

# TARA ESTATES COMMUNITY

716 SALMON FALLS RD ♦ ROCHESTER, NH 03868  
(603) 332-4030

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## NEW PARK RESIDENT APPLICATION REQUIREMENTS

Park tenancy application and approval requires the following:

### Application:

1. Complete Rental Application Form.
2. Application Fee of \$50.00 payable to Tara Estates.
3. A Criminal Record Release Form from your state of current residency must be completed for every person residing in the home. The Office does not process criminal background checks; however, we can notarize this form if needed. Processing can take a few weeks, so do not wait to send in your forms. NH residents may also go directly to the Department of Safety in Concord, NH to have this completed immediately.  
Checks must be made payable to: State of NH Criminal Records
4. Copy of valid driver's license or picture ID.
5. Completed Tenant Pet Application form (if applicable).

**\*All Application and Background Check Fees are Non-Refundable\***

### Upon Close:

1. Copy of the deed.
2. Confirmation of paid Insurance Policy.
3. Signed copy of the Rules and Regulations.
4. Signed copy of the Tara Estates Lease Agreement.

Should you have any questions, please contact our office at (603) 332-4030.

Thank You,

Tara Estates Management

# PRIVACY POLICY

## What this Privacy Policy Covers

- This Privacy Policy covers Tara Estates “our” treatment of nonpublic personally identifiable information that we collect when you, the “customer” or “consumer”, apply to rent a lot from us. This policy also covers our treatment of any nonpublic personally identifiable information that our business partners share with us.
- This policy does not apply to the practices of nonaffiliates of Tara Estates.

## Information Collection and Use

We collect nonpublic information about you from the following sources:

- Information we receive from you on applications or other forms
- Information about your transactions with us, our affiliates, or others; and
- Information we receive from a consumer reporting agency.

## Information Sharing and Disclosure

- We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law.

## Confidentiality and Security

- We restrict access to nonpublic personal information about you to those employees who need to know that information to provide products or services to you.
- We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

## PERSONAL INFORMATION

ADDRESS YOU ARE APPLYING FOR: \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Co-Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

## RESIDENCE HISTORY

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Do you own your home or rent? \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Has any landlord ever started an eviction against you? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted from any type of housing? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you or anyone living in your home been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

## EMPLOYMENT INFORMATION

Applicant Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Monthly Wages \_\_\_\_\_

Co-Applicant's Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Monthly Wages \_\_\_\_\_

## VEHICLE INFORMATION

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

Are there any outstanding judgements, garnishments, or other legal proceedings against you?

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Total Debt as of today's date \$ \_\_\_\_\_

Total Monthly Income (from all sources) \$ \_\_\_\_\_

**BE PREPARED TO PROVIDE PROOF OF INCOME IF NECESSARY**

Were you referred to our Community by a current resident of Tara Estates? Yes / No

Resident Name: \_\_\_\_\_

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

**I HEREBY ACKNOWLEDGE THE RECEIPT OF THE TARA ESTATES GUIDELINES FOR LIVING AND I HEREBY AGREE TO ABIDE BY THEM IN THE EVENT THAT MY APPLICATION FOR RESIDENCY GETS APPROVED**

Applicant Initials: \_\_\_\_\_

Co-Applicant Initials: \_\_\_\_\_

**I CERTIFY THAT ONE PERSON IN MY HOUSEHOLD IS 55 YEARS OLD OR OLDER. ANY OTHER RESIDENT MUST BE AT LEAST 40 YEARS OF AGE TO RESIDE AT TARA ESTATES.**

**PLEASE PRESENT A DRIVER'S LICENSE OR BIRTH CERTIFICATE FOR VERIFICATION.**

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

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

Co- Applicant Signature: \_\_\_\_\_

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

# TENANT APPLICATION

NAME(S): \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

I am interested in applying for tenancy at:

\_\_\_\_\_

I have received copies of the Park's application requirements letter, application form, and the Park Rules and Regulations.

I understand that the park application requires a non-refundable payment of \$50.00 made out to Tara Estates; plus, a non-refundable fee of \$25.00 per person, for a Criminal Background Check made out to the State of NH Criminal Records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Park residency application and approval requirements are complete as of: \_\_\_\_\_

\_\_\_\_\_  
Community Manager

# AFFIRMATION STATEMENT

The undersigned persons represent that all the application statements are true and complete and hereby authorize verification of such information via credit reports, rental history reports, and other means. Failure to answer any of the inquiries shall entitle owner to reject this application.

False information given shall entitle owner to:

1. Reject this application.
2. Terminate tenant's right to occupancy.

False information may also constitute a serious criminal offense under laws of the state in any lawsuit relating to this application, application agreement or rights under statute, or government regulations. The owner shall be entitled to an attorney's fees and all other costs of litigation. This application is three pages in length and is all inclusive in this agreement.

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

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

Were you referred to Tara Estates by a current resident? YES \_\_\_\_\_ NO \_\_\_\_\_

Resident who referred you to Tara Estates:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**Please Check One**

YES \_\_\_\_\_ I would like my information posted in the resident directory.

NO \_\_\_\_\_ I do NOT want my information posted in the resident directory.

