



# CAMPUS TOWN APARTMENTS

Work Hard, Live Easy

## CAMPUS TOWN Apartments RENTAL APPLICATION 2018-2019

Mailing Address: 1210 SW 28<sup>th</sup> St. Ankeny Iowa 50023  
515-289-0700

### FOR OFFICE USE ONLY

Date received: \_\_\_\_\_ Date approved/denied \_\_\_\_\_  
Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_  
App fee \$ \_\_\_\_\_ Check # \_\_\_\_\_

**NOTICE: Each Applicant must complete an application form. There is a \$50.00 non-refundable processing fee per applicant. (This covers the co-signer and applicant)**

**Application Process:** We evaluate every application in the following manner. You must submit a rental application and answer all questions on the form. You must pay the **\$50 non-refundable application fee**. We will determine whether, from your responses to the application questions, you qualify for the rental unit you are applying for. If you do not, we will reject your rental application. If you do, we will send your application to our screening company, which will check your credit report, criminal history, and employment and rental references to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application. This process takes one to four working days. We will rent available units to applicants in the order that their applications are approved.

**Rental Criteria:** To qualify for a rental unit with Campus Town Apartments, you must meet the following criteria:

- a. **Income.** Your monthly income must be at least three times the monthly rent. You must provide your most current paycheck stub with this application to verify income. You must be able to prove at least one year of employment immediately preceding the date of your application. **If you have been a full-time student at any time within the past year, we will require you to have a co-signer/guaranteed.** If you are unemployed, you must provide proof of a source of income; you may make copies of the source and send them with the application.
- b. **Rental history.** You must have satisfactory rental references from at least two prior landlords. If you have ever been evicted or sued for any lease violation, we will reject your application.
- c. **Credit history.** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we will reject your application.
- d. **Criminal history.** If you have ever been convicted of a felony, we will reject your application. If you have been convicted of a misdemeanor involving dishonesty or violence within the past five years, we will reject your application.
- e. **Guarantor/Co-signer.** If you do not meet one or more of the above criteria, you may be able to qualify for a rental unit if you can get a third party to guarantee your lease. The guarantor/co-signer must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard.

**Move In Date: August 19<sup>th</sup> 2018**

Applicants' Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_

Please Check One: Male \_\_\_\_\_ Female \_\_\_\_\_

I wish to have a bedroom and bathroom to myself (**Private**) Yes No

I wish to share a bedroom and bathroom with one other person (**Shared**) Yes No

1. Provide the name and telephone number of the person you would like to share a bedroom and bathroom with if approved.

2. Provide the name and telephone number of the people you would like to occupy the apartment with if approved:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**PLEASE LIST YOUR RESIDENCE HISTORY (beginning with most current) use another sheet for previous**

3. **Current Address** (Full address) \_\_\_\_\_  
 Month & Year Moved In: \_\_\_\_\_ Current Lease End date: \_\_\_\_\_  
 Please state your reason for leaving: \_\_\_\_\_  
 Landlord/Company Name \_\_\_\_\_ Landlord/Company Phone: (\_\_\_\_\_) \_\_\_\_\_  
 Current Monthly Rent Payment \$ \_\_\_\_\_

### REFERENCE / EMERGENCY CONTACT

4. **Name of parent(s) or close family relative:** \_\_\_\_\_  
 Address (Include City, State, Zip): \_\_\_\_\_  
 Phone Number (\_\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

### PLEASE LIST YOUR EMPLOYMENT INFORMATION

Check your current status: Employed Full-Time \_\_\_\_\_ Employed Part-Time \_\_\_\_\_ Student \_\_\_\_\_ Retired \_\_\_\_\_ Not Employed \_\_\_\_\_

5. **Current Employer** (or most recent): \_\_\_\_\_  
 Business address (include city, state & zip): \_\_\_\_\_  
 Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Employer phone number: (\_\_\_\_\_) \_\_\_\_\_

Gross *monthly* income \$ \_\_\_\_\_

Additional sources of income you would like us to consider? Please list below. (You do not have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.)

Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Phone \_\_\_\_\_

**OTHER INFORMATION**

- 7. Have you ever been evicted or asked to move out? Yes \_\_\_\_\_ No \_\_\_\_\_
- 8. Have you ever been sued for damage to rental property? Yes \_\_\_\_\_ No \_\_\_\_\_
- 9. Have you ever declared Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_
- 10. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (Whether or not resulting in a conviction)? Yes \_\_\_\_\_ No \_\_\_\_\_
- 11. Have you ever been convicted of or pleaded guilty or "no contest" to a Misdemeanor involving sexual misconduct (whether or not resulting in a conviction)? Yes \_\_\_\_\_ No \_\_\_\_\_
- 12. Do you have legal right to be in the United States?
  - \_\_\_\_\_ Yes, because I am a United States Citizen.
  - \_\_\_\_\_ Yes, because I have valid documentation from the Bureau of Citizenship and Immigration Service (Formally the U.S. Department of Immigration and Naturalization).
  - \_\_\_\_\_ No

\* If you answered "yes" because you are a non-U.S citizen with valid visa documentation, please provide:

Reason you are in the U.S. \_\_\_\_\_

Visa Type: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US?**

Apartment Finder \_\_\_\_\_ DMACC Employee \_\_\_\_\_ DMACC web site \_\_\_\_\_ Resident Referral \_\_\_\_\_ Other \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGEMENT:**

- 1. I acknowledge that there is a **\$50.00 non-refundable processing fee** that must be turned in with this application. I acknowledge that there is **a deposit of \$400 per person for a private bedroom, and a deposit of \$400 per person for a shared bedroom that must be turned in with this application. (Separate check, please).**
- 2. If my application is not accepted within 4 business banking days, the deposit shall be refunded to me and I will not have a room held for me. If my application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant thereby waiving any claim for damages by reason of non-acceptance.
- 3. **However, upon acceptance of this application the deposit shall be retained as the holding/security deposit, (which shall be \$400 private bedroom, \$400 shared bedroom) and will be non-refundable if I cancel my application for any reason. This holding/security deposit will become refundable once I have completed my lease and there is no damage beyond normal wear and tear and all rent has been paid in full.**
- 4. When so approved and accepted, I agree to execute a lease before possession is given and to pay the balance of the holding/security deposit (if any) within 4 business banking days after being notified of acceptance, or the holding/security deposit will be forfeited as liquidated damages in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character, and reputation.
- 5. I acknowledge that Campus Town Apartments reserves the right to relocate a tenant at any time during the term of the Agreement, either permanently or temporarily, for any one or more of the following reasons:
  - a. Incompatibility with other tenants assigned to the dwelling unit or for disciplinary purposes as determined by Campus Town;
  - b. To move tenants together to fill vacancies to reduce vacancy loss;
  - c. A need to repair or renovate the Dwelling Unit;
  - d. A good faith judgment by the Management that it would be desirable to reassign tenants for better supervision.

**I hereby apply to lease a shared or private bedroom at 1210 SW 28<sup>th</sup> Street Ankeny Iowa 50023 for the term and upon the conditions above set forth and agree that the rent is to be payable on the 1<sup>st</sup> day of each month in advance.** As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, \$300.00 of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

By signing this application, I declare that all of my responses are true and complete. I authorize Campus Town Apartments owners and/or leasing agents to verify this information by conducting employment, credit, rental and reference checks and criminal history checks. I also authorize Campus Town Apartments owners and/or agents to obtain my credit report.

If this rental application is approved, this application shall be made part of the Dwelling Rental Agreement. Resident acknowledges that Owner has relied on the information submitted by Resident as an inducement to rent the Premises to Resident. If any representation of the application is determined to be misleading, incorrect, or untrue, Owner may, at its option, terminate Resident's right to occupy the Premises.

**NOTICE: We will require a photocopy of your driver's license for proof of identity**

**I understand that I need to be on my parents homeowners/renters insurance or I need to take out my own renters insurance before moving in and I will have proof of this from the insurance company on move-in. The above information, to the best of my knowledge, is true and correct.**

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT NAME (PRINTED): \_\_\_\_\_

Approval letters and lease documents will be sent to this email address so please give an email address you check:

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_