

# HOLLIDAY PARK TOWNE HOUSES COOPERATIVE

34850 FOUNTAIN BLVD. WESTLAND, MI 48185  
WWW.HOLLIDAYPARK.COM

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# APPLICATION PACKET

- Instructions for Membership Application
- Frequently Asked Questions
- Floor Plans
- Application
- Confidential Statement of Income
- Salary Release Form 1 of 2
- Salary Release Form 2 of 2

INSTRUCTIONS FOR MEMBERSHIP APPLICATION

**Please direct your questions to the Holliday Park Membership Committee at (734) 425-3090, extension 21.**

1. PERSONAL INFORMATION

Fill in the Name of only one person who will otherwise be known as "the applicant". Use your full name as you would want it to appear on our records using a middle initial or name, as you prefer. The Current Address is your permanent residence where all correspondence will be sent. Date of Birth and Drivers License are optional but may be required for positive identification for credit and rental history.

2. INCOME QUALIFICATION STATUS

All applicants must meet the minimum income standards set by the Holliday Park Board of Directors otherwise known as the Minimum Income guidelines. Under the Minimum Income Guidelines you may apply as a "WORKER" or a "NON-WORKER" but, not a combination of both. Since there is only one applicant, only the income and assets of the one applicant can be used in order to qualify.

You may qualify as a "WORKER" if:

You receive income from a regular full time job in a sufficient quantity and for a sufficient period of time to meet the Minimum Income Guidelines. Note: The acceptable source of income is limited to your "base regular pay" and specifically *excludes* income from:

- a. Overtime
- b. Bonuses
- c. Short term Death Benefits
- d. Interest income or dividend income
- e. Babysitting
- f. All types of moonlighting and second jobs
- g. Co-signers
- h. Shift differential
- i. Unemployment
- j. Part-time earnings

**MINIMUM INCOME GUIDELINE REQUIREMENTS FOR WORKING PERSONS**

<u>UNIT</u>	<u>*INCOME REQUIREMENTS</u>
ALLERTON	\$20,800
BARCLAY	\$26,040
COVENTRY	\$18,720
DOVER	\$27,040
EXETER	\$28,080
FENWICK	\$28,080
GALLOWAY	\$30,160

**\*Subject to change without notification**

If you decide to qualify as a WORKER, fill in the section labeled FOR A WORKER ONLY. Provide the requested information to establish a five year employment history. Under the section asking for Applicant's Gross Income indicate the previous two year's gross income from regular pay from your working source. Fill in two (2) copies of the Salary Release Form found elsewhere in this package and **return both copies** along with your application. In the event you are self-employed or in a partnership you will need to provide additional documentation.

**ADDITIONAL DOCUMENTS REQUIRED FOR SELF-EMPLOYED OR WORKERS IN A PARTNERSHIP**

- a. SELF-EMPLOYED: Personal Income Tax Return (Form 1040) for two years, including Schedule C - Statement of Income from Self-Employment (copy only).
- b. PARTNERSHIP: Partnership Return of Income (Form 1065) for two years, including Schedule K1 (copy only).

You may qualify as a "NON-WORKER" if:

You are of legal age to enter into a contract as determined by the State of Michigan and you have sufficient verifiable income and assets from non-working sources to meet the Minimum Income Guideline Requirements.

**MINIMUM INCOME GUIDELINE REQUIREMENTS FOR NON-WORKERS**

<u>UNIT</u>	<u>*INCOME</u>	<u>*SECURITIES/ASSETS</u>
ALLERTON	\$10,500	\$ 50,000
BARCLAY	\$14,000	\$ 66,300
COVENTRY	\$10,000	\$ 49,000
DOVER	\$13,600	\$ 69,000
EXETER	\$14,800	\$ 73,500
FENWICK	\$13,100	\$ 72,500
GALLOWAY	\$16,000	\$ 79,000

**\*Subject to change without notice**

2. INCOME QUALIFICATION STATUS (Continued)

If you decide to qualify as a NON-WORKER, fill out the Confidential Statement of Income found elsewhere in this package and return with your application. On the Applicant's Gross Income line provide previous two year's income for the *applicant only* and from non-working sources. Copy the figure you computed as Total Assets from the bottom line of the Confidential Statement of Income to the line on the application for Total Current Assets.

