



Hidden Village
 A Resident-Owned Community
 4600 17th Lane NE
 Olympia, WA 98516

APPLICATION and CERTIFICATION PACKAGE FOR OCCUPANCY

Hidden Village is a manufactured housing co-op committed to low-income housing. Residents own their homes, and members run the 501(c)4 corporation that owns the community’s common land and equipment.

The application to lease a lot is also an application to become a member of Hidden Village Owners Association. To be eligible for membership, you must meet income requirements, pass credit and background checks, own your own home as your primary and legal residence, have your application approved, and meet with representatives of the Board of Directors so we can get to know you and explain the responsibilities of membership. At that point, there is a one-time refundable membership fee of \$500, paid before moving in.

APPLICATION PROCES - STEP 1

1. Because a number of spaces are reserved for households with incomes at or below 50% of the Area Median Income (AMI), and others are limited to those below 80% of AMI, the first step in qualifying your income. Income limits for the last tax year are as follow:

% of AMI	Number in Household							
	1	2	3	4	5	6	7	8
50%	35,350	40,400	45,450	50,450	54,500	58,550	62,600	66,600
80%	56,500	64,600	72,650	80,700	79,950	93,650	100,100	106,550

<https://hatc.org/eligibility-income-limits/> Eff 4/1/2022

Members are able to remain in the community if their incomes later increase.

Hidden Village will submit your packet to Manufactured Housing Community Preservationists (MHCP), the entity approved by our federal grant to ensure qualification for the home available.

Direct any questions to Mary Testa-Smith at 509-953-8464 or at marytesta-smith@comcast.net.

Household Composition

Include information for all persons who will be living in the unit, regardless of age.

Member	Name	Date of Birth	Soc Sec #	Office use only: Income Certified?
1				
2				
3				
4				
5				
6				
7				

Manufactured Home Ownership

Homes must be the person's principle residence.

Is this the first home that you have owned or will own? Yes No

Will this be your primary residence? Yes No

I am purchasing a home already installed on space number _____.

Purchase price \$ _____ Down payment \$ _____ Monthly payment \$ _____

OR

This is a manufactured home that I own (or will be purchasing) and moving onto space _____.

Number of bedrooms _____ Model Year _____

Current Information

Please provide the present address of all adults who will be members of your household. If there is more than one address, please use another sheet of paper.

Present address: _____

City _____ State ____ Zip _____

Mailing address, if different: _____

Phone (home) _____ (cell) _____ Email _____

How long have you lived at your present address? _____ List all addresses of the last three years, and dates _____

Are you moving due to a mobile home park closure? Yes No

Vehicles

All households with vehicles must provide a copy of a driver's license for each household member who will be driving, and proof of car insurance.

For each vehicle, you must provide a copy of current vehicle registration. Vehicles must fit in your driveway. There is no on-street parking or use of Visitor Parking by residents.

Vehicle	Color	Make	Model	Year	Body Type	License Plate #	Monthly Payment
1							
2							
3							

PETS

Vicious animals are prohibited. Please review the section about pets in Community Rules (available at <http://www.hiddenvillage.coop>, Application Info tab).

If your pets meet the requirements, please complete the following:

My pet(s) is/are licensed. Yes No

Thurston County requires dogs and cats to be licensed.

My homeowner's insurance company covers damage done by my pet(s). Yes No

A pet listed below has bitten someone or caused other injury. Yes No

Dog

#1 - Breed (if mixed, list breeds) _____ Color ____ Weight ____

#2 - Breed (if mixed, list breeds) _____ Color ____ Weight ____

Cat

#1 - Breed (if mixed, list breeds) _____ Color ____ Weight ____

#2 - Breed (if mixed, list breeds) _____ Color ____ Weight ____

INDIVIDUAL INCOME CERTIFICATION

(Each person in the household aged 18 or older must complete a copy of this form.)

Person's Name _____

Last year's Adjusted Gross Income (from 1040) \$ _____

Did you have any income not included in your Adjusted Gross Income? Yes No

If yes, amount \$ _____ Source _____

TYPE OF INCOME	YEAR to DATE	PROJECTED (MHCP Use)
Employment earnings before deductions	\$	
Interest and dividends	\$	
Alimony received	\$	
Business income	\$	
Capital or other gains	\$	
Taxable IRA deductions	\$	
Earnings from rental real estate, royalties, partnerships, S-corps, etc.	\$	
Full amount of periodic payment such as Unemployment, Social Security, Workers Comp, Disability benefits, pensions, annuities, regular insurance payment income, welfare, etc. Type:	\$	
Other income: source _____	\$	
TOTAL INCOME	\$	
Less amounts paid into Keogh, IRA, or SEP plans	\$	
Less Alimony paid	\$	
Less Business losses	\$	
Less Capital losses	\$	
Less other adjustments reportable on your tax form	\$	
TOTAL ADJUSTED GROSS INCOME	\$	

I authorize current and former landlords and employers to provide relevant information to MHCP regarding this application.

Signature _____ Date _____

APPLICATION PROCESS – STEP 1

- ⏏ Is all the information on the previous pages complete and correct?
- ⏏ Attached a copy of all drivers' licenses, car registrations, and car insurance cards?
- ⏏ Attached copies of current pet licenses?
- ⏏ Attached a copy of last year's tax return?
- ⏏ Attached documentation of this year's wages to date?
- ⏏ Attached any other relevant financial documentation, eg Social Security award letter, Workman's Comp notice, retirement income statements, etc?
- ⏏ Attached Individual Income Certification form for EACH household member aged 18 or above?

Incomplete packages may result in denial of your application.

Information contained in this application package is true and complete. I understand that incomplete or false information may result in denial of membership. Misrepresentation or false statements herein that are discovered after a lease is signed will constitute a material breach of the agreement, and will entitle Hidden Village Owners Association to prevent or terminate your residency through eviction or other appropriate actions.

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

When your package is complete, scan all documents to marytesta-smith@comcast.net or mail/bring to

Hidden Village Owners Association
 c/o Treasurer
 4615 17th Lane NE
 Olympia, WA 98516

- STOP UNTIL CONTACTED TO PROCEED -

APPLICATION PROCESS - STEP 2

If your income qualifies you to own a home in Hidden Village, you will be contacted to complete the next step:

- ⏏ You will be provided with a form for a background and credit check for each occupant of your home age 18 and older, and will pay a non-refundable \$57 by money order to Hidden Village Owners Association for each adult occupant.
- ⏏ A copy of the Certificate of Title to the home showing you as the registered owner. If the purchase is occurring at the same time as your application for tenancy, you must be approved to move into the community PRIOR TO finalizing the home purchase. In that

case, you will need to provide a copy of the Certificate of Title upon the home closing and your Purchase/Sale Agreement. Make sure the seller has a valid title, and that everyone listed on the title has signed for the sale.

- 🏠 If you are installing a manufactured home, you must procure the required permits. Assistance on permits can be found by the seller or at Thurston County Planning Department. HVOA officers can help guide you in a general, non-professional way, but have no authority with the permit process.

- STOP UNTIL CONTACTED TO PROCEED -

APPLICATION PROCESS - STEP 3

If the background and credit checks qualify you and the other household occupants, we will contact you to set up a meeting with our Board, so we can explain how we operate, the rent, and other rights and responsibilities of membership. You will pay a \$500 refundable membership fee. This is most often collected at closing and forwarded to Hidden Village, at which point a Certificate of Membership will be issued.