



Rev'd: \_\_\_\_\_  
Paid: Yes/No

1550 S. Gilbert Street Phone: (319) 887-2187  
Iowa City, IA 52240 Fax: (319) 887-2109

### APPLICATION FOR TENANCY

**A \$30.00 non-refundable CASH application fee is required for processing.**

A separate application must be filled out by each applicant (except for married couples). Fill in each blank completely and sign where indicated. We collect as many applications as possible. We run credit check and call references on all applicants. We do not automatically rent to the first applicant; we do rent to the first applicant that best meets our criteria. **ANY FALSE INFORMATION PROVIDED MAY RESULT IN IMMEDIATE DISQUALIFICATION.**

Property Desired: \_\_\_\_\_ DESIRED MOVE IN DATE \_\_\_\_\_

.....  
**PERSONAL INFORMATION**  
.....

APPLICANT NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ SS#: \_\_\_\_\_

DRIVERS LICENSE State Issued By: \_\_\_\_\_ DL#: \_\_\_\_\_ Phone#: \_\_\_\_\_

COAPPLICANT (ONLY IF MARRIED): \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ SS#: \_\_\_\_\_

DRIVERS LICENSE State Issued By: \_\_\_\_\_ DL#: \_\_\_\_\_ Phone#: \_\_\_\_\_

.....  
**RESIDENTIAL HISTORY**  
.....

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

Since: \_\_\_\_\_ (mm/yy) Rent/Month: \_\_\_\_\_

Present  
Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Is present rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

Previous  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Month: \_\_\_\_\_

Previous  
Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Was rent up to date?  Yes  No Had you given notice?  Yes  No Had you been asked to leave?  Yes  No

.....  
**OCCUPANTS**  
.....

Number to occupy unit: \_\_\_\_\_

NAME	RELATIONSHIP	BIRTH DATE

PETS:  Yes  No If yes, give details (number, type, & size)

**VEHICLES**

Model/ color #1: \_\_\_\_\_ State: \_\_\_\_\_ License Plate #1: \_\_\_\_\_

Model/ color #2: \_\_\_\_\_ State: \_\_\_\_\_ License Plate #2: \_\_\_\_\_

**EMPLOYMENT**

EMPLOYER: \_\_\_\_\_ Since: \_\_\_\_\_ Address: \_\_\_\_\_

What do you do there? \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

PREVIOUS/COAPPLICANT EMPLOYER: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Address: \_\_\_\_\_

What did you do there? \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**INCOME**

Current Income: \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source: \_\_\_\_\_

Current Income: \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source: \_\_\_\_\_

Bank/Credit Union: \_\_\_\_\_ location \_\_\_\_\_

**REFERENCES**

Relative Reference: \_\_\_\_\_ Relation: \_\_\_\_\_ Non-Relative Reference: \_\_\_\_\_

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

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

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_ Non-Relative Reference: \_\_\_\_\_

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

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

**CREDIT ACCOUNTS**

Current (open) accounts including credit cards and loans:

CREDITORS NAME	PAYMENT

IS PAYMENT CURRENT?

- Yes  No
- Yes  No
- Yes  No
- Yes  No

Explain any "YES" answers on a separate sheet with names and details

- Are you currently using or have you been arrested and/or convicted with using a controlled substance?  Yes  No
- Have you ever committed a crime that could put you on the sex offender page?  Yes  No
- Has any signer ever been sued for bills?  Yes  No
- Has any signer ever been bankrupt?  Yes  No
- Has any signer ever broken a lease?  Yes  No
- Has any signer been evicted, or has had the eviction process started?  Yes  No
- Has any signer ever been arrested and/or charged with a felony or indictable misdemeanor?  Yes  No

What is a current email address for you? \_\_\_\_\_

Is the total move-in amount (rent and deposit) available now?  Yes  No

**Acceptance of this application by the landlord shall not constitute a completed agreement to rent the premises. All parties must also sign a formal written rental agreement within 48 hours upon approval or the apartment will be given to the next qualified applicant.**

**SECURITY DEPOSITS ARE BASED ON A COMBINATION OF CREDIT SCORE, RENTAL HISTORY AND REFERENCES. ACCORDING TO IOWA TENANT LANDLORD LAW, SECTION 562A.12 OF THE IOWA CODE, "A LANDLORD SHALL NOT DEMAND OR RECEIVED AS A SECURITY DEPOSIT AN AMOUNT OR VALUE IN EXCESS OF TWO MONTHS' RENT" RIVER CITY PROPERT MANAGEMENT COLLECTS A MINIMUM SECURITY DEPOSIT ON ALL RENTALS EQUAL TO ONE MONTH'S RENT BUT RESERVES THE RIGHT UNDER THE IOWA CODE TO INCREASE THE SECURITY DEPOSIT UP TO TWO MONTHS RENT BASED ON THE TENANT'S QUALIFICATIONS.**

Applicant authorizes the landlord to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to thoroughly investigate applicant. Applicant certifies that all the information is true, accurate, and complete to the best of applicant's knowledge. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME. WE RESERVE THE RIGHT TO REQUIRE A CO-SIGNER AND/OR DOUBLE DEPOSIT.

X \_\_\_\_\_  
APPLICANT SIGNATURE DATE

X \_\_\_\_\_  
COAPPLICANT SIGNATURE DATE

## Application & Credit Guidelines

<b>CRIMINAL RECORD SCREENING POLICY UNACCEPTABLE OFFENSES/CRIMES</b>	
Aggravated Assault	Forgery/Counterfeit
Assault (Misdemeanor)	Homicide
Arson	Larceny/Theft
Auto Theft	Narcotics (Felony)
Domestic Abuse	Narcotics (Misdemeanor)
Criminal Sexual Conduct	Prostitution
Disorderly Conduct (Misdemeanor or greater)	Rape
Disturbing the Peace (Misdemeanor or greater)	Robbery/Burglary
DUI or DWI – 4 or more convictions	Vandalism/Destruction of Property
Felonies (All)	Weapons

<b>CREDIT RECORD SCREENING POLICY UNACCEPTABLE CREDIT MARKS</b>
<b>Bankruptcy</b> within the last 12 months.
<b>Collection Accounts/Judgments</b> unless proof of payment can be provided. Total combined delinquent debt cannot exceed \$500. Medical accounts will be excluded from review.
<b>Combined Delinquent Accounts Past Due</b> exceeding \$500.
<b>Repossession</b> within the last 12 months.
<b>Prior Evictions/Unlawful Detainers/Eviction process started</b>
<b>Credit score below 600</b>

<b>INCOME QUALIFICATION</b>
The combined gross income for the household must be equal to or greater than 3 times the total monthly payment.

<b>RENTAL/ADDRESS HISTORY QUALIFICATION</b>
Positive, established rental history at your current and/or previous residence and are eligible for re-rental, or positive rating on mortgage loan. Address omissions or errors are grounds for denial.

<b>EMPLOYMENT QUALIFICATION</b>
<b>Six months</b> minimum employment with your current job or previous employment in a related field.

X \_\_\_\_\_  
APPLICANT SIGNATURE
DATE

X \_\_\_\_\_  
COAPPLICANT SIGNATURE
DATE