Plus, attach copies from acceptable non-working sources of income for verification, such as:

- a. Social Security Statement (Form SS1099)
- b. Pension payment receipt
- c. Form 1099 for Interest and Dividend Income
- d. Rental income receipt
- e. Documentation of tax-free income
- f. Securities/Bank statements
- g. A copy of your Federal Income Tax Return, if you feel to be helpful in our evaluation

Plus, attach copies from acceptable sources of Securities/Assets for verification including:

- a. Savings Bank Statements
- b. Land Contract (Warranty or Quit Claim Deed evidencing ownership; Discharge of mortgage). If a loan exists against sold property, a copy of the Loan Agreement indicating indebtedness.
- c. Valuation of property owned; copies of current tax receipts evidencing "assessed value" by the municipality.
- d. Stock Certificates or Broker's Statement

All applicants, be advised that you will be required to requalify your income near the time that you are offered a unit at Holliday Park. At that time you will be required to provide updated and/or additional written verification in support of your income. The Minimum Income Guidelines are subject to revision from time to time and the version in effect at the time of your move-in will apply.

### 3. BANK INFORMATION

Provide information regarding current open accounts and loans. If more space is needed attach additional sheets.

### 4. OCCUPANCY SECTION

In selecting unit styles , you may choose from 1 to 2 types. (See enclosed Floor Plans) It is recommended that you select only those unit(s) that would adequately fill your needs and to which you will qualify. Consider this selection carefully in that you will be permitted only ONE change of unit choice in the future. A nominal fee will then be charged for this one unit selection change, if a change is desired. Note the following limitation on occupancy:

#### **OCCUPANCY LIMITATIONS**

ALLERTON	2
BARCLAY	2
COVENTRY	2
DOVER	3
EXETER	3
FENWICK	3
GALLOWAY	4

Additional occupant(s) may be allowed, depending upon the unit style, if you meet the test of "Familial Status". Contact the Holliday Park Membership Committee for further details.

In the space provided list the names of persons who will reside with you in the unit. Include a Date of Birth if the person is under 18.

### 5. ACKNOWLEDGEMENT

After reading, sign and date where indicated.

### 6. REVIEW

Check off the following BEFORE attempting to apply for membership:

- Double check that all required information has been provided on the application. Verify that there is only one applicant and that the applicant has signed and dated where indicated.
- If qualifying as a WORKER, fill out and attach 2 copies of the Salary Release Form and additional verification if you are self-employed or in a partnership.
- If qualifying as a NON-WORKER, fill out and attach the Confidential Statement of Income. Attach copies of all documents for verification of income and assets.
- Provide a non-refundable bank check or money order, made out to "Holliday Park Towne Houses" in the amount of \$300. Cash will not be accepted.

## FREQUENTLY ASKED QUESTIONS

WHAT IS HOLLIDAY PARK? Holliday Park Towne Houses Cooperative is a 694 unit townhouse complex located in the city of Westland. Holliday Park is an unlimited income cooperative community owned and operated by the people who reside here.

WHAT IS A COOPERATIVE ? A cooperative is a non-profit corporation owned by the people who use it. Each resident has an equal vote in the cooperative, which holds title to the property. Our corporation has 694 resident shareholders, which we call members.

HOW IS A COOPERATIVE DIFFERENT FROM OTHER FORMS OF HOUSING? A cooperative is like renting in terms of convenience. When you first become a member you purchase the Membership Certificate from the vacating member. After that you make one payment a month without worrying about taxes or insurance on the property. Because we are a non-profit corporation, member pays very low rent/carrying charges.

