



Glen Knoll Properties

707 13th St. W.
Glencoe, MN 55336
T: (320) 864-5294

Thank you for your interest in our community! Attached are the Community Resident Application, the Selection Criteria, the Park Rules and Regulations, and the RHR Background Check Authorization form. Each adult applying for residency in our community must fill out their own RHR background check authorization form. All other forms can be filled out together. Make sure that all of the areas are filled in; failure to do so could delay your application. We understand that some of the items asked will not apply to you, if this is true, simply leave blank.

Please go over the checklist below to verify all items are complete and you bring necessary items.

- \$40/adult applying
- RHR background check authorization form
- Glen Knoll Resident Selection Criteria
- Park's Rules and Regulations
- Community Resident Application
- Copies of all adults applying Driver's License
- Copies of all adults applying Social Security Card
- 2 months' worth of pay stubs for all adults applying

Once you have completed all of the paperwork completely filled out, you can return your application and begin the process. To turn the application in, please drop it off at the office during normal business hours. Do not hesitate to call the office at (320) 864-5294 with any questions or concerns.

Thank You!

Glen Knoll Properties
Resident Selection Criteria

1. All adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity (driver's license and social security card). A non-refundable application fee of \$40 per adult will be required for all adult applicants.
2. Applicants must have verifiable full time employment and an income greater than 2 ½ times the amount of rent due.
3. Credit history should not contain judgments, eviction filings, collections, liens or bankruptcies within the past 5 years.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for felonies within the past ten years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. The number of occupants must be in compliance with Glen Knoll Properties Standards and Guidelines and comply with the City of Glencoe Ordinances for occupancy.
9. We require a deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to future lot rent payments.
10. Any exceptions to our company's criteria will need to be submitted in writing to the manager for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required.
11. Our company policy is to report all non compliance with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.
12. Special cases will be reviewed on a case-by-case basis.

Applicant Signature

Date

Applicant Signature

Date

APPLICATION FOR RENTAL OCCUPANCY



Rental History Reports
701 South Fifth Street · Hopkins, MN 55343
Phone (952) 545-3953 · Fax (952) 545-3973
www.RentalHistoryReports.com

SITE NAME: GLEN KNOLL PROPERTIES, LLC RHR ID: 5402A APPLICANT DATE: _____ DEPOSIT DATE: _____ TODAY'S DATE: _____
MONTHLY RENTAL \$ _____ DEPOSIT \$: _____ GARAGE \$: _____ OTHER \$: _____ TOTAL \$: _____
LEASE DATES: FROM _____ TO: _____ AGENT: _____

Last Name	First Name	Middle	Birth Date
Social Security #	Drivers License #	State	Email Address

Addresses	City, State & Zip	From / To	Management
Current		/	
Previous		/	
Previous		/	

Employer / City, State	From / To	Contact / Phone #	Income
Current	/	() -	
Previous	/	() -	

Bank Reference	Applicant's Phone #	Additional Information
Institution	Residence	Names of Occupants
Account #	Work	Pets:

Name	Address	Phone Number
Party to Notify In Emergency		
Nearest Friend		
Parent of App.		

Have You Ever

Refused to Pay Rent When Due: Yes No Filed for Bankruptcy: Yes No Been Evicted: Yes No

Been Convicted of a Felony: Yes No If Yes, Explain: _____

How Did You Learn About Our Community?

Newspaper Driving By Referral Service. _____ Current Resident _____

Signed Release

I/We authorize Rental History Reports (RHR) and/or the above named company to do a complete investigation of all information provided within my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: Credit Report, Verification of Employment and Income, Criminal Record Search, Rental History References (including MPPEA), Unlawful Detainer/Eviction Investigation, Identity Trace, Sex Offender Search, Terrorism Search, Check Writing History, and Personal Interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records, county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize RHR to produce to the credit grantor Federal and State records of employment and income history, including State Employment Security Agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year.

Notice to applicants applying for a community in Minneapolis and St. Paul only: If you are charged an application fee but a consumer credit report or tenant screening report is not ordered, you are entitled to a refund of the application fee. Please circle your preferred method for return of the application fee as either 1) mail, 2) destroy it, or 3) hold for retrieval upon one business-day's notice.