I have read and reviewed this application and criminal background and approve tenancy in accordance with Tara Estates park rules, in effect this date:

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Community Manager

# TENANT PET POLICY

**1. Responsibility:** Any tenant who chooses to keep any pet does so subject to these Rules. Tenants are responsible for all actions of their pets and of any visiting animals and are financially liable for any damages caused to property of the Park or of any neighbors, and for any personal injuries, including death, caused by their pets or any other visiting animals. Pets are not permitted to disturb the rights, comfort, peace, safety, or conveniences of other residents of, or visitors to, the Park. Undue noise, aggressive behavior, digging or other behavior by any pet or other animal that violates any of these Rules is grounds for a violation notice to the tenant.

**2. Types and Registration of Animals:** No wild animals or farm animals are permitted to be kept in the Community, whether as pets or otherwise. Fish, birds and domesticated constantly caged small (under 4 pounds) indoor animals, not including any venomous or otherwise dangerous animals, are permitted without registering with Management; except as hereinafter provided, dogs and cats may be permitted in the Community, but must first be approved by and registered with Management. No more than one cat or one dog per home will be approved. Approval of any dog or cat is contingent on completion of a pet application, presentation of proof that the animal is properly licensed pursuant to municipal requirements, and submission of a certificate from a licensed veterinarian stating that the animal:

- a. is in good health,
- b. has received all required and advisable immunizations

**3. Dog Restrictions:** Adult size or weight of dog is not to exceed 25 pounds. No dangerous animals, regardless of size or breed is permitted in the Park at any time.

**4. Care of Pets:** Dogs and cats shall not be tied, or fed, outside, nor shall they be left unattended at any time or left outside at night. Doghouses, cages and any other outdoor enclosures intended to house or contain a pet or other animal are prohibited. Whenever pets are outside the home, they must be kept on a leash. Any pet or other animal found loose in the Community is subject to being picked up by the Animal Control Officer and taken to the Humane Society. Common areas of the Community shall not be used to exercise pets (off leash). Day care of dogs is not permitted in the Community. ***Animal waste deposited anywhere in the Community must be removed immediately by the person responsible for the animal.***

**5. Removal of Animals:** Any tenant who has an animal in violation of these rules will receive written notice of the violation. Tara Estates will require the immediate removal from the Community of any animal that is not a permitted pet under these rules and may remove any such animal from the Community without notice to its owner or guardian. For any permitted pet that is learned by Management to be, in Management's discretion, a safety threat, nuisance or on the receipt of any 3 or more violation notices regarding any permitted pet, Tara Estates will require the immediate removal of the pet from the Community. Failure to comply with a removal order or violation notice regarding an animal will subject the tenant to eviction from the Community."

I acknowledge receipt and understanding of the above listed rules:

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Signature

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Signature

# TENANT PET APPLICATION

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

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

Type of pet: \_\_\_\_\_ Breed: \_\_\_\_\_

Color: \_\_\_\_\_ Male \_\_\_\_\_ Neutered: \_\_\_\_\_ Female \_\_\_\_\_ Spayed: \_\_\_\_\_

***Copy of Rabies Certificate, Dog License and phot of pet is REQUIRED***

Tenant agrees to keep in full compliance with the City of Rochester's leash law.

Tenant agrees to always pick up after their animal.

Tenant understands their cat is to remain indoors at ALL times: \_\_\_\_\_

Sign Here

***Any loose animals picked up in Tara Estates not licensed and or approved will be removed.***

Tenant Signature: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Manager: \_\_\_\_\_



## COMMUNITY FEE SCHEDULE

| <u>Item:</u>   | <u>Charge:</u>  |
|--|---|
| Application Fee  | \$50.00 / per application   |
| Criminal Background Check Fee  | \$25.00 / per person  |
| <i>*Criminal Background Check fee is made out directly to the State of NH Criminal Records *</i> |   |
| Monthly Lot Rent   | \$ 525 / month  |
| Late Fee- any balance \$50.00 or greater<br>(If not paid by the 10 <sup>th</sup> of the month)   | \$15.00   |
| Eviction/Default Service Administration Fee<br>(Charge assessed date notice is served)           | \$15.00   |
| NSF (Returned Check Fee)   | \$25.00   |
| Clubhouse Security Deposit (Rentals)   | \$150.00  |
| Storage of Recreational Vehicles<br><i>Storage Fee Is Non-Refundable</i>                         | \$25.00 / month<br>\$250.00 / year  |
| Forced Mow Fee (Resident's failure to comply)  | \$30.00 / per mow   |
| Mailbox Lock/Key Replacement<br><i>USPS Charges \$45.00</i>                                      | \$25.00   |
| Water Meter Damage (Resident Neglect)  | \$25.00 <i>plus</i> parts business hrs<br>\$50.00 <i>plus</i> parts after hrs |

*Once fees are applied to an account, any monies collected for that account will be applied to current or past due fees, prior to being applied to rent balances.*

All payments should be delivered to the Tara Estates Office, left in the drop box located under the carport next to the French doors or mailed to:

Tara Estates  
716 Salmon Falls Road  
Rochester, NH 03868

**All payments are to be in the form of check or money order.**

**Our office does not accept cash for payment.**

*Note: Management reserves the right to change fees upon 60 days' notice in accordance with  
RSA.205A: 6*

*Tara Estates Community, part of the Hynes Group of properties*