

Welcome to Lakeville Village Inc.
Geneseo, NY

Application for Membership/Residency
at
Lakeville Village Inc.
A Manufactured Home Community Cooperative

Lakeville Village is owned by Lakeville Village Inc. and is a Member/Resident owned Community. Everyone purchasing a home in Lakeville Village must receive an Offering Plan, purchase a Membership in Lakeville Village and become a Member in ownership.

- I. Each adult (18 years old or older) planning to reside in a home located in Lakeville Village Inc. must fill out a separate application and pay a \$20.00 application fee. Every person who is 18 years old or older who will reside in the home must complete 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. This application package consists of 8 pages.
1. Please complete all information requested on pages 4, 5 and 6.
 2. You must sign this application on the following pages: 3, 6 and 7.
 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) Complete signed Purchase Contract
- ___ 4) Completed, documented Pet Application, if you have a pet, for every pet you will bring into the community.

- III. All applications must be returned by mail to:
- Keynote Realty Inc.**
34 Brown's Race
Rochester, NY 14614

IV. **IMPORTANT INFORMATION:**

1. Your application will not be processed until all required information is received at Keynote Realty and the \$20.00 application fee for each application is paid and received at Keynote Realty, Inc. **Please make all payments payable to: Lakeville Village Inc.** You cannot move in until your application has been accepted and you have signed all required paperwork and you have paid all sums due to Lakeville Village Inc.
2. All final decisions regarding acceptance or denial of all applications are made solely by the Board of Directors of Lakeville Village Inc. The information provided in your application(s) will be maintained as confidential information.

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

For inquiries with this application please call Tammy Kuzmisky at Keynote Realty, Inc. Monday through Friday, except for holidays, from 9:00AM to 3:00PM. The phone number to call at Keynote Realty Inc. is 585-262-3113 Ext 3.

**Thank you for your interest in residing at
Lakeville Village.**

Lakeville Village Inc.

P.O. Box 639

Lakeville, NY 14480

Member Application Acceptance/Denial Criteria

Lakeville 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. A credit score (FICO Score) of less than 600 as verified by TransUnion Credit Network and/or a lack of positive credit history as substantiated by the TransUnion Credit Network and/or insufficient unencumbered net income after credit obligations to pay Community resident related monthly expenses.
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 that is pertinent to a housing issue. This is not an immediate rejection, and every applicant will be allowed to explain circumstances regarding felony conviction.
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 homeowner's assessment and related 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 home to be occupied.
8. The number, size and/or breed of your pets is not permitted by the Lakeville Village Rules and Regulations (one medium size dog under 30 lbs. and/or two indoor cats)
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. The decision to accept or decline an application is made solely by the Board of Directors of Lakeville Village Inc. Acceptance or denial is provided in writing only and will be issued to the applicant and the Home Seller within 2 weeks of receiving all application data. 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

**LAKEVILLE VILLAGE INC.
APPLICATION**

For the lot located at: _____ **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 application Information:**

- 1) Please print clearly.
- 2) You must fill out pages 4, 5 and 6, 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 bona fide purchase offer for the home you plan to purchase or the title showing your ownership of the home.
- 5) You must provide a photocopy of government issued photo ID
- 6) You must sign the following pages: Page 3, 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 \$20.00 fee for each adult in the household
 - 2) All required income verification information
 - 3) A completed, signed Purchase Agreement
 - 4) Government issued photo I.D.
 - 5) Pet application, if you have a pet

1. Name: _____ Email Address: _____

Hm. Phone: _____ Wk. Phone: _____ Cell: _____

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 in your home

4. What is your total current monthly income: _____
5. Business name of your current employer: _____
- How long with this employer: _____ Employer's Phone: _____
- Address of current employer: _____ State: _____ Zip: _____
- Your supervisor's name: _____ Phone: _____
- Your Job Title: _____
- If current employment is less than one year, please indicate your previous employer:
- Business name and address of previous employer: _____
- How long with this employer: _____ Phone: _____
6. Do you receive income from any other source(s)? ____ Net Amount received monthly: _____
- Source(s) _____ Name of person receiving this income: _____
- How long have you received income from this source? _____
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 Lakeville Village:
- VEHICLE 1: Make _____ Model _____ VEHICLE 2: Make _____ Model _____
- Year _____ License _____ Year _____ License _____
10. IN CASE OF EMERGENCY PLEASE CONTACT: Name _____
- Address _____ Phone: _____
- Email _____

11. Do you have a pet? _____ If yes, please describe: _____

If you have a dog, indicate breed and weight. A Pet Application and photograph of your dog will be required before this Member application is processed. A Pet Application is included with this application and must be completed and submitted with the application if you have a pet.

12. If/when accepted as a Member, what is your projected move-in date? _____

13. **Volunteering in the Lakeville Village, Inc. Community**
Per the Lakeville Village, Inc. By-Laws, volunteer Membership participation in governing and operating of the Community is required. Please indicate below what type of volunteer work you would like to participate in (for example: serve on a Committee, such as the Finance Committee, Operations Committee, etc., assist with Board functions, run for the Board, etc.): _____

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 written information has been received by Keynote Realty, Inc. along with a non-refundable application fee of \$20.00.

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

Date: _____ Signed: _____

Applicant

Lakeville Village, Inc.
P.O. Box 639
Lakeville, NY 14480

Application Processing Information

THIS FEE IS NON-REFUNDABLE

DATE: _____

Received by: _____ from _____ check _____ mo _____

1. Receiving a final decision on your application may take up to fourteen (14) days from the date Keynote Realty, Inc. 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 Lakeville Village, Inc.
2. If your application is accepted, you will be notified by Keynote Realty, Inc., our Property Manager. 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 a notice to accept or decline your application will be mailed to the current home owner. If you have any questions regarding a declined application, you must inquire in writing only.
3. If accepted, the Assessment fee and the membership fee of \$300.00 made payable to Lakeville Village, Inc., 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 Lakeville Village, Inc. Also, at the time of signing the Membership 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 Bill of Sale for your home. All funds due to Lakeville Village, Inc. must be received in full before you move in. Please note: If you are purchasing the home of a current Member/Stockholder and the \$300.00 Stock fee is being transferred to the Buyer from the Seller, that information must be included in the Purchase Contract for the home.
4. A twenty dollar (\$20.00) non-refundable processing fee must be paid upon submission of this application to Lakeville Village, Inc. This payment must be made out to Lakeville Village, Inc. and 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: _____

Lakeville Village Inc.
A Manufactured Home Community Cooperative
Pet/Service Animal Application

A separate application must be provided for every pet/service animal:

Please fill out all items:

Date: _____

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: _____
9. In signing below, if this Pet Application has been approved, I agree to sign a Pet Agreement when requested to do so.

DATE

MEMBER'S/APPLICANT'S SIGNATURE