State Identification		NO PHOTO
/ / BIRTH DATE	_____ VERIFIED BY COMPLEX	
_____ DRIVER'S LICENSE NUMBER		
_____ FIRST NAME	_____ MIDDLE NAME	_____ LAST NAME

APPLICANT SIGNATURE _____ DATE _____

APPLICATION FOR RENTAL OCCUPANCY



Rental History Reports
701 South Fifth Street · Hopkins, MN 55343
Phone (952) 545-3953 · Fax (952) 545-3973
www.RentalHistoryReports.com

SITE NAME: GLEN KNOLL PROPERTIES, LLC RHR ID: 5402A APPLICANT DATE: _____ DEPOSIT DATE: _____ TODAY'S DATE: _____

MONTHLY RENTAL \$ _____ DEPOSIT \$: _____ GARAGE \$: _____ OTHER \$: _____ TOTAL \$: _____

LEASE DATES: FROM _____ TO: _____ AGENT: _____

Last Name	First Name	Middle	Birth Date
Social Security #	Drivers License #	State	Email Address

Addresses	City, State & Zip	From / To	Management
Current		/	
Previous		/	
Previous		/	

Employer / City, State	From / To	Contact /Phone #	Income
Current	/	() -	
Previous	/	() -	

Bank Reference	Applicant's Phone #	Additional Information
Institution <input style="width:100%;" type="text"/>	Residence <input style="width:100%;" type="text"/>	Names of Occupants <input style="width:100%;" type="text"/>
Account # <input style="width:100%;" type="text"/>	Work <input style="width:100%;" type="text"/>	Pets: <input style="width:100%;" type="text"/>

Name	Address	Phone Number
Party to Notify In Emergency		
Nearest Friend		
Parent of App.		

Have You Ever

Refused to Pay Rent When Due: Yes No Filed for Bankruptcy: Yes No Been Evicted: Yes No

Been Convicted of a Felony: Yes No If Yes, Explain: _____

How Did You Learn About Our Community?

Newspaper Driving By Referral Service. _____ Current Resident _____

Signed Release

I/We authorize Rental History Reports (RHR) and/or the above named company to do a complete investigation of all information provided within my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: Credit Report, Verification of Employment and Income, Criminal Record Search, Rental History References (including MPHA), Unlawful Detainer/Eviction Investigation, Identity Trace, Sex Offender Search, Terrorism Search, Check Writing History, and Personal Interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus; banks and other depository institutions; current and former employers; federal or state records including State Employment Security Agency records, county or state criminal records as follows, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize RHR to produce to the credit grantor Federal and State records of employment and income history, including State Employment Security Agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year.

Notice to applicants applying for a community in Minneapolis and St. Paul only: If you are charged an application fee but a consumer credit report or tenant screening report is not ordered, you are entitled to a refund of the application fee. Please circle your preferred method for return of the application fee as either 1) mail, 2) destroy it, or 3) hold for retrieval upon one business-day's notice.

State Identification		NO PHOTO
/ / <small>BIRTH DATE</small>	_____ <small>VERIFIED BY COMPANY</small>	
_____ <small>DRIVER'S LICENSE NUMBER</small>		
_____ <small>FIRST NAME</small>	_____ <small>MIDDLE NAME</small>	

APPLICANT SIGNATURE _____ DATE _____



Date: _____

Lot Number/Address: _____

Est. Move In Date: _____ App Fee: _____

Application Fee: \$40.00 (each person 18 and over)

Applicant #1: _____

Applicant #2: _____

Applicant #1:

Current Address: _____
Phone: _____ Email: _____
Driver's License Number: _____ State: _____
Social Security Number: _____ DOB: _____ Relation: _____

Applicant #2

Current Address: _____
Phone: _____ Email: _____
Driver's License Number: _____ State: _____
Social Security Number: _____ DOB: _____ Relation: _____

**Please confirm the following regarding your provided cell phone number:

- I agree to receiving texts regarding my account and other important alerts. Message and data rates may apply. Reply STOP to opt-out anytime from this service.

