

Campus View Student Housing

2030 S. DMACC Blvd.
Ankeny, Iowa 50023

FOR OFFICE USE ONLY

DATE: _____ Approved/Denied _____

CO-SIGNER RENTAL APPLICATION

The Undersigned hereby makes application to co-sign for (Tenant Name): _____

Relationship to Tenant: _____

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 a \$30 non –refundable application fee.** We will determine whether, from your responses to the application questions, you qualify to co-sign for the rental dwelling unit you and the above named Tenant are applying for. At our discretion, we will check any of the following criteria: credit report, criminal history, 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 do not rent to anyone whose references we cannot contact. We will rent available dwelling units to applicants in the order that their applications are approved.

Rental Criteria: To qualify for one of our dwelling rental units, you must meet the following criteria:

- a. **Income.** Your monthly income must be at least three times the monthly rent. 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 your lease guaranteed. If you are unemployed, you must provide proof of a source of income.
- 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. **Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for a rental dwelling unit if you can get a third party to guarantee your lease. The guarantor 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 standard.

Co-Signer Information:

Applicants’ Full Name _____ Phone (____) _____
Date of Birth _____ Social Security No. _____ Driver’s Lic. No. & State _____

Do you currently have renters insurance? _____ Homeowners insurance? _____

PLEASE GIVE US YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (beginning with most current)

1. Current Address (City, State & Zip) _____
Month & Year Moved In _____ Do you own or rent? _____
Landlord Name _____ (If Applicable) Phone (____) _____
Monthly Rent/Mortgage Payment \$ _____

2. Previous Address (if within 3 years) : _____
Month & Year Moved In _____ Moved Out _____ Rent or owned? _____
Reason for leaving _____
Landlord Name _____ (If Applicable) Phone (____) _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS: Employed Full-Time Employed Part-Time Student
 Retired Not Employed

3. Applicants Current Employer (or most recent): _____
Address (include city, state & zip): _____
Date(s) Employed / From _____ to _____ Position _____
Supervisor: _____ Employer phone number: (____) _____
Your gross monthly salary \$ _____ Household gross monthly income \$ _____

4. Previous Employer: _____
Address (include city, state & zip): _____
Date(s) Employed / From _____ to _____ Position _____
Supervisor: _____ Employer phone number: (____) _____
Your gross monthly salary \$ _____

5. If you will be employed with a different company within the next year, please list:
Future Employer: _____ Future occupation: _____
Future employer address (include city, state & zip): _____
Supervisor: _____ Employer phone number: (____) _____
When is your expected starting date? _____
Approximate gross monthly income: \$ _____

If there are any other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. 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 _____

PLEASE LIST YOUR BANK AND CREDIT REFERENCES

<u>YOUR BANK(S)</u>	<u>CITY-STATE/BRANCH</u>	<u>ACCT. NUMBER & TYPE</u>	<u>TELEPHONE</u>
a. _____	_____	_____	_____
b. _____	_____	_____	_____

<u>YOUR CREDIT REFERENCES</u>	<u>CITY-STATE/BRANCH</u>	<u>ACCT. NUMBER & TYPE</u>	<u>TELEPHONE</u>
a. _____	_____	_____	_____
b. _____	_____	_____	_____

OTHER INFORMATION

- 6. Have you ever been evicted or asked to move out? Yes No
- 7. Have you ever broken a Rental Agreement or Lease? Yes No
- 8. Have you ever been sued for damage to rental property? Yes No
- 9. Have you ever declared Bankruptcy? Yes No
- 10. Are there adverse credit conditions/situations in your recent history that will show up on your credit report? Yes No If yes, explain _____

I hereby apply to co-sign for (Tenant Name) _____
for the above described premises for the lease term and upon the conditions above set forth and agree that the rent is to be payable on the 1st day of each month in advance.

If your application is approved, this rental application shall be made a part of the "Dwelling Rental Lease".

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE. YOU ALSO AUTHORIZE CAMPUS VIEW STUDENT HOUSING MANAGEMENT TO VERIFY THIS INFORMATION BY CONDUCTING EMPLOYMENT, CREDIT, RENTAL & REFERENCE CHECKS AND CRIMINAL HISTORY CHECKS. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY CONSUMER CREDIT REPORT

NOTICE: We do require a photocopy of your driver's license for proof of identity.

The above information, to the best of my knowledge, is true and correct.

APPLICANTS SIGNATURE: _____ **DATE:** _____

APPLICANT NAME (PRINTED): _____

We may reach you at the following phone numbers:

1. _____
2. _____
3. _____

E-mail Address: _____