

# Winkelman MHP Application Process

Please use this link to complete the Community Application

<https://rentbutter.com/apply/tontoprop>

***If you have not completed the community application and received management's approval***

- DO NOT Move-in or Park your Mobile Home(s) or RV(s) in the community.
- DO NOT complete purchases of Mobile Home(s) or RV(s) that are for sale in the community.
- DO NOT move into Mobile Home(s) or RV(s) located in the community.

**Anyone who will reside in the home MUST apply & be approved.**  
**Only applicants that have been approved may reside in the**  
**Community!**

Please ensure that you read the Application Criteria below carefully as we take each provision quite seriously. These guidelines are implemented to ensure the peaceful enjoyment of all who reside in the community.



# Winkelman MHP

## Application Process and Criteria

Welcome to our community. In order to reside in our community, we require each applicant to meet certain rental criteria. Before you complete the application portion of this form, we encourage you to review these requirements to determine if you are eligible. This company and this community comply with all applicable fair housing laws including those that prohibit discrimination on the basis of race, color, religion, sex, national origin, handicap, or familial status.

Please note that there is a non-refundable application processing fee of \$45.00 per applicant. The payment(s) of the application fee(s) will be submitted with the completed application(s) online. We will process applications in the order they are received. We require two (2) business day to process an application. We will accept the first qualified applicant, so please ensure when submitting that there is no missing information on the application, and all occupants of the home have applied, as this can delay the application process.

Winkelman MHP is part of the Winkelman Crime Free Housing Program, which is sponsored by the Winkelman Police Department. If you would like to know more about this program, you are welcome to contact the Winkelman Police Department \*Non-Emergency Line.

Winkelman MHP will require a government-issued photo ID at the time the application is submitted.

Winkelman MHP, utilizes a credit scoring system that incorporates comparing information on an applicant's credit profile, such as bill-paying history, the number and type of accounts, late payments, collection actions, outstanding debt, reported rental history, and the age of accounts, to the credit performance of consumers with similar profiles. The rental scoring system used was created for the purpose of treating all applicants consistently and impartially, without regard to subjective criteria. The scoring system factors and considers income, monthly rent/mortgage, and overall credit history to evaluate how creditworthy an applicant is. Winkelman MHP reserves, the right to require further verification as part of its rental criteria in accordance with Winkelman MHP.

- A. OCCUPANCY GUIDELINES** – All persons residing in the home will be expected to apply, be approved, and sign the Rental Contract as a resident. All residents and all occupants must be listed on the Rental Contract. No more than two (2) persons per bedroom may occupy the home.



**B. RENTAL HISTORY** – In addition to the rental history that will be evaluated as part of the credit scoring system referenced above, applicants must not have an unacceptable rental history. An unacceptable rental history is one that includes, but is not necessarily limited to, a history involving:

- i. Owing amounts to a former landlord
- ii. Being evicted from a prior residence within the past twelve (12) months
- iii. A history of causing problems at a prior residence.
- iv. Damage to property that is beyond normal wear and tear.
- v. Reports of violence or threats to Landlord(s) or neighbor(s).
- vi. Failure to give proper legal notice when vacating the property.
- vii. Allowing persons, not on the lease to reside in the premises.
- viii. Previous landlord(s) disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pet, or guest allowed on the property during your tenancy.

**C. CRIMINAL HISTORY** – Any omission or misrepresentation of a criminal conviction on the application shall result in denial of the application or, if discovered after execution of a lease, in immediate termination of the tenancy and eviction. These criteria apply to all adult members of the applicant's household. In developing these criteria, the Community considered the landlord's legitimate interests in protecting its employees, tenants, guests, and visitors to the Community, and in protecting the Community's property and tenant, guest, and visitor property. These criteria are tailored to furthering those legitimate interests.

**i. Permanently Disqualifying:**

- a. No felony convictions for offenses involving manufacturing or distribution of dangerous drugs, with the exception of simple possession or use of narcotic drugs provided evidence of current enrollment in or completion of a drug treatment program is provided.
- b. Persons subject to a lifetime registration requirement under a state sex offender registration program will NOT be accepted.
- c. **Within Six (6) Years After the Convicted Person's Completion of Sentence (Not Including Probation or Parole) With No Further Convictions or Pending Charges:**
- d. No felony convictions for crimes involving a weapon, violence or serious property damage including but not limited to homicide, arson, and armed robbery.
- e. No felony convictions for any offense classified as a sexual offense (unless lifetime registration as a sex offender is



required, in which case applicant will be rejected no matter the age of the offense).

**f. Within Five (5) Years After the Convicted Person's Completion of Sentence (Not Including Probation or Parole) With No Further Convictions or Pending Charges:**

g. No felony convictions for DUI.

h. No felony convictions for offenses not covered above.

**i. Within Four (4) Years After the Convicted Person's Completion of Sentence (Not Including Probation or Parole) With No Further Convictions or Pending Charges:**

j. No misdemeanor convictions for aggravated assault or assault involving a weapon.

**k. Within Three (3) Years After the Convicted Person's Completion of Sentence (Not Including Probation or Parole) With No Further Convictions or Pending Charges:**

l. No more than two misdemeanor DUI convictions.

m. No misdemeanor convictions for simple assault, threatening and intimidation, property crimes, or drug related offenses not covered above.

- ii. **Mitigating Circumstances.** If the landlord or management receives unfavorable information in the form of criminal history of an applicant, it will consider the time, nature, and extent of the applicant's conduct, the seriousness of the offense and factors which might indicate a reasonable probability of favorable future conduct, evidence of rehabilitation, or willingness to participate in appropriate social services or other programs in making an admissions decision. If an applicant wishes the landlord or management to consider any information of a mitigating nature it should be brought to the landlord's or management's attention at the time of submission of the application. We allow 2 business days for the applicant to provide mitigating evidence to the landlord. Reliable documentation of mitigating circumstances or evidence must be provided.

**D. PETS** – Pets are not permitted in the community unless approved in writing by management. If a pet is allowed, the resident must sign a pet addendum which requires the pet owner to adhere to our regulations including any applicable pet weight limit, breed restrictions and pay any additional pet rent. Assistance animals for the disabled are not considered to be pets, but still, require prior approval of management. Breed restrictions may apply, see management for pet approval.