Dependents: (list all that will be living in the home):

Name: _____ Sex: _____ DOB: _____
Name: _____ Sex: _____ DOB: _____
Name: _____ Sex: _____ DOB: _____

Pet Information:

Animal Type: () Dog – Breed: _____ () Cat () Other: _____
Male () Female () Age of pet: _____ Spayed/Neutered? _____ Up to date on shots? _____

Current Employment Information (Applicant #1):

Company: _____ Address: _____
Position: _____ Supervisor: _____ Phone: _____
Starting Date: _____ Ending Date (if applicable): _____
Salary: _____/year Weekly Bi-weekly Monthly

Current Employment Information (Applicant #2):

Company: _____ Address: _____
Position: _____ Supervisor: _____ Phone: _____
Starting Date: _____ Ending Date (if applicable): _____
Salary: _____/year Weekly Bi-weekly Monthly

Additional Income:

Pension/Retirement Source: _____ Annual Amount: _____
Business/Self Employment Source: _____ Annual Amount: _____
Unemployment: _____ Worker's Comp: _____ Social Security: _____

Credit References:

Bank/Financial Institution: _____ Address: _____
Phone Number: _____ Account Type: _____
Pension/Retirement Source: _____ Annual Amount: _____

Personal Reference:

Name: _____	Address: _____
Phone: _____	Relationship to Applicant: _____
Name: _____	Address: _____
Phone: _____	Relationship to Applicant: _____

I certify that the above information is true and correct to the best of my knowledge. I understand that Glen Knoll Properties, LLC, as a managing agent is relying upon the information in this application for the purpose of determining my eligibility to become a tenant under a written lease. I agree to provide to Glen Knoll Properties, LLC any information regarding changes in the status of any information stated in this application at any time if I am under lease. I understand that failure to provide new or updated information will be cause to terminate any lease. I understand I must pay an application fee of \$40.00 per adult to process my application.

Applicant #1

Date

Applicant #2

Date

I hereby authorize any and all prior landlords, employers, credit references and any other agency, governmental or private, to release to Glen Knoll Properties, LLC, or its authorized agents, any information regarding me, including my employment history, credit status, financial dealings, or any other personal information which may be requested by the management of Glen Knoll Properties, LLC to determine my eligibility for occupancy of Glen Knoll Properties, LLC or to verify any and all information provided in the lease application I have submitted. A photocopy of this authorization shall be effective.

Applicant #1

Date

Applicant #2

Date

The TENANT agrees to receive text alerts from the OWNER regarding account notifications. This may include service issue status updates, scheduled showings of the unit, lease renewal alerts Ect. The TENANT understands that message and data rates may apply.

Applicant #1

Date

Applicant #2

Date

OFFICE USE ONLY

Copy of Driver's License(s): _____ Copy of Social Security Card(s): _____ 2 Months Pay Stubs: _____

App Fee Paid: _____ RHR Entered: _____ RHR Returned: _____ Accept/Deny: _____

Closing Date: _____

Glen Knoll Properties, LLC Rules and Regulations

These rules and regulations are in supplement to the Manufactured Home Lot Lease to which they are attached and in case of any conflict between the provisions of these rules and the Lot Lease, the provisions of the Lot Lease shall be controlling:

