



# Rental Application

PROPERTY APPLYING FOR:



## Personal Information

Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Driver's License # / State \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

## Roommates / Other Occupants

Full Name - First, Middle, Last	Birth Date	Relationship to You

## Rental History

*Please list your three most recent addresses or from past five years.*

	Current Address	Previous Address	Previous Address
Street Address / Unit No.			
City, State, Zip			
How long at this address			
Manager/Owner Name			
Manager/Owner Phone			

## Income

*Please list employment from past five years & other sources of income.*

## Employment History

	Current Employer	Previous Employer	Previous Employer
Employed by			
Position			
Dates of Employment (From..To)			
Monthly Income			
Name of Supervisor			
Supervisor's Phone #			
Address - Street, City, State, Zip			

### Other Income Sources

Type	Monthly Income	Name of Provider	Address - Street, City, State, Zip	Phone #

### Emergency Contact Information

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Address - Street, City, State, Zip \_\_\_\_\_

### Vehicles

Make & Model	Year	Color	Plate #	State

### Other Information

Have you ever been evicted?  Yes  No

If yes, when & why \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, when & why \_\_\_\_\_

Have you ever filed for bankruptcy?  Yes  No

If yes, when & why \_\_\_\_\_

Do you currently smoke?  Yes  No

Do you have any pets?  Yes  No

If Yes, please list each Type, Breed & Approx. Weight \_\_\_\_\_

How did you learn about us? \_\_\_\_\_

### Agreement & Signature

*I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for a home or apartment and does not constitute a rental or lease agreement in whole or part. I further understand that there is a non-refundable fee to cover the cost of processing my application and I am not entitled to a refund.*

Signature / Date

## CO-SIGNER

By signing this form, Co-signer authorizes the landlord to perform a credit check or background check, if necessary. Co-signer forms are accepted at the landlord's discretion, and a co-signer form does not in any way guarantee an applicant a rental unit. Failure to fully complete a requested co-signer form may result in the landlord refusing a rental application.

### Personal Information

Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Driver's License # / State \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Current Employer Name / Phone # \_\_\_\_\_

### Co-signing for

Full Name \_\_\_\_\_ Unit Applied for \_\_\_\_\_

*It is hereby agreed that the aforementioned Co-signer will assume any and all responsibilities and/or obligations of the Leaseholder's share of expenses if the Leaseholder cannot or will not oblige. This Co-signer Agreement will remain in force throughout the entire term of the Leaseholder's tenancy, even if the tenancy is extended and/or changed in its terms.*

Signature / Date

### DPRE Application Screening Process:

1. Applicants are NOT selected on a first-come, first-serve basis. The application period will remain open at the discretion of DPRE.
2. The best applicant will be selected based on the minimum and preferred application requirements set forth
3. Applications must be complete and accurate. Applications discovered to have inaccurate information will be rejected
4. Any individual who will reside at the residence, even if part-time, must be named on both the application and the lease.
5. *Dubuque* – All applicants must complete a Background Check Consent Form

#### Minimum and Preferred Applicant Criteria:

	Minimum	Preferred
Household income must support rent	Rent less or equal to 35% of monthly income	Rent less or equal to 30% of monthly income
Reliable income source/employment history	Consistent employment/income last 12 months	Consistent employment/income last 24 months or more
Past Evictions	No evictions in last 24 months, but no more than 1 in the last 5 years	No eviction history
Criminal History	No violent felonies in the last 5 years	No criminal history