



Artisan|Services|LLC

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Please read the following information

No application will be processed without a minimum \$39.00 application fee per applicant. Upon a preliminary review of application, if applicant does not meet the minimum criteria, application will be rejected and application fee may be refunded if application is rejected before going through underwriting process. If dwelling is awarded to a better qualified or an earlier applicant, application fee will be refunded.

In the event agent or owner denies your application, your security deposit will be refunded, however, if an applicant is found to be dishonest, withholding information, any judgments, undesirable rental or mortgage history, or any debts in collection, the application fee is non-refundable. We do not desire to deny applicants and keep application fees, if you believe that there may be any possible infraction, judgments or debt in collection that may appear damaging to your character credibility, please explain on the back of this application or write it down on another sheet of paper. Turn in with application; this will help our staff with pre qualifying and getting landlord permission to proceed before accruing costly charges. A security deposit is due once the applicant is approved and upon lease signing. The security deposit reserves the dwelling, the application does not. We will attempt to call or email the applicant with approval status within three business days of receipt of the complete application.

We may collect as many applications as possible. We verify references of all applicants. We do not approve any applicants whose references we cannot contact. We do not allow any person to move in immediately. We must have one personal reference who is not a relative ;(application must be filled out completely). We do not automatically rent to the first applicant; we rent to the best applicant who is the one with the best references in conjunction with income requirements. Decisions are based on applicants living history.

No person other than those specifically named will be permitted to occupy the dwelling without written permission of the land lord or property manager and an appropriate adjustment in the rent. Acceptance of this application by the landlord, property manager or agent shall not constitute a completed agreement to rent the premises. Both parties must also sign a written rental agreement. In the event the applicant refuses to sign an agreement promptly, for any reason whatsoever, it is understood and agreed that any deposit required for processing this application or any deposit to hold the unit shall be forfeited to the landlord and agent.

By turning in application, applicant understands that upon approval of application the next step in acquiring housing will be to pay in full all applicable deposits, rent, and transferring of all applicable utilities on or before time of signing lease agreement, and all rent is to be paid in full on or before the first day of each month, (No Grace Period)

For properties that do allow pets, a separate written permission letter needs to be obtained from the landlord.

And some properties may require a non refundable pet fee. This however does not mean by placing a deposit or paying a fee that a resident would be allowed to have a pet.

PRE QUALIFIER QUESTIONS:

DO YOU HAVE A MINIMUM TWO YEARS VERIFIABLE RENTAL OR MORTGAGE HISTORY? YES__ NO__ NA__

HAVE YOU SUBMITTED A WRITTEN 30 DAY NOTICE TO VACATE TO CURRENT LANDLORD? YES__ NO__ NA__

ARE YOU CURRENTLY EMPLOYED? YES__ NO__ NA__

HAVE YOU BEEN CONSISTANTLY EMPLOYED FOR A MINIMUM OF ONE YEAR FROM TODAYS DATE? YES__ NO__ NA__

DOES YOUR VERIFIABLE AVERAGE MONTHLY INCOME MEET THE STANDARD 1/3 RENT TO INCOME RULE?

Rent amount \$ _____ X 3= _____, minimum house hold income requirement.

Exceptions are: collage students with verifiable housing allowance that meet or exceeds rental amount,

If acceptable by landlord, Government assistance recipients (I E; section 8). YES__ NO__ NA__

HAS A PRIOR LANDLORD EVER:

ISSUED OR POSTED A THREE DAY CURE AND QUIT TO YOU OR AT YOUR HOME? YES__ NO__ NA__

HAS A PRIOR LANDLORD EVER FILED ANY LEGAL ACTION AGAINST YOU "IN EXAMPLE, (EVICTION)"? YES__ NO__ NA__

(If yes, please explain on back)

HAVE YOU EVER BEEN ARRESTED OR ISSUED A CITATION FOR A SEXUAL, VIOLENT, THEFT RELATED OR DRUG RELATED CRIME?

YES__ NO__ NA__ (If yes, please explain on back)

HAVE YOU EVER HAD POLICE CALLED OUT TO YOUR HOME FOR ANY DISTURBANCE

OR DISORDERLY HOUSE CONDUCT? YES__ NO__ NA__ (If yes, please explain on back)

RENTAL APPLICATION

****PLEASE COMPLETE ONE APPLICATION FOR EACH ADULT WHO WILL RESIDE IN THE DWELLING.**

PLEASE BRING A DRIVER'S LICENSE OR A COPY OF A LICENSE. WE CANNOT PROCESS AN INCOMPLETE APPLICATION, OR AN APPLICATION SUBMITTED WITHOUT A DRIVER'S LICENSE (OR STATE ISSUED PHOTO ID).

