

# Campus View Student Housing

## RENTAL APPLICATION

2030 S. DMACC Blvd. Ankeny Iowa 50023  
515-964-7474

### 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 \$30.00 non-refundable processing fee per 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 \$30 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 View Student Housing, 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 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 to our income standard.

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

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

### Roommate Options:

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: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### Vehicle Information:

3. Please list your vehicle information if you will be parking on the premises (include motorcycles, etc)
  - a. Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate No. /State \_\_\_\_\_

### PLEASE LIST YOUR RESIDENCE HISTORY FOR PAST 3 YEARS (beginning with most current)

4. **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 \$ \_\_\_\_\_
5. **Previous Address** (Full address) \_\_\_\_\_  
Month & Year Moved In: \_\_\_\_\_ Month/Year Moved Out: \_\_\_\_\_  
Please state your reason for leaving: \_\_\_\_\_  
Landlord/Company Name \_\_\_\_\_ Landlord/Company Phone (\_\_\_\_) \_\_\_\_\_

### REFERENCE / EMERGENCY CONTACT

16. 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 \_\_\_\_\_

6. **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 \_\_\_\_\_

**PLEASE LIST YOUR BANK REFERENCE(S)**

Bank Name(s)	City/State/Branch	Account Number/Type	Telephone
a. _____			

**OTHER INFORMATION**

10. Have you ever been evicted or asked to move out? Yes \_\_\_\_\_ No \_\_\_\_\_  
 11. Have you ever been sued for damage to rental property? Yes \_\_\_\_\_ No \_\_\_\_\_  
 12. Have you ever declared Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_  
 13. Have you ever been convicted of or pleaded guilty or “no contest” to a felony (Whether or not resulting in a conviction)? Yes \_\_\_\_\_ No \_\_\_\_\_  
 14. 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 \_\_\_\_\_  
 15. 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: \_\_\_\_\_

**Roommate Questionnaire**

To better assist us in matching you with other roommates, please rate yourself regarding the following questions. While every effort is made to pair students with compatible roommates, roommate assignment preference or compatibility is not guaranteed. Specific request by applicants to exclude roommates for consideration based on race, color, religion, national origin, disability, military status, or other protected classes are to be disregarded. Roommates will be matched by sex, so all roommates in an apartment must be either male or female.

(This should be completed whether you are “shared” or “private”)

	Agree	Usually Agree	Neither Agree or disagree	Disagree
I like rock music.				
I like hard rock music.				
I like country music.				
I like classical music.				
I like _____ music.				
I am a morning person.				
I am a night person.				
While studying , I like my room quiet.				
I prefer not to have guests in my apartment.				
I like my apartment/bedroom spotless.				
I like my apartment/bedroom clean, but unorganized.				
I like my apartment/bedroom messy.				
I smoke				
I smoke socially				
I cannot live with someone who smokes.				
I prefer roommates who don’t drink.				

What do you like to do in your spare time? \_\_\_\_\_

If there is one thing I will not be able to tolerate in a roommate, it is \_\_\_\_\_ .

Type of Major you are enrolled in at DMACC \_\_\_\_\_

Do you have renters insurance? \_\_\_\_\_

**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 **\$30.00 non-refundable processing fee** that must be turned in with this application.
2. I acknowledge that there is a **\$300.00 refundable "Earnest Money" deposit** that must be turned in with this application. (**Separate check please**). If my application is not accepted within 4 business banking days, the Earnest Money shall be refunded to me. However, upon acceptance of this application the Earnest Money shall be retained as part of the security deposit, which shall be equal to "one month's rent"
3. When so approved and accepted, I agree to execute a lease before possession is given and to pay the balance of the security deposit within 4 business banking days after being notified of acceptance, or the Earnest Money 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.
4. If this application is not approved and accepted by the owner or agent, the Earnest Money deposit will be refunded, the applicant thereby waiving any claim for damages by reason of non-acceptance.
5. I acknowledge that Campus View 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 View;
  - 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 the above described premises 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 View Student Housing 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 View Student Housing 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**

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

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

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

**Please provide us with the following contact information:**

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

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

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

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