Heritage Property Management

Application for Housing

Thank you for applying with Heritage Property Management

The following information is needed at the time your application is submitted:

- **Heritage Rental Application completed by all applicants with signature(s) on every page**
- **Copy of a valid Driver's License of all applicants**
- **Six consecutive Months of pay stubs**
- **$35.00 Application Fee per applicant** (only $35 if married)
  - Payable to Heritage Property Management
  - **We are not accepting cash at this time**

Your application will be processed when all of the above items are provided. Any missing information will delay the process.

EQUAL HOUSING OPPORTUNITY

Heritage Property Management will run a credit check on all prospective tenants 18 years of age and over. Any outstanding balances with current/previous landlords or utility companies must be paid off in full as well as liens or judgments, before we can approve the application. Heritage Property Management does not lease to individuals who have been convicted of a felony in the past 7 years or listed on the Sex Offender Registry.

To qualify, prospective tenants must make three times the monthly rent (ex: RENT x 3 = $$ monthly income)

Heritage Property Management
313 Third Avenue SE, P.O. Box 74050
Cedar Rapids, IA 52407
Phone: (319) 365-3610 Fax: (319) 362-9126
www.heritage-associates.com ~ hpm@heritage-associates.com

Application for Housing

Date: _____ Move-In Date: _____
Complex Name: _____ Apt. #: _____
Complex Address: _____ Lease Length: _____
Rent: _____

Applicant 1

Name: _____ Phone: (_____) _____
Last First MI Email Address: _____

Social Security Number: _____ Date of Birth: _____

Present Address: _____ City: _____ State: _____ Zip: _____

Apartment or Landlord Name: _____ Phone: (_____) _____

Reason for Leaving: _____

Present Employer: _____ Supervisor Name: _____

Employer Address: _____ Phone: (_____) _____

Title/Position Held: _____ Length of Employment: _____ Yearly Income: _____

Have you ever had bed bugs? _____Yes _____No Cockroaches or other pest control? _____Yes _____ No

Applicant 2

Name: _____ Phone: (_____) _____
Last First MI Email Address: _____

Social Security Number: _____ Date of Birth: _____

Present Address: _____ City: _____ State: _____ Zip: _____

Apartment or Landlord Name: _____ Phone: (_____) _____

Reason for Leaving: _____

Present Employer: _____ Supervisor Name: _____

Employer Address: _____ Phone: (_____) _____

Title/Position Held: _____ Length of Employment: _____ Yearly Income: _____

Have you ever had bed bugs? _____Yes _____ No Cockroaches or other pest control? _____Yes _____ No

List names of all other persons that will occupy the premises other than listed above:

Name: _____ Birth date: _____ Relationship: _____

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Do you have any pets? _____ Yes _____ No If Yes, Kind of Pet and Weight: _____

Do you have renters insurance? _____Yes _____No If Yes, please provide a copy If No, it is strongly recommended.

List of all vehicles to be kept at premises:

Make: _____ Year: _____ Color: _____ License Plate #: _____

Make: _____ Year: _____ Color: _____ License Plate #: _____

__$35__APPLICATION FEE PER ADULT (UNLESS MARRIED-ONE TIME FEE) MADE PAYABLE TO: HERITAGE PROPERTY MANAGEMENT

Personal Information

Applicant 1 Personal References:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Applicant 2 Personal References:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Person to notify in case of an emergency:

Name: _____ Address: _____ Phone: _____

Applicant 1 Personal History:

1. Have you ever been convicted of a misdemeanor or felony (excluding minor traffic violations)? Yes____ No____ If yes, list date, violation & resolution: _____

2. Have you ever been convicted on a charge involving illegal use, abuse, possession, manufacture or distribution of a controlled substance OR plead "no contest" to any drug and/or alcohol charges? Yes__ No____ If yes, list date, violation & resolution: _____

3. Have you ever been:
   Charged/convicted/pleaded "no contest" to any sex offender charges? Yes____ No____
   Registered or required to be registered as a sex offender? Yes_____ No____
   On any state's sex offender list? Yes_____ No____
   If yes, please explain date, where, violations & resolution: _____

Applicant 2 Personal History:

