

Rental Application
Jo Baumann Manager/Executive Assistant
3615 Story St. Ames, IA 50014
515-290-9999 - Email: jobaumann@me.com

ADDRESS (To Be Rented): _____ RENT: (New Lease, if renewal) _____

Deposit _____ LEASE Terms _____ to _____

FULL NAME _____ Name (or Nickname) family & friends call you _____

SOCIAL SECURITY # _____ CURRENT PHONE: (H) _____ (W) _____

Cell Phone # _____ Email: _____

How Did You Hear About Our Property? _____

RESIDENCE HISTORY

PRESENT ADDRESS _____

RENT PER MONTH _____ HOW LONG HAVE YOU LIVED THERE? _____

OWNER OR MANAGER (RA) _____ PHONE _____

REASON FOR LEAVING _____

Permanent Home Address: _____ Phone: _____

PREVIOUS LANDLORD (s): _____
Street City/State Zip PHONE: _____

PREVIOUS ADDRESSES: _____

Dates From: _____ To: _____

RENT PER MONTH: _____ REASON FOR LEAVING _____

EMPLOYMENT/STUDENT STATUS

EMPLOYED BY: _____ Phone _____

SUPERVISOR: _____ Salary _____

PREVIOUS EMPLOYER: _____ Phone _____

FRESH--SOPH--JUNIOR--SENIOR--GRAD STUDENT (Circle One) Major _____

FINANCIAL INFORMATION

YOUR BANK NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BANK FAX # _____ BANK PHONE # _____

CHECKING ACCOUNT # _____ SAVINGS ACCOUNT # _____

LOAN ACCOUNT # _____ CURRENT _____ PAST _____

I authorize _____ (financial institution) to release information about my account/credit history which will facilitate my gaining approval to lease from Scott and Sheila Riggs.

SIGNATURE

PRINT YOUR NAME

DATE

Have you ever: Been sued for non-payment of rent? Yes ___ No ___

Declared Bankruptcy? Yes ___ No ___ Been Evicted or Asked to Move? Yes ___ No ___

Broken A Rental Agreement? Yes ___ No ___ Been sued for damage to rental property? Yes ___ No ___

COSIGN REQUIREMENTS

CALL YOUR PARENTS TODAY TO TELL THEM YOU NEED A COSIGNATURE! WE WILL MAIL A COPY OF YOUR LEASE TO THEM TO BE COSIGNED. IF YOU DON'T WORK FULL TIME YOUR AGE DOESN'T MATTER.

OTHER PERTINENT INFORMATION

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted for use of a controlled substance? Yes _____ No _____

If the answer is yes to either of these questions, what state and county? _____

AUTOMOBILE (Year, Make, Color) _____

LICENSE PLATE# _____ COUNTY _____ STATE _____

DO YOU HAVE A WATERBED? _____ BICYCLE _____ MOTORCYCLE _____

Do you have RENTERS INSURANCE? _____: **You must have RENTERS INSURANCE to sign a lease with us. We will need to have a copy of your policy and proof of payment. Our Insurance does NOT cover you or your things! What insurance company do you use?**

IN CASE OF EMERGENCY: (PARENT OR LEGAL GUARDIAN)

NAME: _____ Phone _____

(Work Phone) _____ Address _____ City _____ State _____ Zip _____

Rent must be paid by all roommates before anyone can get a key! All co signatures and proof of Rental Insurance must also be returned before a key will be issued. Mail your check by July 15 to make certain early arrivals can move in.

MAKE SURE YOU MAKE UTILITY TRANSFER ARRANGEMENTS!

IT IS A \$50.00 CHARGE IF YOU DON'T ASSUME UTILITIES before Move In!!

No Bicycles may be kept in the house! No Smoking in the House!

RENTAL DEPOSIT \$ _____

I hereby deposit \$ _____ as earnest money to be refunded if this application is not accepted. Deposit checks will be cashed immediately upon receipt. If we spend time processing your rental application and you change your mind a processing fee will be deducted from your deposit. Once approved, I agree to execute a lease before possession is given. If a lease is NOT signed, the deposit will be withheld as damages. Upon signing of the lease, the deposit shall be retained as the security deposit. I certify that the above information is correct and authorize you to contact any references that I have listed.

Applicant's Signature

Date