The final decision for acceptance or denial is made solely by the Board of Directors of Marilla Country Village, Inc.
2. If your application is accepted, you will be notified by our Property Manager, Keynote Realty, Inc. At that time you will be provided with all the steps that you must follow before you can move-in. If your application is denied, you will be notified by mail with the reasons for the non-acceptance. A photocopy of the notice to accept or decline your application will be mailed to the current mobile home owner. If you have any questions regarding a declined application, you must inquire in writing only.
3. If accepted, all lot rent and the Membership fee of \$100.00 must be paid at the time of the signing of the Membership Package and within ten (10) days of acceptance of your application by the Board of Directors of Marilla Country Village, Inc. Also, at the time of signing the Residence Package or within two weeks thereof, you must provide written verification of a paid in full one-year Homeowner's Insurance Policy, and a copy of the title or Bill of Sale for your mobile home. All funds due to Marilla Country Village, Inc. and all signed Membership paperwork must be received in full before you move in.
4. A twenty-five dollar (\$25) non-refundable processing fee must be paid upon submission of this application to Marilla Country Village, Inc. This payment must be made by check or money order only.

In signing below, I acknowledge that I have read, understand, and agree to the terms and all the information as presented above.

APPLICANTS SIGNATURE: _____ **DATE:** _____

WITNESS: _____ **DATE:** _____

Marilla Country Village, Inc.
Pet/Service Animal Application

A separate application must be provided for every pet/service animal. all applications for service animals must be accompanied by written, verifiable information that the animal was professionally trained as a service animal.

The Marilla Country Village Community limitations on pets are: either 2 cats (indoor cats only) or 2 dogs. The weight limit on all dogs (at maturity) is 35 pounds. No large breed dogs; No Pit Bulls, German Shepherds, Rottweiler, or Doberman Pinschers; No dogs with a dominant breed of any of the prohibited breeds. All pets must be pre-approved in writing. Eviction will result for failure to obtain pet approval before bringing the pet into the Park.

Please fill out all items:

Date: _____

**A recent photograph of
your pet must be attached
here.**

APPLICANT/MEMBER'S NAME: _____

ADDRESS: _____ DAYTIME PHONE NUMBER: _____

DESCRIPTION OF PET OR SERVICE ANIMAL:

Please include the following information:

1. TYPE OF PET OR SERVICE ANIMAL (ex: Cat or Dog): _____
2. BREED AND/OR DOMINANT BREED OF YOUR PET/SERVICE ANIMAL:

3. AGE OF PET/SERVICE ANIMAL: _____
4. WEIGHT AT MATURITY: _____
5. COLORING/COLOR OF PET/SERVICE ANIMAL: _____
6. SEX OF PET/SERVICE ANIMAL: _____
7. NAME OF PET/SERVICE ANIMAL: _____
8. HAS YOUR ANIMAL RECEIVED ALL REQUIRED SHOTS, SUCH AS RABIES SHOTS: _____
DATE VACCINATED: _____

In signing below, if this Pet Application has been approved, I agree to sign a Pet Agreement when requested to do so. Also, in signing below, I understand and agree that I can be required to remove my pet from the Park if I fail to follow and abide by the Rules and Regulations regarding pets.

DATE

MEMBER'S/APPLICANT'S SIGNATURE

PURCHASE CONTRACT FOR A MOBILE HOME WITHOUT LAND

When signed by Buyer and Seller, this document becomes a binding contract. Both Buyer and Seller's signatures must be witnessed and all signatures must be legible. When signed, this document becomes a Binding Contract, Buyer and Seller may wish to consult an Attorney before signing.

TO: _____ (Seller) FROM: _____ (Buyer)

OFFER TO PURCHASE

I agree to purchase Mobile Home situated at _____ in the _____ of _____, County of _____, State of New York, known and described as _____, Size _____, Make _____, Year _____, Serial No. _____

All together with _____

1. PURCHASE PRICE: _____

2. OTHER ITEMS INCLUDED IN PURCHASE. The following circled items, if any, owned by the Seller and which are now in or on the Manufactured home are included in this purchase and sale: All heating, plumbing, lighting fixtures, window shades, blinds, curtains and traverse rods, storm windows, storm doors, screens, awnings, TV antennae, satellite dish and all related equipment and accessories, water softeners, sump pumps, window boxes, mail box, tool shed, fences, wall to wall carpeting and runners, exhaust fans, hoods, garbage disposal, electric garage door opener and remote control devices, intercom equipment, humidifier, security systems and security codes, smoke detectors, all fireplace screens and enclosures, and the following if built-in: cabinets, mirrors, microwave oven, stove, oven, refrigerator, dishwasher, trash compactor, shelving, and air conditioning (except window) units, skirting, outside awning, canopies, tire and wheel assemblies if any. Buyer agrees to accept items in their present conditions. Other items to be included in the purchase and sale are: _____

Items not included are: _____

Seller represents that Seller has good title to all of the above items to be transferred to Buyer, and will deliver a Bill of Sale for the same at closing. Seller makes no representation or warranty that any of the items included in the purchase and sale are Year 2000 compliant.