1. Have you ever been convicted of a misdemeanor or felony (excluding minor traffic violations)? Yes____ No____ If yes, list date, violation & resolution: _____

2. Have you ever been convicted on a charge involving illegal use, abuse, possession, manufacture or distribution of a controlled substance OR plead "no contest" to any drug and/or alcohol charges? Yes__ No____ If yes, list date, violation & resolution: _____

3. Have you ever been:
   Charged/convicted/pleaded "no contest" to any sex offender charges? Yes____ No____
   Registered or required to be registered as a sex offender? Yes_____ No____
   On any state's sex offender list? Yes_____ No____
   If yes, please explain date, where, violations & resolution: _____

Applicant has herewith deposited the sum of $ _____ , receipt of which is hereby acknowledged as a non-interest bearing deposit (and not as a rental payment) to be refunded as hereinafter provided if the lease agreement is consummated; provided, however, that in the event the application is approved, **and applicant *fails or refuses* to enter into the contemplated lease with the owner within three (3) days of being approved, then applicant agrees to forfeit the said deposit as liquidated damages and not as a penalty, to cover the cost of taking and of processing this application, reservation and preparation of the apartment, and the loss of rental income to the owners.** If, however, in the event this application is disapproved or for any reason for which owner is responsible, the lease agreement is not consummated, this deposit will be returned to the applicant. **Please return application and deposit along with a copy of a valid Driver's License for each applicant.**

NOTE: This application is made with the understanding that it is subject to acceptance by the owner and subject to execution by said company and delivery of a lease covering said premises.

NOTE: **No other persons than those listed on the previous page will be authorized to occupy this apartment without the consent of the owner and an appropriate adjustment in the rent.**

NOTE: Keys will not be given until the lease is signed, rent is paid, and apartment is readied for occupancy.

The undersigned represent that all information statements are true and complete, and does authorize verification of information and references given.

_____
Applicant (1)

_____
Applicant (2)

_____
Heritage Property Management

GENERAL INFORMATION
Landlords of Iowa, Inc.

Applicant's signature on Application authorizes management to check references including:

Credit report - **Must provide a copy of a valid photo ID for each adult**
Criminal background checks
Income verification – **Must make three (3) times the monthly rent (RENT x 3 x 12)**
Employment verification - **Must provide proof of six (6) consecutive months of income**
Previous landlords or program participation - **Must provide past two years of rental history**
County courthouse records for Small Claims filed and Money Judgments
Each applicant 18 and older must qualify individually
Outstanding balances with utility companies & previous rental companies must be paid off in full
Others as deemed pertinent for Application

Be advised that management will **NOT**:

1. Rent to persons who lie on their Applications
2. Rent to persons who have an eviction on their record in the past 4 years
3. Rent to persons who, in the past 7 years, has a conviction for felonies and aggravated misdemeanors including any drug-related crimes and sex offenders
4. Continue tenancy with persons who are currently convicted for felony and aggravated misdemeanor violations
5. Rent to, or continue tenancy, with persons who entertain guests with recent conviction for felonies and aggravated misdemeanors
6. Rent to persons with a history/habit of poor credit
7. Continue tenancy with persons who disregard provisions of the Rental Agreement or who cause property destruction or disturbances
8. Rent to persons who have had issues with bed bugs or other pest control issues in the past.

Management considers felonies and aggravated misdemeanors such as this list unacceptable behavior, activity, or involvement for tenants of this property:

*Assault/personal injury
*Criminal mischief/vandalism/property damage
*Drug use/drug trafficking/drug manufacturing
*Child molestation/endangerment/neglect/sex offenders
*Theft/burglary/stolen property
*Stalking/kidnapping/rape/sexual abuse
*Prostitution
*Arson or trespass
*Breaking and entering
*Domestic violence
*Illegal use of firearms/guns

Iowa Code Chapter 216, Iowa's anti-discrimination law, **DOES NOT AFFECT:**

216.20 "Tenancy of an individual that would constitute a direct threat to the health and safety of other individuals or tenancy that would result in substantial physical damage to the property of others."

"I have read the information on this page."

Applicant #1
Signature_____ Date_____

Applicant #2
Signature _____ Date _____

Updated 01/10/2017