WHAT WILL BE THE COST WHEN I BECOME A MEMBER? When you become a member, and purchase the Membership Certificate from the outgoing member; the total amount payable upon move-in is different for each unit based upon its floor plan, age and number of improvements. At the time of move-out, the membership has usually increased in value.

ONCE I MOVE-IN WHAT WILL BE MY COST? You will need to pay all utilities other than for gas. You will need insurance for all of your personal possessions. In addition, you will be expected to make a monthly payment, similar to rent, which we call carrying charges. The amount of the carrying charges is designed to cover operating costs, maintenance expenses, taxes, mortgage interest and insurance on the property.

HOW IS HOLLIDAY PARK MANAGED? Holliday Park does business in accordance with Fair Housing Law. All management is conducted on-site. A volunteer Board of Directors is elected by and from the membership. The Board establishes standards and makes decisions to keep the community a pleasant place to live. Committees made up of residents supplement the Board by providing voluntary services. Holliday Park residents are encouraged to participate in the community by volunteering.

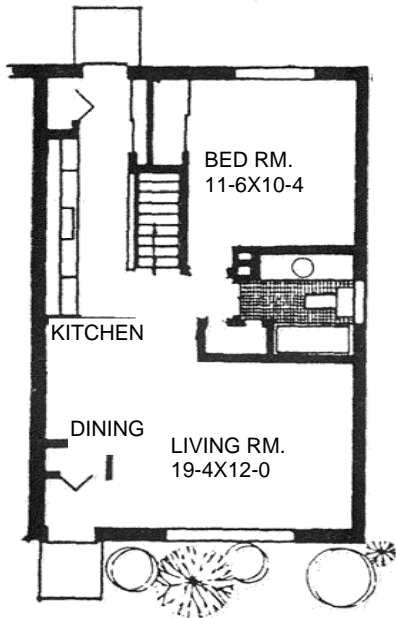
WHAT IS THE PROPERTY LIKE? Holliday Park has 7 different floor plans. Some are on a single story while others have two. There are one and two bedroom units on a single story, and two and three bedroom units on two stories. Individual townhouses are clustered into 3 to 10 unit buildings, distributed evenly over approximately 55 acres of property. All have private entrances and basements. Unfortunately there are no models open to the public since we are fully occupied.

IS THERE A MINIMUM OR MAXIMUM INCOME I MUST MAKE TO BECOME A MEMBER? There is no ceiling on the amount of income you can make in order to move into Holliday Park. However, we do have Minimum Income Guidelines that are strictly enforced. Under the Minimum Income Guidelines each applicant may qualify as either a "WORKER" or a "NON-WORKER" but *not a combination of both*. For example, if your primary income were from a regular job you would probably want to qualify as a "WORKER". On the other hand, you may be retired or have sufficient income and assets to qualify as a "NON-WORKER". The choice is yours to decide but understand, your income and credit history will need to be verified and the documents needed to verify income are different for a "WORKER" and a "NON-WORKER".

WHERE IS HOLLIDAY PARK? Our property is located on the East side of Wayne road, just South of Joy road in Westland, Michigan. The business office is located in our clubhouse building located at the entrance of the property. The address of the business office is 34850 Fountain Boulevard, Westland, MI 48185.

