



1100 Old Marion Road NE
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PROPERTY MANAGEMENT

APPLICATION DISCLOSURE

It is High Property Management’s policy not to rent to the first applicant(s). We rent to the applicant with the best credit and rental history. The outcome of your application is based on your entire background check.

We will need the following from you before you can move in to the dwelling upon acceptance. You may be asked for this information at an earlier date if needed; further verification may be needed as well:

- Proof of Employment: Acceptance letter, paystubs, etc. (Child Support, Social Security Income, Disability, Etc.,)
- 2 Forms of Government Official Ids (driver’s license, SSI card, birth certificate, passport, etc.)
- Your Application Fee(s) (application fee(s) must be paid at the time application is accepted)
- Proof of Renters Insurance (High Property Must be Listed as additional interest or insured)
- Proof of Utilities
- (There may be other items asked for if needed)

ALL ADULT (18 years of age and above) APPLICANTS MUST FILL OUT SEPARATE APPLICATIONS AND QUALIFY INDEPENDENTLY.

There are several qualifying areas that at the option of the Landlord may be taken into consideration when processing an application for residency.

Please read the entire disclosure carefully prior to making application for residency.

In the application process the following may be considered:
 CREDIT, RENTAL REFERENCES, EMPLOYMENT/INCOME, CRIMINAL BACKGROUND
APPLICANTS WITH NO FINANCIAL/RENTAL INFORMATION:
May be asked to provide a qualified co-signer.
APPLICANTS WITH LESS THAN PERFECT CREDIT

- Applicant(s) may be required to have a co-signer and/or be required to pay up to two times the monthly rent for a security deposit. The number and of adverse ratings as well as the amounts will have an impact on the outcome of your application(s)
- If an applicant has filed Bankruptcy – it must be at least **6 months** prior to applying and recent credit must be excellent. Additionally, applicant(s) may be required to have a co-signer and/or be required to pay up to two times the monthly rent for a Security deposit.
- Co-signers must be homeowners who reside in the state of Iowa. All Co-signers must be present during the lease signing.

PETS

At this time our owners will allow 2 cats per unit (some complexes may not apply), and pay a **\$250.00 non refundable** pet fee with the first months rent. You must provide verification that the cat has been spayed/neutered/de-clawed. Pet owners will also be required to sign a "Pet Agreement".

Not fully and completely disclosing all requested information shall be grounds for denial.

I hereby apply to lease the following described premises for the term and upon the conditions set forth and agree that the rent is to be payable the first day of each month, in advance. I warrant that all statements set forth are true; however, should any statement made by a misrepresentation or not a true statement of facts, \$250 of the deposit will be retained to offset the Landlord’s time, cost and effort in processing my application.

If I so choose to put a total of \$250 down as earnest money to hold the apartment off the market I understand that if upon acceptance of this application the deposit shall be retained as part or all of the security deposit. If so approved and accepted, I agree to execute a lease for _____ months. Any balance of the security deposit and first month’s rent shall be due on or before the day I take possession of the apartment.

If I so choose not to pay \$250 to be held as earnest money, then I understand that the dwelling will **NOT** be held off the market for me and that the dwelling may be rented by another applicant before application has been ran.

After the application has been so approved and accepted, should I fail to execute a lease and fail to move in, I understand that this deposit and applications fees shall be applied to the Landlord’s cost, time, effort, lost rent, advertising, etc. and will not be refunded to me.

If my application is NOT approved with the landlord, I understand my earnest money of \$250 (if paid) will be refunded back to me and my applications fees are held as processing fees for the application.

I hereby authorize High Property Management, to whom this application is made or any credit bureau or their investigating agent employed by High Property Management to investigate the references and other data pertaining this application. I authorize HPM to investigate my credit and financial responsibility and criminal history. It is understood and agreed that Landlord reserves the right to rescind or amend an offer to rent, with or without cause, up to the time a deposit commitment is made.

