

Application Guide/Checklist

Application Guide

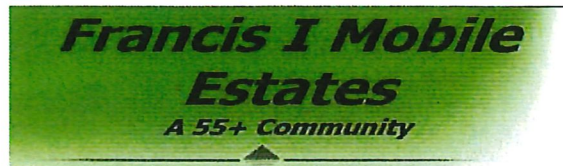
1. Everyone and anyone who will own a home/ property or reside in Francis I must complete an application. 2 people maximum per home.
2. Submit your completed application(s) to the Francis I office.
3. Proof of pet breed is required with your application. Registration will be completed upon approval.
4. Copy of valid ID is required for all applicants
5. Cost per person is \$50.00 (US Citizen) or \$100.00 (Canadian Citizen). This transaction is payable by check or money order only.
6. Your application(s) will be sent electronically to Professional Screening Services, Inc. (407) 706-6909. Professional Screening Services, Inc. will conduct the background screening and send the results back electronically.
7. Once the results are received, your SSN(s) will be blocked out from all forms.
8. Your application(s) and background result(s) will then be submitted to the Approval Committee. The Approval Committee is made up of 3 appointed Board Members. It will take 3-5 business days for their decision.
9. If you are approved, an office employee will call you to notify you of the good news. If you are denied, a letter of denial will be mailed to the address provided.

Application Checklist

- _____ Completed Application(s)
- _____ Valid ID(s)
- _____ Proof of Pet Breed
- _____ Check or Money Order (made out to Francis I)

Upon Approval

- _____ Complete Pet Registration (\$5 one time fee per pet)
- _____ Purchase Resident Pool Passes (\$5 one time fee per resident)(2 person maximum)
- _____ Notify the Francis I office when your closing is complete



8196 Sebring Dr., Sebring, FL 33870

Board Resolution: Effective 1/1/2026

Be it resolved, at the Joint Board Meeting held December 15, 2025, hereby adopted the following financial and background guidelines that must be met or exceeded by any potential purchaser of a home, land or share in Francis I Mobile Estates or resident prior to the transaction, lease or rental agreement being completed.

- At least one owner and/or resident must be fifty-five (55) years old or older and the other owner and/or resident must be a minimum of forty-five (45) years old. Someone under fifty-five (55) years old may not reside in any unit without a co-habitant that meets or exceeds the age requirement.
- Must have a credit score of **700** or higher on the FICO Score Guideline chart (below) to be approved for ownership.

FICO SCORE GUIDELINES

800-850 EXCELLENT
700-799 VERY GOOD
680-699 GOOD
620-679 OK
580-619 FAIR
500-579 BAD
300-499 POOR

- All potential owner(s) and/or owner-resident co-habitants must have a household income of \$2,000.00 per month. The income requirement will increase annually in accordance with the CPI percentage.

All potential owners and/or residents must pass the following criminal background requirements:

- No convictions of/relating to violence, either misdemeanor or felony, ever.
- No convictions of/relating to fraud or theft, either misdemeanor or felony, ever.
- No convictions of/relating to drugs or drug paraphernalia, either misdemeanor or felony, ever.
- No convictions of/relating to sexual predator/offender, human trafficking or prostitution, ever.
- No evictions, ever.
- No more than two (2) misdemeanor convictions, not of/relating to those listed above, in the last twenty (20) years.
- No felony convictions, not of/relating to those listed above, in the last twenty (20) years.

All applicants must read the documents provided with the application and sign affirming that they understand and will abide by the Rules & Regulations of our community.

A committee made up of three (3) Directors will review applications and backgrounds to determine if the applicant(s) is approved or denied. The applicant(s) have the right to appeal the committee's decision within thirty (30) days. Appeals must be submitted to the Francis I office, in writing and signed by the applicant(s). The applicant(s) may submit additional supporting/relevant documents with the appeal. The committee will review the application, additional documents and the appeal letter to come to a decision. The applicant(s) then have the right to appeal the committee's appeal decision to the entire Board of Directors should the applicant(s) disagree with the outcome of the first (1st) appeal. This appeal must also be submitted to the Francis I office, in writing and signed by the applicant(s).

OFFICE USE ONLY

Received: ____/____/____
CRIMINAL BACKGROUND CHECK ONLY



Application format Board approved:
5/18/2026

8196 Sebring Dr., Sebring, FL 33870

PH: 863.385.0981 FX: 863.385.4962 Email: frontdesk@francisone.com

THIS IS AN AGE RESTRICTED COMMUNITY, 55+

Tenant / Sublessee / Non-Owner Occupied Residency Only Application

Application Date: ____/____/____

Name (First, Middle, Last): _____

Date of Birth: ____/____/____ (____ age) Social Security #: ____-____-____

Home Phone: (____) ____-____ Cell Phone: (____) ____-____

Permanent Address: _____

Residency Status (Circle One): OWN or RENT How Long: _____

If renting, landlord name & contact information: _____

Previous Address: _____

Previous Address Residency Status (Circle One): OWN or RENT How Long: _____

Emergency Contact Name (DO NOT USE SPOUSE): _____

Relationship: _____ Phone Number: (____) ____-____

All applicants MUST provide a copy of their drivers license or government issued photo ID

