

Larchwood Properties Rental Application

- Every occupant over the age of 18 **MUST** fill out a separate application (even if married).
- Please fill out this form **COMPLETELY** and sign where indicated.

Personal Information

Full Name _____ S.S. # _____
 Date of Birth _____ Drivers License # and State _____
 Marital Status _____ Email _____
 Home Phone _____ Cell Phone _____ Other Phone _____
 Present Home Address _____
 Length of Time _____ Present Landlord _____ Phone _____
 Reason for leaving _____ Current Rent Payment _____
 Previous Address _____
 Length of Time _____ Previous Landlord _____ Phone _____
 Reason for leaving _____ Previous Rent Payment _____

Proposed Occupant(s)

Name _____ Relationship _____
 Age _____ Occupation/School _____
 Name _____ Relationship _____
 Age _____ Occupation/School _____
 Name _____ Relationship _____
 Age _____ Occupation/School _____

Proposed Pet(s)

Name _____ Type/Breed _____ Age _____
 Size _____ Indoor Outdoor
 Name _____ Type/Breed _____ Age _____
 Size _____ Indoor Outdoor
 Name _____ Type/Breed _____ Age _____
 Size _____ Indoor Outdoor

Employment

Current Employer _____ City State _____
 Occupation _____ Length of Time _____ Annual Income _____
 Work Phone _____ Supervisor _____ Phone Number _____
 Previous Employer _____ City State _____
 Occupation _____ Length of Time _____ Annual Income _____
 Work Phone _____ Supervisor _____ Phone Number _____

Income

- Sources of Income: Wages, Salary, Commission, Tips, Government Assistance, Child Support, Alimony, Other
- Checking yes to 'Proof of Income' indicates that you can provide proof of income upon request

Current Income _____	Source _____	Proof of Income	Yes	No
Current Income _____	Source _____	Proof of Income	Yes	No
Current Income _____	Source _____	Proof of Income	Yes	No
Current Income _____	Source _____	Proof of Income	Yes	No
Current Income _____	Source _____	Proof of Income	Yes	No

Vehicle(s) Information

Year _____ Make _____ Model _____ Color _____ Plate # _____
 Year _____ Make _____ Model _____ Color _____ Plate # _____
 Year _____ Make _____ Model _____ Color _____ Plate # _____

Financial/Credit Card Information

Bank Name (checking) _____ Account # _____ Balance _____
 Bank Name (savings) _____ Account # _____ Balance _____
 Auto Loan Co _____ Payment _____ Balance _____ Maturity _____
 Auto Loan Co _____ Payment _____ Balance _____ Maturity _____
 Credit Card Co _____ Payment _____ Balance _____ Limit _____
 Credit Card Co _____ Payment _____ Balance _____ Limit _____
 Credit Card Co _____ Payment _____ Balance _____ Limit _____
 Other Credit _____ Payment _____ Balance _____ Phone _____

Emergency/Personal Reference Information

Emergency Contact _____ Address _____
 Relation _____ Home Phone _____ Other Phone _____
 Emergency Contact _____ Address _____
 Relation _____ Home Phone _____ Other Phone _____
 Personal Reference _____ Address _____
 Relation _____ Home Phone _____ Other Phone _____
 Personal Reference _____ Address _____
 Relation _____ Home Phone _____ Other Phone _____

Applicant Questionnaire

Do you own real estate?	Yes	No	Do you smoke?	Yes	No
Do you use a water bed?	Yes	No	Have you ever been bankrupt?	Yes	No
Have you ever been evicted?	Yes	No	Have you ever been sued for bills?	Yes	No
Have you ever broken a lease?	Yes	No	Have you ever been convicted of a felony?	Yes	No
Have you ever been brought to court by another landlord?				Yes	No
Have you ever moved owing rent or damaged an apartment?				Yes	No
Have you ever willfully and intentionally refused to pay rent when due?				Yes	No
Are there any circumstances which may interrupt your income or ability to pay rent?				Yes	No

Please use the space given below to provide an explanation for any questions answered with a Yes. You may also use this space if any of the previous sections did not supply adequate space to provide your information.