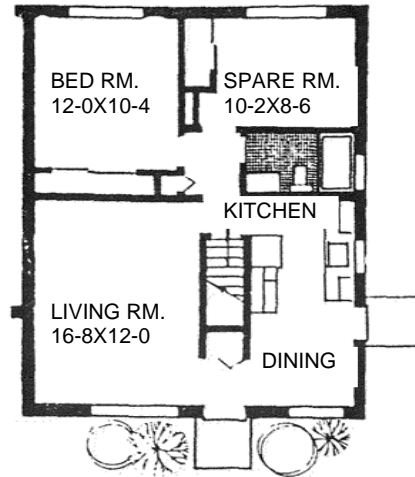
## THE ALLERTON

Ranch Style  
Full Basement  
Approx. 589 Square Feet



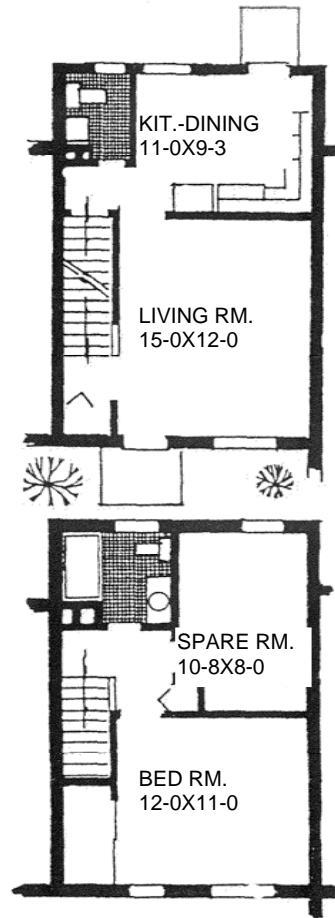
## THE BARCLAY

Ranch Style  
Full Basement  
Approx. 713 Square Feet



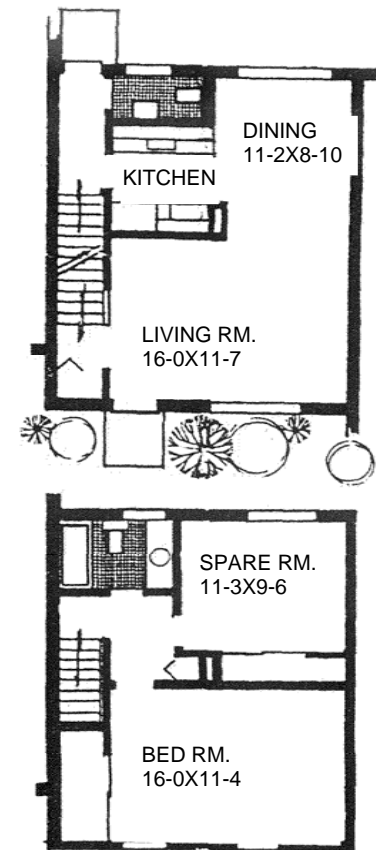
## THE COVENTRY

Two Story, 1-1/2 Bath  
Full Basement  
Approx. 750 Square Feet



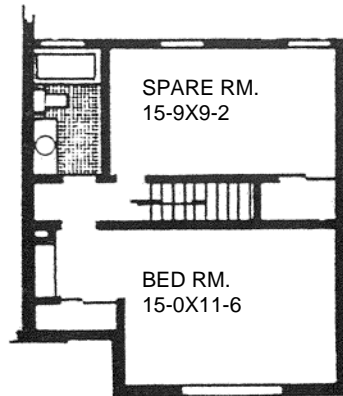
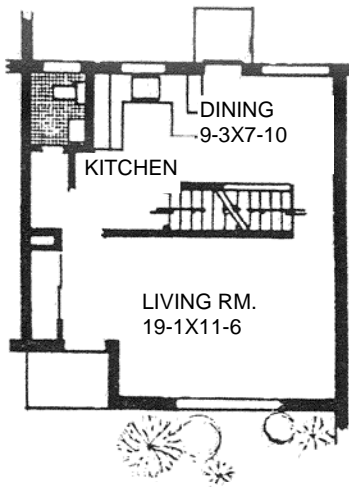
## THE DOVER

