



1221 Park Place NE - Suite C
Cedar Rapids, IA 52402
Phone: (319) 393-0814
Email: info@apmia.com
Website: apmia.com

We are a third party property management company which means we do not own the properties, we manage them on behalf of the owner. Please make sure before you submit the attached application that all blanks have been completed and are legible.

You can also complete your application online at: apmia.com.

We will do everything we can to qualify you however we encourage you to be familiar with our qualifications and review the several factors we consider when processing your application. Applicants who do not pass one of the following categories may still be considered with a qualified co-signer or an additional deposit (not more than an amount equal to two month's rent). Any dishonestly on the application will be grounds for automatic denial.

There is a \$40.00 non-refundable application fee that must be paid when submitting the completed application. If a cosigner is required, an additional \$20.00 application fee will apply and a separate cosigner application must be completed. We highly recommend that you put down the deposit with the application, however you are not required to. We **WILL NOT** hold the property for you without the deposit. Deposit funds are kept separate and **MUST** be paid by certified funds only, **personal checks will not be accepted.** Application fees and deposits **MUST** be separate. To put down the deposit, please make a cashier's check or money order payable to Affinity Property Management and drop off at our office. Once a deposit is put down on a property, pending the approved application, we can hold it for a maximum of 14 days after which time you would be responsible for the rent charges. If you place a deposit, are approved and back out, the deposit is non-refundable. If you place the deposit and we deny your application for any reason, you will receive your deposit back. First month's rent must also be paid by certified funds.

CREDIT QUALIFICATIONS:

Although we don't just look at your credit score, if your score is below 600 we may require an additional deposit or a qualified cosigner.

INCOME QUALIFICATIONS:

Gross monthly income must be a minimum of 3 times the rental amount or a qualified cosigner will be required. Proof of income is also required. Please submit 30 days worth of paystubs, an offer letter or a business letter (must be on company letterhead) verifying your income. If no proof of income is submitted with the completed application, the application will not be processed until received.

CRIMINAL HISTORY QUALIFICATIONS:

NO conviction for sex offense! No felony, violence or drug convictions within the last 5 years. No habitual offenses. Traffic violations and isolated misdemeanors will not disqualify you.

RENTAL HISTORY QUALIFICATIONS:

How you have been with your previous landlord(s) is a good sign how you will be with us. We will obtain a rental reference if one is available. If you currently own a home, a mortgage will serve as rental history. A positive rental history will include, timely rental payments, no past due amounts owed to a landlord or property manager, no more than one NSF in a 12 month period, no disturbances, no significant property damage, no pest control problems, no evictions and/or judgements from a previous landlord in the past 5 years. Any money owed to a previous landlord is grounds for an automatic denial.

NOTE: Not all of our properties allow pets and some have breed & size restrictions, so please inform us of your pets before you apply. If you desire to keep a pet, there will be a \$40 monthly pet fee and an additional \$300.00 refundable pet deposit, per pet required. You will also need to submit a color photo of your pet, proof that your pet is current on all vaccinations and proof that your pet is spayed or neutered. Cats must be declawed.



Rental Application

Address or Type of Unit Applied for: _____ Today's Date: _____

Lease Term Requested: _____ Rental Rate: \$ _____ Desired Date of Occupancy: _____

PRIMARY APPLICANT

Name: _____ Email: _____ Phone: _____
First Middle Initial Last

Date of Birth: _____ SS #: _____ Married Divorced _____ Separated _____ Single
How Long How Long

SPOUSE

Name: _____ Email: _____ Phone: _____
First Middle Initial Last

Date of Birth: _____ SS #: _____ Maiden Name if Married less than 2 years: _____

HOUSEHOLD QUESTIONS

of people who will occupy: _____ Adults (Over Age 18): _____ Children (Through Age 18): _____

Names of everyone who will occupy unit (include ages of minors): _____

Do you have any pets? Yes No If Yes, Description of Pet(s): _____

In Case of Emergency, Notify: _____

Name	Address	Phone	Email	Relationship
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VEHICLE INFORMATION

Number of Vehicles: _____ Driver's License #: _____ State: _____

Vehicle Year: _____ Make: _____ Color: _____ Plate #: _____ State: _____

RESIDENCE HISTORY

Present Address: _____
Street Address, Including Apt # City, State & Zip Code

Present Landlord: _____ Landlord Phone: _____ Landlord Email: _____

Dates of Occupancy: _____ to _____ Rent: \$ _____ Reason for Moving: _____
Month Year Month Year

Previous Address: _____
Street Address, Including Apt # City, State & Zip Code

Present Landlord: _____ Landlord Phone: _____ Landlord Email: _____

Dates of Occupancy: _____ to _____ Rent: \$ _____ Reason for Moving: _____
Month Year Month Year

Previous Address: _____
Street Address, Including Apt # City, State & Zip Code

Present Landlord: _____ Landlord Phone: _____ Landlord Email: _____

Dates of Occupancy: _____ to _____ Rent: \$ _____ Reason for Moving: _____
Month Year Month Year

If no Rental/Credit History, can you obtain a co-signer? Yes No If Yes, please have co-signer complete a separate co-signer application and return with an additional \$20 application fee.

EMPLOYMENT & INCOME

Employer: _____ Phone: _____ How Long? _____

Address: _____ Dept/Position: _____ Monthly Income: _____

Spouse Employer: _____ Phone: _____ How Long? _____

Address: _____ Dept/Position: _____ Monthly Income: _____

Other Income: _____

PERSONAL HISTORY

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 who, date, violation & resolution:

Are you a current legal or illegal user of a controlled substance? Yes No If yes, list who, when & what:

Have you ever been convicted of a felony or aggravated misdemeanor? Yes No If yes, list who, date, violation and other facts:

Have you or any household member ever been charged, convicted or pleaded "No Contest" to any sex offender charges? Registered or required to be registered as a sex offender? On any states sex offender list? Yes No If yes for anyone, please explain date, where, violations & resolution:

Rent payments ever been late? Yes No If yes, please indicate date, circumstances & resolution:

Have you ever been a defendant in a Forcible Entry and Detainer (Eviction) action? Yes No If yes, who, description & resolution:

Have you ever been a defendant in a Money Judgment action for unpaid rent, utilities, damages or noncompliance? Yes No If yes, who, description & resolution:

Your credit report will include any adverse credit activity that may have occurred during the last seven years or more. If you wish to explain special circumstances that contributed to negative credit history, please do so here:

A rental application must be completed and signed by all adults who will occupy the rental unit. Acceptance of this application and any moneys deposited herewith is not binding upon Affinity Property Management until the application is approved. If approved, the deposit will be held as a security deposit for the rental unit.

I authorize Affinity Property Management to check information for verification by all available means: consumer reporting agencies, public records, current/previous landlords, and employers and personal references. Affinity Property Management is authorized to verify all information on this application including verification of income, credit history, criminal records, rental history, evictions, judgments and student status. I understand that if I am accepted and fail to complete this transaction by promptly signing required papers, my security deposit will be forfeited as liquidated damages.

SIGNATURE(S):

Primary Applicant

Date

Spouse (If Applicable)

Date

Return Completed Applications, Application Fees & Proof of Income to:

Affinity Property Management, 1221 Park Place NE - Suite C, Cedar Rapids, IA 52402
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