[] Seller represents to the best of Sellers knowledge that any heating, plumbing, air conditioning, electrical systems and included appliances are presently in good working order except for _____

3. MORTGAGE FINANCING: This offer is subject to my obtaining a _____ loan in the approximate amount of \$ _____. I will immediately apply for said loan, and if my application is not accepted for processing within _____ banking days, Seller may cancel this Contract by written notice to me.

4. LOAN APPLICATION: If this offer is contingent upon obtaining a loan, I agree to make application for such loan at a suitable lending institution. I also agree to inform the Seller and the Management Agent for Marilla Country Village, Inc. in writing of such a loan by supplying a Loan Acceptance Letter covering such financing.

5. RISK OF LOSS: Risk of loss or damage by fire until closing is assumed by the Seller. In the event of substantial fire damage before closing, this Contract may be declared null and void at Purchaser's option.

6. MARKETABILITY OF TITLE: The document delivered by Seller (Bill of Sale) shall be sufficient to convey good title to the Manufactured home free of all liens and encumbrances. Seller agrees to furnish and to cooperate in executing any documents required by Federal or State laws for transfer of title to property.

Sellers Initials _____

Buyers Initials _____

OFFER TO PURCHASE

7. **CONTINGENCIES:** Buyer makes this offer subject to the following contingencies: _____

8. **TITLE AND OTHER DOCUMENTS.** Seller shall provide the following documents in connection with sale at least 15 days prior to closing:
A. Seller shall provide a UCC search, if applicable, dated or redated after the date of this contract
B. Bill of Sale or Certificate of Title for the Manufactured House conveying title to Buyer free of all encumbrances and liens.
C. Notification from the Park that all rent and common charges and assessments have been paid in full.
9. **CONDITION OF PROPERTY:** Buyer agrees to purchase the Manufactured House "AS IS" except as provided in paragraph 2, subject to reasonable use, wear, tear, and natural deterioration between now and the time of closing. Buyer shall have the right to inspect the property within 48 hours before the time of closing.
10. **FIRE INSURANCE:** Adjustments of fire insurance and/or "package policy" is to be made optional with Buyer or Seller.
11. **LIFE OF OFFER:** This offer is good until the _____ day of _____ 20__ at _____ AM/PM and is irrevocable for the time stated herein.
12. **CLOSING DATE AND PLACE:** The transfer shall be completed at the _____ on or before the _____ day of _____ 20__ at _____ AM/PM
13. **POSSESSION OF PROPERTY:** (Check applicable box)
 Buyer to have possessions of the property and Seller is to be out of property on or before the closing date.
 Seller will have the right to remain in the property for up to ___ days after the closing by paying _____ dollars per day.
14. **DEPOSIT AND BROKERAGE COMMISSION:** I herewith deposit _____ (\$_____) Dollars of the above Purchase Price with _____ to be held until this offer is accepted, at which time it shall become part of the Purchase Price, or returned, if not accepted.
15. This offer is subject to Marilla Country Village, Inc. Approval which allows the Mobile Home to be kept at its present location as long as the Seller agrees to pay lot rent until the closing date at which point the Buyer agrees to be obligated to pay lot rent.
16. This offer is subject to the Buyer being able to obtain Marilla Country Village, Inc. Approval for Membership in the Marilla Country Village, Inc. within 30 days of acceptance of this contract by the Seller or this offer shall be null and void.
17. Buyer and Seller understands and agrees to the following:
A. If the Buyer is approved for Membership at the Marilla Country Village, Inc., Buyer agrees to sign an Interim Lease Agreement and pay a Security Deposit fee of \$100.00 which is due to be paid to Marilla Country Village, Inc. within one week of Park acceptance.
B. The first month's lot rent for which the buyer is responsible will be paid to Marilla Country Village, Inc. within one week of Park acceptance and will be \$ _____/month.
18. **ADDENDA:** The following Addenda are incorporated into this contract: [] All Parties Agreement [] Sale and Transfer of Title Contingency [] Other _____

Sellers Initials _____

Buyers Initials _____

OFFER TO PURCHASE

Dated _____ (L.S.)
BUYER: _____

Witness: _____ (L.S.)
BUYER _____

ACCEPTANCE

I hereby accept the above offer and agree to sell on the terms and conditions set forth.

Dated: _____ (L.S.)
SELLER: _____

Witness: _____ (L.S.)
SELLER: _____

Property located at _____

Buyer _____
Address _____

Phone _____
Attorney _____
Address _____

Phone _____

Seller _____
Address _____

Phone _____
Attorney _____
Address _____

Phone _____

Sellers Initials _____

Buyers Initials _____