Two Story, 1-1/2 Bath  
Full Basement  
Approx. 864 Square Feet



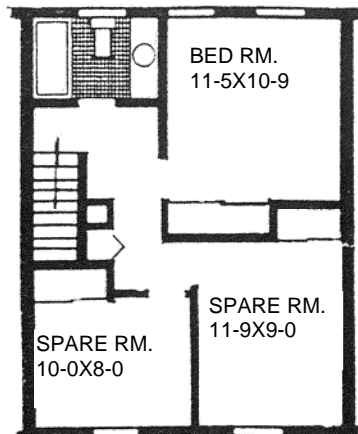
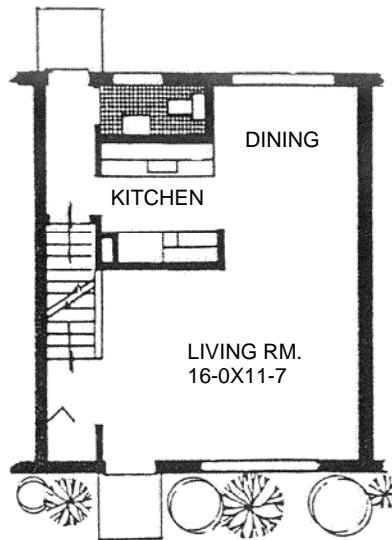
## THE EXETER

Two Story, 1-1/2 Bath  
Full Basement  
Approx. 897 Square Feet



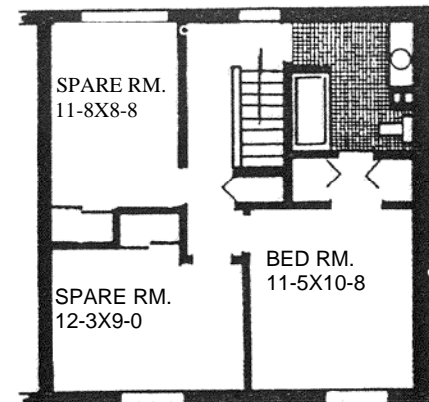
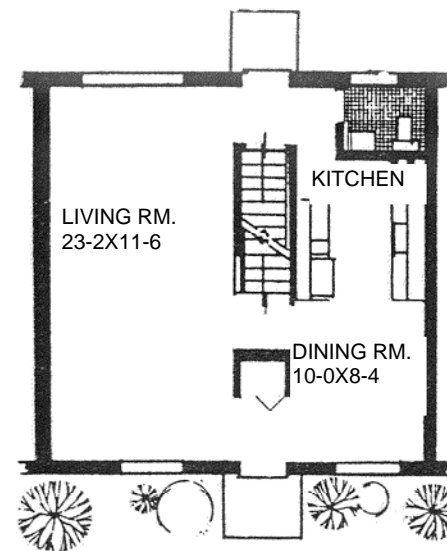
## THE FENWICK

Two Story, 1-1/2 Bath  
Full Basement  
Approx. 897 Square Feet



## THE GALLOWAY

Two Story, 1-1/2 Bath  
Full Basement  
Approx. 1058 Square Feet



**OFFICE USE ONLY:**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Application Fee Check #

\_\_\_\_\_  
Registration Number

Credit Check:

\_\_\_\_\_  
Date Ordered

By \_\_\_\_\_

\_\_\_\_\_  
Date Received

By \_\_\_\_\_

**Please take this time to inform us where you received this application. Please check only one.**  
www.Hollidaypark.com \_\_\_\_\_ Holliday Park's Business Office \_\_\_\_\_ U.S. Mail \_\_\_\_\_

## HOLLIDAY PARK MEMBERSHIP APPLICATION

**\*\*\*\*\*PERSONAL INFORMATION\*\*\*\*\***

Name of Applicant \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Optional Information for Credit Bureau Identification:

Date of Birth \_\_\_\_\_ Driver's License \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Name of Current Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Name of Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_

How long have you lived at current address? \_\_\_\_\_ How long at previous address? \_\_\_\_\_

Have you ever been served an eviction notice or been asked to vacate a property you were renting?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Have you ever willfully or intentionally refused to pay rent when due?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

