



515 Rentals

4225 Fleur Dr.#171 Des Moines IA 50321

Office: (515) 661-4466 FAX: (866) 245-7713

www.515rentals.com pm@515rentals.com

APPLICATION CHECKLIST

In order for us to process your application, we will need the following items for every applicant:

- Fully completed rental application.
- Application fee of \$40.00 (non-refundable) per Adult
- Copy of government issued photo ID
- Proof of income:
 - Copies of 2 most recent consecutive paystubs
 - If no paystubs are available or if self-employed, past 2 years of recent tax returns filed with IRS
 - Copy of 2 most current bank statements showing deposits made
- Holding deposit of at least \$500.00 to hold and secure the property for you while your application is being processed. (Holding deposit will go toward security deposit if approved, or be FULLY refunded if application is denied)
- If you have pets, please include a picture along with a brief description of their breed, weight, and age

IF YOU FAIL TO FILL OUT APPLICATION COMPLETELY, THE APPLICATION PROCESS WILL BE DELAYED. ALL FIELDS MUST BE COMPLETED.

We cannot stress enough the importance of filling out the application correctly. Please leave no fields blank and make sure to include ALL phone numbers and references.

If you have any questions, or we can be of any assistance, please do not hesitate to contact us.

Sincerely,

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RENTAL APPLICATION

- Each adult must fill out separate application
- Non-refundable fee of \$40.00 per adult is due with application

Address of the property that you are interested in				
First Name	Middle Name	Last Name	Birth Date	Social Security #
Driver's License #		Email Address	Cell Phone	Alternate Phone

RENTAL/RESIDENCY HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State and Zip			
Rent Amount Paid: (last rent amount)	\$ _____	\$ _____	\$ _____
Owner/manager of property:			
Phone Number of owner/manager:	() _____ - _____	() _____ - _____	() _____ - _____
Reason for leaving:			
Dates of Residency			

EMPLOYMENT HISTORY

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
Employer's Phone #			
Occupation			
Name of supervisor			
Income (monthly)			
Income (yearly)			
Dates of Employment			



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REFERENCES/EMERGENCY CONTACTS (one family member only)

	Reference 1	Reference 2	Reference 3
Name			
Relation			
Street Address			
City			
State, Zip Code			
Phone Number	() _____ - _____	() _____ - _____	() _____ - _____

(Please note: nearest relative must live elsewhere)

GENERAL INFORMATION

Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	How long do you plan to rent this property?	Have you ever been served an eviction notice? If yes, when? <input type="checkbox"/> Yes _____ (date) <input type="checkbox"/> No
Have you ever filed for bankruptcy? If yes, when? <input type="checkbox"/> Yes _____ (date) <input type="checkbox"/> No	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	When is the earliest possible date of moving in?
How many pets do you have? Please list type, breed, approximate weight and age. <input type="checkbox"/> Yes _____ (type, breed, approx. weight) <input type="checkbox"/> No		
Why are you seeking to move from your current address? 		
In the event of any financial troubles in the future that would affect your ability to pay rent, is there someone that you could loan you money? If yes, please provide the name and phone number so he/she can be listed as a reference. <input type="checkbox"/> Yes <input type="checkbox"/> No _____		
By signing this application you give BRC permission to run a credit check and a criminal background check. Do you wish to comment on any potential findings? _____		

AUTHORIZATION SIGNATURE

Every statement made above is true and correct. By signing below, I authorize a credit and/or criminal check as well as verification of information I provided and communication with any names listed on this application as references. I fully comprehend that any discrepancy (whether missing information or false information) may result in the rejection of this application. I understand that this is an application for an rental property and does not constitute a rental or lease agreement in whole or part. Furthermore, I comprehend that there is a non-refundable fee of \$40.00 to cover the cost of processing my application. I will not entitled to a refund in any circumstance, even if I am not selected to rent this property.

Signature: _____

Date: _____