Rental Information

Desired Date of Occupancy _____

Desired Length of Occupancy _____

Landlord: Larchwood Properties, LLC
1242 Beech Avenue
Larchwood, IA 51241

Rental Property: Larchwood Properties, LLC
East or West Apartments
Larchwood, IA 51241

Rental Term: Six months

Monthly Rent: \$ _____ with garage, \$ _____ without garage (Payable in advance)

Security Deposit: \$ _____ if garage, \$ _____ if no garage (Due upon the signature of the lease)

Pet Deposit: \$ _____ (Due upon the signature of the lease)

Application Deposit: \$15.00 (Due with this application)

- The Security and Pet Deposit will be returned to the applicant if the premises are not rented to the applicant.
- If the application is accepted and the applicant fails to execute a lease before the desired date of occupancy or to pay the required deposits and the first month's rent, the application deposit of \$15.00 will be forfeited as liquidated damages.
- If the application is not accepted, or if the premises are not ready for occupancy by the applicant on the desired date of occupancy, the deposit shall be returned to the applicant, upon the applicant's request.

Applicant Authorization

Applicant authorizes the landlord to contact past and present landlords, employers, creditors, credit bureaus, neighbors and any other sources deemed necessary to investigate applicant. All information provided is true, accurate and complete to the best of applicant's knowledge. Landlord reserves the right to disqualify tenant if information is not as represented. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.

Applicants Signature _____ Date _____

IT IS AGAINST THE LAW TO DISCRIMINATE AGAINST PROSPECTIVE TENANTS ON THE BASIS OF RACE, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY OR FAMILY STATUS. LOCAL OR STATE LAWS MAY INCLUDE ADDITIONAL CLASSES WHICH ARE PROTECTED FROM DISCRIMINATION IN HOUSING.

The information provided by the prospective tenant may be used by Larchwood Properties, LLC to determine whether to accept this application. Upon written request within 60 days, Larchwood Properties, LLC will disclose to the applicant in writing the nature and scope of any investigation Larchwood Properties, LLC has requested and will, if applicant is refused, state in writing the reason for said refusal.

Submit Completed Applications to Larchwood Properties, LLC 1242 Beech Avenue Larchwood, IA 51241

Office use only:

Accepted Refused By _____ Date _____

Employment Verification Request

TENANT SUPPLIED INFORMATION

Prospective Tenant's Name _____ SS# _____
Employer Name _____ Position _____
Wage/Salary _____ per _____ Date of Hire _____
Employer Address _____

I have completed the above information in connection with a rental application. The addressee of this letter is authorized to verify this information and supply Larchwood Properties, LLC with the information requested in the following items. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of your officers.

Prospective Tenant's Signature _____ Date _____

VERIFICATION TO BE COMPLETED BY EMPLOYER

Is the employment information shown above correct? Yes No

If answered no, please explain _____

Is this employment Full-time Temporary Permanent

Information Provided by _____

Company Name _____

Title _____ Date _____

Submit Completed Form to Larchwood Properties, LLC 1242 Beech Avenue Larchwood, IA 51241

Bank Account Verification Request

TENANT SUPPLIED INFORMATION

Prospective Tenant's Name _____ SS# _____

Bank Name _____

Bank Address _____

Type of Account Checking Savings Other
Account Number _____ Balance _____

Type of Account Checking Savings Other
Account Number _____ Balance _____

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Signature of Account Holder _____ Date _____

VERIFICATION TO BE COMPLETED BY BANK

Type of Account Checking Savings Other
Account Number _____ Date Account Opened _____
Current Balance _____ Average Balance for previous two months _____

Type of Account Checking Savings Other
Account Number _____ Date Account Opened _____
Current Balance _____ Average Balance for previous two months _____

Information Provided by _____

Bank Name _____

Title _____ Date _____

Submit Completed Form to Larchwood Properties, LLC 1242 Beech Avenue Larchwood, IA 51241