An Application Fee of \$_____ per adult applicant is due by money order, or check in order to process the application. I UNDERSTAND THAT THE APPLICATION FEE IS NON-REFUNDABLE AND DOES NOT GUARANTEE APPROVAL.

I have read and fully understand and agree to the terms of this disclosure.

Applicant Signature: _____

Date

Equal Housing Opportunity

APPLICATION FOR RESIDENCY
(Each co-resident must submit a separate application)

ADDRESS APPLYING FOR: _____ GARAGE: YES / NO
BASE RENTED QUOTED: \$ _____ GARAGE RENT QUOTED: \$ _____ LEASE TERM: _____
Approximate Move in date: _____

How did you hear about us? _____
FULL NAME: (LAST) _____ (FIRST) _____ (M) _____

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____

DO YOU SMOKE?: _____ MAIDEN NAME: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

VEHICLES: TYPE COLOR MAKE LICENSE # STATE YEAR

NAMES & RELATIONSHIPS OF EVERYONE WHO WILL OCCUPY UNIT INCLUDING AGES OF MINORS:

1. _____ 3. _____
2. _____ 4. _____

PRESENT ADDRESS:

STREET: _____ APT. #: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RENT OR OWN: _____ DATES: _____ MONTHLY PAYMENT: _____

LANDLORD/LENDER: _____ PHONE: _____

STREET: _____ CITY: _____ STATE: _____

REASON FOR LEAVING: _____

PREVIOUS ADDRESS:

STREET: _____ APT. #: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RENT OR OWN: _____ DATES: _____ MONTHLY PAYMENT: _____

LANDLORD/LENDER: _____ PHONE: _____

STREET: _____ CITY: _____ STATE: _____

REASON FOR LEAVING: _____

HAVE YOU EVER BEEN EVICTED OR REFUSED TO PAY RENT, OR HAS ANY OTHER LANDLORD DENIED YOUR APPLICATION? YES / NO
IF YES, PLEASE EXPLAIN: _____

CURRENT EMPLOYER:

EMPLOYER: _____ SUPERVISOR: _____

STREET: _____ CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

START DATE: _____ POSITION: _____ GROSS INCOME: _____

PREVIOUS EMPLOYER:

EMPLOYER: _____ SUPERVISOR: _____

STREET: _____ CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

START DATE: _____ POSITION: _____ GROSS INCOME: _____

OTHER INCOME:

TYPE OF INCOME	SOURCE/BANK	GROSS ANNUAL AMOUNT
_____	_____	_____
_____	_____	_____

BANK REFERENCES:

BANK NAME	LOCATION	ACCOUNT TYPE
_____	_____	_____
_____	_____	_____

HAVE YOU EVER BEEN CHARGED WITH, CONVICTED OF, OR PLEADED GUILTY OR "NO CONTEST", TO A FELONY (WHETHER OR NOT
RESULTING IN A CONVICTION)? YES / NO IF YES, EXPLAIN _____

HAVE YOU IN THE PAST 3 YEARS USED AN ILLEGAL CONTROLLED SUBSTANCE? YES / NO

EMERGENCY CONTACT (NOT RESIDING WITH YOU):

NAME: _____ RELATIONSHIP: _____ PHONE #: _____

STREET: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PET INFORMATION: TYPE: _____ BREED: _____ DECLAWED: _____ NEUTURED/SPAYED: _____

I hereby authorize High Property Management or any credit bureau or their investigating agency employed by High Property Management to investigate the reference and other data provided. In addition, investigate my credit and financial responsibility and criminal history. I have completely read and understand and agree to the terms of the "Application Disclosure."

Application Fee of \$ _____ per adult applicant is due by cash or local check in order to process the application. I understand the application fee does not guarantee approval & is non-refundable if the application is denied.

MANAGEMENT REPRESENTATIVE DATE APPLICANT DATE

Rev. 12/12/06