

GLASGOW COURT RENTAL APPLICATION INSTRUCTION SHEET

Thank you for your interest in Glasgow Court Mobile Home Park. We value the tenancy of our residents and are committed to making Glasgow Court a place to be proud of. Outlined below you will find instructions for the application you wish to submit for our consideration. It is imperative that you follow these instructions closely. Failure to comply with our request will only delay the expedition of your application. If there are any issues with your credit or otherwise, we recommend submitting a written statement with your application. All information will be taken into consideration but doesn't guarantee approvals.

Good Luck!

Glasgow Court Management Team

Application fee is \$50.00. You are also required to provide Glasgow Court a copy of your criminal history. Instructions on obtaining the report is included for you. No application will be accepted with out the criminal history report.

No application will be processed unless all information is completed, proper documentation presented, application is signed and application fee paid in full. Please carefully read all the information and complete the application thoroughly. Incomplete applications will be declined.

No personal checks will be accepted for the application fees. Cash or money orders only. Make money orders payable to GCE LLC.

We will make every attempt to process and complete applications within 10 business days. However, we do not guarantee that all applications will be completed within the 10 day time frame. The Delaware Landlord Tenant Code provides landlords with a 3 weeks time frame to process applications.

The titleholder to the mobile home must reside in the home and must sign the original application. If there is to be more than one title holder, each title holder must submit an application.

Each applicant must submit a current state driver's license, military identification, state identification card and social security card. Proof of income must also be included with this application (last two week pay stubs, 1099 Forms, past/present years tax documents, etc)

A written statement from past or present landlord must be submitted with this application. There is a form attached with this application that must be presented to your past or present landlord.

The landlord is to complete the attached form and FAX it to our office.

rule violations or summary proceedings an explanation and remedy must accompany application

Do not contact the office inquiring the status of your application. We will not give information regarding the application. We will send you a written letter notifying you of our decision. It is imperative that you provide your current mailing address. We are not responsible for lost or undeliverable mail.

Do not move into the mobile home or otherwise purchase a mobile home until you are approved through this office to rent a mobile home lot. If anyone is found residing in any mobile home to which they are not officially approved all applications will be declined and will take any and all legal actions allowed by law to rectify the issue including but not limited to the removal of the home from the community.