**\*\*\*\*\*INCOME QUALIFICATION STATUS\*\*\*\*\***

How do you wish to qualify? (SEE INSTRUCTIONS) WORKER \_\_\_\_\_ NON-WORKER \_\_\_\_\_

**FOR A WORKER ONLY:**

Provide a five year history of employment (Begin with present)

<u>EMPLOYER</u>	<u>ADDRESS</u>	<u>FROM/TO</u>	<u>PHONE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Present Occupation: \_\_\_\_\_

Applicant's Gross Income for prior 2 years: in 20\_\_ \$ \_\_\_\_\_ in 20\_\_ \$ \_\_\_\_\_

Note: **ATTACH TWO COPIES OF A SIGNED SALARY RELEASE FORM.**

**FOR A NON-WORKER ONLY:**

Applicants Gross Income in 20\_\_ \$ \_\_\_\_\_ in 20\_\_ \$ \_\_\_\_\_

Total of Current Assets (From Confidential Statement of Income Worksheet) \$ \_\_\_\_\_

Note: **ATTACH COMPLETED CONFIDENTIAL STATEMENT OF INCOME WORKSHEET AND COPIES OF SUPPORTING DOCUMENTS.**

**\*\*\*\*\*BANK INFORMATION\*\*\*\*\***

SAVINGS ACCOUNTS:

<u>BANK</u>	<u>ADDRESS</u>	<u>ACCOUNT NUMBER</u>
_____	_____	_____
_____	_____	_____

CHECKING ACCOUNTS:

<u>BANK</u>	<u>ADDRESS</u>	<u>ACCOUNT NUMBER</u>
_____	_____	_____
_____	_____	_____

OUTSTANDING LOANS:

<u>COMPANY</u>	<u>ADDRESS</u>	<u>ACCOUNT NUMBER</u>
_____	_____	_____
_____	_____	_____

CHARGE ACCOUNTS:

<u>COMPANY</u>	<u>ADDRESS</u>	<u>ACCOUNT NUMBER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever filed for bankruptcy? Yes \_\_\_\_\_ NO \_\_\_\_\_ If Yes, when? \_\_\_\_\_

**\*\*\*\*\*OCCUPANCY SECTION\*\*\*\*\***

Indicate unit(s) of preference: (Check no more than two)

- |                                   |                                  |                                   |                                |
|-----------------------------------|----------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> ALLERTON | <input type="checkbox"/> BARCLAY | <input type="checkbox"/> COVENTRY | <input type="checkbox"/> DOVER |
| <input type="checkbox"/> EXETER   | <input type="checkbox"/> FENWICK | <input type="checkbox"/> GALLOWAY |                                |

Other occupants who will reside with you: (Indicate if spouse)

<u>NAME</u>	<u>DATE OF BIRTH (If under 18)</u>
_____	_____
_____	_____
_____	_____

**DISCLOSURES: (REQUIRED BY THE STATE OF MICHIGAN)**

**RADON GAS-Notice to Prospective Tenant:** Radon is a naturally occurring gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in this state. Additional information regarding radon and radon testing may be obtained from your county public health unit.

**LEAD PAINT CLAUSE-**Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real estate is required to provide the buyer with any information on lead based paint hazards from risk assessments or inspection in the seller's possession and notify the buyer of any known lead based paint hazards. A risk assessment or inspection for possible lead based paint hazards is recommended prior to purchase.

**ACKNOWLEDGMENT:**

I, the undersigned, understand acknowledge that this written notice was received prior to the undersigned receiving a lease agreement. I certify that I am at least 18 years of age or are an emancipated adult. I understand that this application does not guarantee me membership and that pets are not allowed at Holliday Park. I declare the foregoing information to be true and correct, and I hereby authorize you to conduct an employment and credit check and to verify my references.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMITTEE USE ONLY:**

**COMMITTEE SIGNATURES**

Meets occupancy code  YES  NO

Meets income requirements  YES  NO

Date Approved \_\_\_\_\_

Units approved for: (circle) A B C D E F G

Date Rejected \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

CONFIDENTIAL STATEMENT OF INCOME

(TO BE FILLED IN BY NON-WORKER APPLICANT)

Note: See Instructions

Please forward the following information to use for CONFIDENTIAL evaluation by Holliday Park Towne Houses Cooperative.

