

# APPLICATION FOR TENANCY



2401 Coral Court, Suite 1, Coralville, Iowa 52241  
319.645.0088 | contact@TheHawkeyeGroup.com

PROP-UNIT CODE

APPLICATION FEE REC'D

- **NON-REFUNDABLE APPLICATION PROCESSING FEE: \$25 PER NEW APPLICANT**
  - NO FEE REQUIRED FOR RENEWING TENANT APPLICATIONS
- EVERY APPLICANT 18-YEARS OR OLDER **MUST COMPLETE SEPARATE APPLICATIONS**
- APPLICATION REQUIRES CURRENT COPY OF U.S. STATE OR FEDERAL-ISSUED PHOTO ID
- RENT SHALL NOT EXCEED 40% OF THE TOTAL GROSS MONTHLY INCOME OF ALL QUALIFYING APPLICANTS WITH APPROVED FICO CREDIT RISK SCORES
- IF NO SOCIAL SECURITY NUMBER ISSUED AND/OR NO CURRENT US ADDRESS PROVIDED, LANDLORD SHALL REQUIRE A COPY OF APPLICANT'S U.S. VISA
- APPLICATION MAY BE DENIED IF INCOMPLETE, UNSIGNED, UNACCEPTABLE OR MISSING PHOTO ID, INSUFFICIENT INCOME, OR UNSATISFACTORY CREDIT AND/OR CRIMINAL BACKGROUND CHECK(S)
- ACCEPTANCE OF THIS APPLICATION BY LANDLORD SHALL NOT CONSTITUTE AN AGREEMENT TO LEASE A RENTAL UNIT, WITHOUT A SIGNED LEASE AGREEMENT

## PERSONAL INFORMATION

LEGAL NAME:

LAST FIRST MIDDLE

FORMER / MAIDEN NAME:

N/A

LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER:  
(OR ATTACH US VISA)

BIRTHDATE:

DRIVER'S LICENSE / STATE ID CARD #:

STATE ISSUED:

HOME #:

WORK #:

MOBILE #:

E-MAIL:

PRESENT ADDRESS (No PO Box):

PRESENT LANDLORD NAME:

PHONE #:

REASON FOR LEAVING:

N/A - RENEWING

LENGTH OF TIME AT PRESENT ADDRESS:

EMERGENCY CONTACT (Someone NOT living with you):

RELATIONSHIP TO APPLICANT:

ADDRESS:

PHONE #:

## VEHICLE INFORMATION

VEHICLE MAKE/MODEL:

COLOR:

LICENSE PLATE #:

STATE ISSUED:

## EMPLOYMENT / INCOME

PRIMARY EMPLOYER:

TITLE/DEPT:

ADDRESS:

DATES EMPLOYED:

HOURS PER WEEK:

GROSS MONTHLY INCOME (before deductions):

\$ \_\_\_\_\_ per month

SECONDARY EMPLOYER:

TITLE/DEPT:

ADDRESS:

DATES EMPLOYED:

HOURS PER WEEK:

GROSS MONTHLY INCOME (before deductions):

\$ \_\_\_\_\_ per month

## ADDITIONAL INCOME SOURCES

ATTENDING COLLEGE:

FULL-TIME  PART-TIME  N/A

LOANS/GRANTS/SCHOLARSHIPS RECEIVED:

\$ \_\_\_\_\_ per semester

HOUSING ASSISTANCE:

SECTION 8  OTHER  N/A

ESTIMATED SUBSIDY AMOUNT:

\$ \_\_\_\_\_ per month

NAME OF CASE WORKER:

PHONE #:

OTHER INCOME SOURCE(S):

\$ \_\_\_\_\_ per month

OTHER INCOME SOURCE(S):

\$ \_\_\_\_\_ per month

**OTHER INTENDED RESIDENTS (INCLUDING MINORS UNDER 18-YEARS OF AGE)**

RESIDENT:			
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE
	FIRST NAME	LAST NAME	RELATIONSHIP TO APPLICANT
RESIDENT:			AGE