Drivers License #: _____ State of Issuance: _____

Background Information

Have you ever been convicted of a crime? (Circle One) YES or NO

If YES, Type of Crime: _____ Date: ____/____/____

Disposition of Charges: _____

If YES, Type of Crime: _____ Date: ____/____/____

Disposition of Charges: _____

Have you ever owned a home in the Francis I community before? (Circle One) YES or NO

If YES, When? ____/____/____ What address? _____

Other Information

Address of unit applied for: _____

In what capacity are you applying? (Circle One) Tenant/ Sublessee Non-Owner, Residency Only

Non-Owner Occupied, Residency Only

Please note: A tenant / sublessee / non-owner occupied resident approval IS NOT ownership approval. Should you wish to become an owner in Francis I, you will need to complete the owner application and meet additional requirements.

Are you a relative of the homeowner of the above unit? (Circle One) YES or NO

If YES, How are you related? _____

Term (length) of residency agreement with the homeowner? _____

How many persons will be living in this unit? Adults: _____ (Maximum of 2)

Do you have physical or legal custody of persons under the age limit eligible to reside in Francis I?

(Circle One) YES or NO

This is a breed restricted community – Applicant MUST submit proof of pet breed

How many pets will be living in / at this unit? Pets: _____ (Maximum of 2)

Pet Type: (Circle One) DOG CAT BIRD

Pet Type: (Circle One) DOG CAT BIRD

Breed of Pet: _____

Breed of Pet: _____

Weight of Pet: _____

Weight of Pet: _____

Acknowledgement

I, the undersigned, understand that Francis I Mobile Estates is governed by the Boards of Directors of Francis I Amenities Corporation, Inc. and Francis I Cooperative Association, Inc., (known as “park”) and I agree to abide by all park Rules & Regulations. The undersigned acknowledges receipt of a copy of the park Rules & Regulations, a copy of the current rates and a copy of my rights under the Fair Credit Reporting Act. I understand that occupancy cannot begin until approval from the park has been received.

Applicant Signature

_____/_____/_____

Date

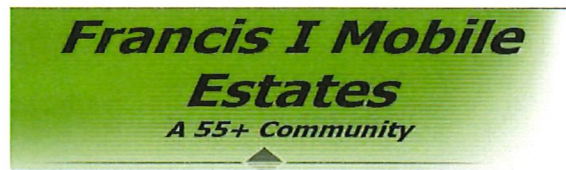
Consent to Obtain Credit/ Criminal History/ Background/ Employment Information

I, the undersigned, hereby authorize the park or any agent of the park to contact any of my references, previous employers and landlords, companies, credit bureaus, corporations, law enforcement agencies, persons and educational institutions to supply any information concerning my background and criminal history. I also hereby release any of the above from liability and responsibility arising from their doing so. This research may be performed for information dating back ten years or more. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy and may constitute a criminal offence under the laws of this state. I declare under penalty of perjury that the information listed in this application is true and correct and that I fully understand the terms of this release. Photocopies of this authorization may be made to facilitate inquiries. In the event that you do receive a photocopy of this authorization, it should be treated as an original and the requested information should be released to facilitate my application for residency.

Applicant Signature

_____/_____/_____

Date



Francis I Rules & Regulations Acknowledgement/Release Form

I hereby acknowledge that I have received a copy of the Park Covenants & Restrictions.
I hereby acknowledge that I have received a copy of the Park Rules & Regulations.
I also acknowledge that these rules pertain to all residents, and I will abide by them.

Property Address:

_____ Sebring, FL 33870

Applicant #1:

_____	_____	____/____/____
Print Name	Signature	Date

Applicant #2

_____	_____	____/____/____
Print Name	Signature	Date

Below to be filled out by the Francis I Personnel

Received in the Francis I Office By:

_____	_____	____/____/____
Print Name	Signature	Date

Francis One Mobile Estates
8196 Sebring Dr., Sebring, FL 33870
863-385-0981

2026 Age Verification Form

The purpose of this form is to provide a means of verification of age in order to maintain the 55 and over status of the community. This is required periodically to be in compliance with HUD rules (U.S. Department of Housing and Urban Development). Please complete the information below.

Resident #1

Name _____

Park Address _____ Sebring FL 33870

Date of Birth ____/____/____

Resident #2

Name _____

Park Address _____ Sebring FL 33870

Date of Birth ____/____/____

In addition to this completed form, the office needs a legible copy of an official document that confirms your age, such as a driver's license, passport, or voter identification that includes birthdate. Return both this form and the copied document to the office at the address on the top of this page. Please sign and date the form as well.

Thank you for helping the Cooperative Board stay up to date on this legal matter.

My signature below verifies that the information provided is true.

_____/_____/_____
Resident #1 - Signature Date

_____/_____/_____
Resident #2 - Signature Date