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

<u>Income</u>	<u>Monthly</u>	<u>Annually</u>
Present Rate of Social Security	\$ _____	\$ _____
Pension: Employer _____	\$ _____	\$ _____
Real Estate Income	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Interest Income	\$ _____	\$ _____
Stocks: Dividends	\$ _____	\$ _____
Insurance: Annuities	\$ _____	\$ _____
Other: (Specify)	\$ _____	\$ _____
Total Income	\$ _____	\$ _____

<u>Assets</u>	
Real Estate	\$ _____
Bank (Saving & Certificates)	\$ _____
Stocks & Bonds - Investment Broker's statement	\$ _____
Other: (Specify)	\$ _____
Total Assets	\$ _____

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**CONFIDENTIAL STATEMENT OF INCOME SUMMARY**

Note: See Instructions

It is very important that you also include copies of DOCUMENTATION to verify the income and assets as listed on your Confidential Statement of Income.

**PLEASE BE ASSURED THAT ALL INFORMATION RECEIVED WILL BE HELD IN STRICTEST CONFIDENCE.**

DO NOT FORWARD ORIGINAL DOCUMENTS. ONLY COPIES OF THE FOLLOWING ARE REQUIRED:

- A copy of your most recent Social Security check or copy of form SS 1099 from your Social Security office.
- A copy of your most recent Pension check or Form 1099 or letter from payer.
- Copy of your monthly Bank Statement indicating Interest Income.
- Copy of your Investment Broker Statements.
- Statements of Cash Surrender Value of Insurance Policies and Statements of Annuities.
- Rental Agreement/Land Contract of property sold or rented.
- Copy of Property Tax Bill on your house for last year.
- Copy of your current Money Market Certificate, T-Notes, Bonds, or Statement evidencing same.
- A copy of your most recent U.S. 1040 individual income tax return if you feel it will be helpful in this evaluation.

Listed below, for your convenience, are the Minimum Income Guideline Requirements for determining the amount of Income and Assets required to qualify you for the unit(s) requested.

MINIMUM INCOME GUIDELINES FOR NON-WORKERS:

<u>UNIT</u>	<u>INCOME</u>	<u>ASSETS/SECURITIES</u>
Allerton	\$10,500	\$ 50,000
Barclay	14,000	66,300
Coventry	10,000	49,000
Dover	13,600	69,000
Exeter	14,800	73,500
Fenwick	13,100	72,500
Galloway	16,000	79,000

Transfer [ ]

New Applicant [ X ]

Re-Verification [ ]

SALARY RELEASE FORM

COPY 1 OF 2

(See Instructions)

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

An application has been made by the employee, indicated below, for membership at Holliday Park Towne Houses. This confirmation request is to be forwarded to us for the confidential use of Holliday Park Towne Houses Cooperative.

Name of Applicant \_\_\_\_\_ SS # \_\_\_\_\_

Address of Applicant \_\_\_\_\_  
Street City/State Zip

The employee hereby authorizes Holliday Park to verify employment and income.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Transfer [ ]

New Applicant [ X ]

Re-Verification [ ]

SALARY RELEASE FORM

COPY 2 OF 2

(See Instructions)

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

An application has been made by the employee, indicated below, for membership at Holliday Park Towne Houses. This confirmation request is to be forwarded to us for the confidential use of Holliday Park Towne Houses Cooperative.

Name of Applicant \_\_\_\_\_ SS # \_\_\_\_\_

Address of Applicant \_\_\_\_\_  
Street City/State Zip

The employee hereby authorizes Holliday Park to verify employment and income.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date