**ALL APPLICANTS – PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**DO YOU HAVE A SECURITY FREEZE ON YOUR CREDIT FILE?**

YES  NO IF "YES", PLEASE PROVIDE FROZEN ACCESS NUMBER: \_\_\_\_\_

**ARE YOU CURRENTLY AN ILLEGAL USER AND/OR DISTRIBUTOR OF ANY CONTROLLED SUBSTANCE(S)?**

YES  NO IF "YES", PLEASE EXPLAIN: \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF, CHARGED WITH, PLED GUILTY TO, AND/OR RECEIVED DEFERRED JUDGMENT FOR: ANY FELONY; SERIOUS, OR AGGRAVATED MISDEMEANOR; OWI / DUI / DWI?**

YES  NO IF "YES", PLEASE EXPLAIN ALL OFFENSES & DATES: \_\_\_\_\_  
INCLUDE ADDITIONAL PAGES IF NECESSARY \_\_\_\_\_

**NEW APPLICANTS ONLY – PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**WHICH PROPERTY ARE YOU APPLYING FOR?** \_\_\_\_\_ **HOW MANY BEDROOMS?** \_\_\_\_\_

**WHAT DATE DO YOU WANT THE LEASE TO BEGIN?** \_\_\_\_\_

**WERE YOU REFERRED BY ONE OF OUR CURRENT RESIDENTS?**

YES  NO IF "YES", PLEASE LIST NAME & ADDRESS: \_\_\_\_\_

**HAVE YOU EVER PAID RENT MORE THAN ONE (1) WEEK LATE, OR HAVE YOU EVER BEEN EVICTED FROM A RENTAL PROPERTY?**

YES  NO IF "YES", PLEASE EXPLAIN: \_\_\_\_\_

**DO YOU OR ANY INTENDED RESIDENTS SMOKE CIGARETTES OR OTHER SUCH PRODUCTS? (PLEASE NOTE: PROPERTIES ARE 100% NON-SMOKING)**

YES  NO IF "YES", PLEASE EXPLAIN: \_\_\_\_\_

**DO YOU OWN A PET? (PLEASE NOTE: NOT ALL PROPERTIES ALLOW PETS – THOSE THAT DO MAY REQUIRE A PET AGREEMENT, PET FEE & PET RENT)**

YES  NO IF "YES", WHAT KIND / BREED: \_\_\_\_\_ WEIGHT / SIZE OF PET: \_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND ANY FALSE, INCOMPLETE, OR INTENTIONALLY MISLEADING INFORMATION HEREON CAN RESULT IN THE REJECTION OF THIS APPLICATION, OR CANCELLATION OF MY LEASE EVEN AFTER IT HAS BEEN SIGNED.

I UNDERSTAND THAT ONCE SUBMITTED THIS APPLICATION BECOMES THE PROPERTY OF THE LANDLORD AND/OR PROPERTY MANAGER AND THAT ALL INFORMATION PROVIDED WILL BE HELD CONFIDENTIAL AND USED SOLEY FOR PURPOSES RELATED TO THE APPLICATION AND LEASING OF A RENTAL UNIT.

I AUTHORIZE LANDLORD, PROPERTY MANAGER AND/OR AUTHORIZED AGENT TO VERIFY THE INFORMATION PROVIDED ABOVE, INCLUDING WITHOUT LIMITATION THROUGH THE REFERENCES GIVEN, A CREDIT CHECK AND A CRIMINAL BACKGROUND CHECK.

I UNDERSTAND THAT IF I FAIL TO PROVIDE A FROZEN ACCESS NUMBER OR OTHERWISE RELEASE ACCESS TO MY CREDIT FILE MY APPLICATION WILL BE UNABLE TO BE APPROVED, AND THAT TO PROCEED WITH THE APPLICATION PROCESS I WILL BE REQUIRED TO PROVIDE SUCH ACCESS AND TO PAY ANOTHER APPLICATION PROCESSING FEE TO RE-RUN MY CREDIT CHECK.

APPLICANT SIGNATURE: \_\_\_\_\_

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