



Dear Homeowner,

Thank you for your interest in the City of Novato's Lot Rent Deferral Program for the Marin Valley Mobile Country Club. Hello Housing, a 501(c)3 nonprofit organization, is administering this program on behalf of the City of Novato.

To apply, please complete the following steps:

**STEP 1:** Call Hello Housing at (415) 863-3036 for a 10-minute pre-screening.

**STEP 2:** Complete an application. Please also provide all of the documents listed in the Supporting Documents Checklist following the application.

**STEP 3:** Submit completed and signed application and copies of all supporting documents to the General Manager at the MVMCC office, 100 Marin Valley Dr. Please read the application carefully and complete it accurately before signing. There may be legal consequences if you or your co-applicant(s) provide false income or residency information.

**STEP 4:** The General Manager will request additional information as needed and submit a Supplemental Information Cover Letter, the completed Program Application, and all Supporting Documents directly to Hello Housing for review on your behalf.

Please find attached the following documents for your review and signature:

1. MVMCC Lot Rent Deferral Program Application
2. MVMCC Supporting Documents Checklist
3. Affidavit of Non-Filing (if applicable)
4. Marin Valley Mobile Country Club Lot Rent Assistance Program Overview

If you have any questions regarding the program or eligibility, please contact:

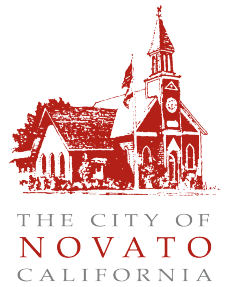
Isabel Chalker, Hello Housing

(415) 863-3036

isabel@hellohousing.org

Sincerely,  
Hello Housing

# Marin Valley Mobile Country Club Lot Rent Deferral Program Application



Owner: \_\_\_\_\_ Co-Owner: \_\_\_\_\_

Home Address: \_\_\_\_\_

Is Owner living in the home?  Yes  No      Date of Purchase: \_\_\_\_\_

MVMCC Move-In Date (month/year): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Addresses of Other Properties Owned: \_\_\_\_\_

Owner: DL# or CA ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Co-Owner: DL# or CA ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Current Lot Rent Amount

What is your current lot rent amount? \$ \_\_\_\_\_ per month

## Household Members

	Full Name	Relationship to Applicant	Date of Birth
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

## Household Income

Please list income from all sources, such as: Employment, Self-Employment, Social Security Income, SSDI, Other

	Household Member Name	Source	\$ Current Monthly	\$ Current Yearly
Ex.	<i>Joe Novato</i>	<i>Social Security Income</i>	<i>\$670</i>	<i>\$8,040</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

## Household Assets

Please list all household assets including: Bank Accounts, Stocks, Bonds, properties owned (not including MVMCC mobile home), savings accounts, IRA, 401(k).

	Household Member Name	Description of Asset	\$ Asset Balance
Ex.	<i>Joe Novato</i>	<i>Checking Account</i>	<i>\$1,500</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

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

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# MVMCC SUPPORTING DOCUMENTS CHECKLIST

Please submit the following documents with your application:

- Copy of current monthly lot rent statement.
- Proof of Ownership:
  - Copy of Certificate of Title or
  - Copy of Current Registration Card showing a household member as Registered Owner
- Copy of recent Property Tax Statement (if you pay Property Taxes rather than pay annual registration fees).
- Copy of your latest mobile home loan statement (if applicable). If you have multiple loans, please provide statements for each loan.
- List of any other mortgage payment amounts made on properties other than the mobile home at Marin Valley and to whom paid.
- Complete copy of most recently filed federal tax return accounting for all household members, including all attachments and schedules.
  - If you are self-employed: Please provide two prior years' federal tax returns.
  - If you or another household member were not required to file current taxes: Please review and sign an "Affidavit of Non-Filing" for each household member who was not required to file current taxes (a blank form is attached and additional copies can be provided upon request).
- Copy of most recent W-2 form(s), covering all reported income in same year's tax return (if applicable).
- Documentation of income from all sources for all adult household members:
  - If you are employed: please provide copies of most recent three (3) consecutive pay stubs from all income sources.
  - If self-employed including independent contractors: please provide a signed year-to-date Profit & Loss statement.
  - If you are receiving income from Social Security, SDI, General Assistance, etc.: please provide a copy of a current award letter.
  - Two consecutive months of documentation for any other income:
    - Child Support and/or Alimony
    - Pension or other Retirement Income
    - Rental income from properties owned
    - Long Term Disability
    - Investment accounts
    - Other \_\_\_\_\_
- Copy of two most recent monthly statements for all financial accounts including checking and savings accounts, stocks, retirement accounts, etc. Please include ALL pages of each statement.

Please Note: This above list is the minimum documentation we require to assess your application for Lot Rent Deferral approval. During our review process, we may request additional information in order to ensure qualification for the program.



## Affidavit of Non-Filing

Applicant Name: \_\_\_\_\_

Program: City of Novato MVMCC Lot Rent Deferral Program

Tax Year Under Review: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I did not and was not required to file a federal income tax return for the calendar year under review in accordance with Section 6012 of the Internal Revenue Code. The IRS has no record of a filed Form 1040, 1040A or 1040EZ using my Social Security Number. You can consider this letter a verification of non-filing.

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct to the best of my knowledge. I further understand that providing false representations herein constitutes an act of fraud and that false, misleading or incomplete information may result in the termination of assistance related to this affidavit (28 U.S. Code § 1746).

Applicant Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_