Today's Date: _____ Requested Move-in Date: _____
Address & unit number for which you are applying: _____

Name of Applicant (please print): First _____ Middle _____ Last _____
Date of Birth: _____ Marital Status: _____ Social Security Number: _____
Name(s) and Age(s) of Dependents: _____
Contact Information: Home Phone: _____ Work Phone: _____
Cell Phone: _____ E-mail: _____

*****Students, please provide your school's name and phone number for admissions office and a copy of financial aid awarded with room and board or housing allowance:** _____

RENTAL OR MORTGAGE HISTORY: Please give a *complete* history of where you have lived the past three years. If you have lived with relatives or friends, give a three year history *in addition to* the time you lived with them. If you owned your home, please give mortgagee's name, address, & phone number. Use the back side of this document if you need more room.

Current Address (include name & address of complex and apartment number): _____
Monthly Rent: \$ _____

Name & Address of Landlord (the lien or titleholder to the property, or the property manager): _____

Landlords Phone Number: _____ Month & Year Moved In: _____

Previous Address: _____ Monthly Rent: \$ _____

Name & Address of Landlord (the lien or titleholder to the property, or the property manager): _____

Landlords Phone Number: _____ Mo/Yr Moved In: _____ Mo/Yr Moved Out: _____

EMPLOYMENT: Please give complete work history for past two years.
If you are self - employed, please provide copies of "Schedule E" of your Federal Tax Return for the past two years.

Employer's Name & Address: _____
Phone Number of Personnel Office: _____ Job Title: _____ Supervisor: _____ Month
& Year Employment Began: _____ Salary: \$ _____ per _____ Hours per week: _____

Other Sources of Income: _____
***If employed less than two years with current employer, please give name, address, phone number, and dates of previous employment:

Employer's Name & Address: _____
Phone Number of Personnel Office: _____ Job Title: _____ Supervisor: _____ Month
& Year Employment Began: _____ Salary: \$ _____ per _____ Hours per week: _____

FINANCIAL REFERENCES:

Name of Bank(s): _____

PERSONAL REFERENCES:

Dearest Relative's Name & Address: _____

Phone Number: _____ Relationship to you: _____

Relative's Name & Address: _____

Phone Number: _____ Relationship to you: _____

Name & Address of Personal Friend: _____

Phone Number: _____

Name & Address of Personal Friend: _____

Phone Number: _____

Vehicle(s) Year, Make, & Model _____ License Plate Number: _____

Vehicle(s) Year, Make, & Model _____ License Plate Number: _____

Pets: Number of Pets _____. If additional space is needed please use back of application.

Pets name _____ What kind of pet _____ Breed _____ Pets weight _____

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How did you hear about this apartment or house? Newspaper ___ Crag's list ___ Website ___ Yard Sign ___
Apartments.com ___ Referral from friend ___ other (please specify) _____

I, THE APPLICANT NAMED ABOVE, DO AFFIRM THAT ALL THE INFORMATION ON THIS APPLICATION IS ACCURATE AND COMPLETE. I AUTHORIZE ARTISAN SERVICES, LLC TO OBTAIN ANY RENTAL, EMPLOYMENT, AND/OR PERSONAL REFERENCES NEEDED TO PROCESS THIS APPLICATION.

Rental Applicant (signature): _____

Date: _____ Phone: _____

Social Security: _____

Consent to perform credit, background, and reference checks

I, _____, (rental applicant), authorize and permit Iowa Landlord Service and its Parent corporation Artisan Services to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks, and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager stated above.

I further authorize and permit the rental owner or manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary.

Thanks to all parties for your cooperation with this matter.

Rental Applicant (signature): _____

Date: _____

Rental History Verification

Land Lord: _____ .Phone (____) _____ Fax (____) _____

Tenant(s): _____

Address of tenant(s) during tenancy: _____

For office personnel only;

Items below will be Faxed or mailed to current and past landlord(s) and are to be filled out by current and past Landlords

1. Dates of residency: From ____/____/____ to ____/____/____
Total number of months tenant rented from you? _____
2. Has tenant ever been late with their rent? _____
If tenant was late with rent payment, please indicate how many days late? _____
How often? _____ Comments _____
3. Did Landlord receive a security or damage deposit? _____
How much of the deposit was returned to tenant? _____
4. Did the resident, their guest, or their family damage the property? _____
Did tenant pay for the damages? _____. Amount of damages \$ _____
5. How much rent was paid by this tenant? _____
6. Have any three day late payment or cure and quit notices been issued? _____
7. Have any non-compliance notices ever been issued? _____
8. Has the tenant's neighbors complained about the tenant? _____
9. Have the police ever been called out to applicants' residence for any disturbance? _____
10. Has the resident violated any terms in the lease agreement? _____
11. Would you re-rent to this tenant? _____
12. Has tenant submitted 30 day notice? _____
What reason did tenant indicate for vacating? _____
13. (A) Did tenant keep dwelling clean? _____
(B) Any pest control problems? _____
14. (A) Upon vacating was unit returned cleaned? _____
(B) upon vacating were there any damages? _____
15. What other previous addresses do your records indicate applicant has resided? _____

Any other comments or concerns: _____

Signature of person filling out form: _____ Title _____

Printed Name: _____ Date: ____/____/____