1. You are required to maintain all of the information in your application and lease current and to provide to the Lessor any changes, including securing the Lessor's approval as to any change in occupancy.
2. All of the terms, conditions and covenants of the Manufactures Home Lot Lease are fully enforced and in effect at all times and may not be modified, amended or changed except by written addendum to the lease signed by the Lessor's authorized representative.
3. The provisions of the Lease concerning Density/Occupancy, Visitor/Guests and Use of the Premises will be strictly enforced.
4. Pets must be registered and approved by Management before they are brought into the park. Proof of Rabies and up to date shots must be provided from the animal's veterinarian. All pets must be spayed/neutered. No animals of any kind can be kenned or caged outside at any time.
5. All vermin, insects, wild animals or unauthorized tame animals must be removed by each Lessee, including creatures which inhabit the areas under the manufactured home and storage shed. In the case of extreme infestations or dangerous animals, the Lessee is obligated to notify the Lessor immediately to seek assistance.
6. Parking regulations will be strictly enforced, including the two vehicle maximum per lot. Non-occupant owned cars, other than casual visitors, are strictly prohibited, including "Pool Parking". Any vehicle must contain a current registration and be in running order. No repair, maintenance or other work on vehicles is permitted within the park.
7. All cars, trucks, and recreational vehicles such as snowmobiles, ATVs, motorcycles, motorbikes, and motor scooters must have their exhaust legally muffled. Rapid acceleration of any vehicle including exceeding the park speed limits is strictly prohibited.
8. Recreational equipment, which is out of season, may not be left in the park and must be stored elsewhere.
9. The use of tents, pop-up campers, tent campers or any RV for occupancy, even temporarily, is strictly prohibited unless previously approved by Lessor. All parking must be in the assigned parking area. Street parking should be limited to occasional guests for limited times when the parking area is not available.
10. No loud noises will be permitted within the park at any time. Quiet time begins at 10p.m. and ends at 7a.m. every day. The Glencoe noise ordinance will be strictly enforced (sounds emanating for a building or vehicle which may be heard more than 50 feet from the building or vehicle). After 10:00 p.m. sounds, whether they are created by an individual or an electronic devise such as a stereo, television, or radio, are prohibited if they may be hears more than 5 feet from a home or vehicle.
11. Each Lessee is responsible for the personal conduct of their occupants and guests. Large parties, rowdy behavior, drunkenness, loitering and any other unruly or disturbing behavior is strictly prohibited at all times. Each Lessee is responsible to report any law violation or disturbance to local law enforcement, (320-864-3134). Call 911 for emergencies.
12. The entry by any person onto the lot of any other lessee without express permission by an authorized occupant of that lot is prohibited and will be deemed a trespass. Any person who is ordered from the Glen Knoll Park by the Lessor, Lessor's agent, or a licensed peace officer, orally, in writing, or by an appropriate sign, and who enters, or remains in the park, will be deemed a trespasser and a criminal complaint will be filed accordingly.
13. Each Lessee is strictly responsible for any damage of property of the Lessor or of any other Lessee. Each shall be responsible for the conduct of any lawful occupant upon the Lessee's property, including the Lessee's children or invitees and guests. By permitting any person upon the property the Lessee assumes all responsibility for that person's behavior.
14. Children shall not be left upon the premises without reasonable supervision, and children under the age of 10, must be supervised by an adult, with the exception of a qualified and responsible babysitter, and then only for a minimum of 8 hours and in no case later than 1:00 a.m. of any day. Daycare and foster care operations are strictly prohibited.

15. All trash, garbage and rubbish must be removed from the premises and deposited into the provided receptacle containers for regular city garbage pickup. Any and all hazardous materials and flammables shall be disposed of only as permitted by state statute and local ordinance. McLeod County operates a hazardous material recycling site for use. In no case may any hazardous material, including flammables, distillates, anti-freeze, motor oils or similar items be placed into the sanitary sewer system. Each Lessee is responsible for the care of the trash container provided, which should be removed from the street and placed in a suitable area once weekly garbage pickup is complete. Lessee will be responsible for damage to garbage receptacles.
16. The operation of Citizen Band Radios anywhere within the park is strictly prohibited. Licensed radios may be operated in the park only with the consent of the Lessor by an endorsement upon a particular lease.
17. Each Lessee is personally responsible to take precautions against cold weather, by installing proper insulation in Lessee's manufactured home or by the use of heat tapes. Each Lessee is responsible to repair any leaky faucet or toilet valve to prevent sewer back up, water waste or freeze ups. Damage caused by leaky faucets or valves will be charged against the Lessee. Each Lessee will be responsible for any water consumption upon each lot, including water lost by leaks.
18. Excavation anywhere upon any of the lot, including the pounding of stakes or pipes, is strictly prohibited without Lessor's knowledge and consent.
19. Each Lessee must tend to yard maintenance for their lot, including mowing and trimming the entire lot, (sides, step areas, shed area and meter, etc.) and seasonal raking. In no case shall any yard waste (leaves, weeds, grass) be blown or deposited into the street (violation of city ordinance). Failure to mow grass, trim grass, and rake leaves as required, will incur a \$75.00 charge for each violation remedied by the Lessor. In all cases, all yards are to be kept in an orderly manner, free of toys, bicycles, trash and personal property.
20. The rules on rent payments contained within each lease will be strictly enforced including the imposition of late fees. (See your lease for details.)
21. These rules are subject to amendment from time to time. If you have any doubts as to any activity upon your lot in relation to the provisions of your lease or these rules, contact the Lessor for permission before proceeding.

Management: _____
 Printed

Applicant #1: _____
 Printed

Management: _____
 Signature

Applicant #1: _____
 Signature

Position: _____

Date: _____

Date: _____

Applicant #2: _____
 Printed

Applicant #2: _____
 Signature

Date: _____