



GO Rental Team  
2208 Woodlands Parkway Clive, IA 50325

**Agent: Rachael Salazar**

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Date: \_\_\_\_\_

## Application for Residency

**All applicable fields must be completed.  
Each applicant must provide a valid form of photo ID and Income verification with application.**

Approximate Move-in Date \_\_\_\_\_ Length of Lease \_\_\_\_\_  
Desired Address: \_\_\_\_\_  
Rent Amt: \_\_\_\_\_ Pet fees: \_\_\_\_\_ Deposit: \_\_\_\_\_  
Any Special Terms: \_\_\_\_\_

### **Marketing:**

How did you hear about us? \_\_\_\_\_

### **Contact Information:**

Full Name: \_\_\_\_\_  
Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

In Case of a Personal Emergency, Notify:  
Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Alt. Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### **Pet Information:**

Please list any pets that will be on the premise. Pet restrictions vary per property. See agent for details.

Name: \_\_\_\_\_ Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight/Size: \_\_\_\_\_  
(cat/bird/etc...)

Name: \_\_\_\_\_ Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight/Size: \_\_\_\_\_

### **Vehicle Information:**

Please list all vehicles that will be parked on the property by the occupants of the residence.

Vehicle Make & Model \_\_\_\_\_ Year \_\_\_\_\_  
Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

Vehicle Make & Model \_\_\_\_\_ Year \_\_\_\_\_  
Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

**Current Salary and Employment Information:**

Employer/Company Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_

Job Title/ Position: \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

Supervisor  
or HR Dept:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Employer/Company Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_

Job Title/ Position: \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

Supervisor  
or HR Dept:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Personal References:**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Residential Information and History:**

Present Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Dates from: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Landlord/Property or Mortgage Co: Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Reason for moving? \_\_\_\_\_

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Previous Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Landlord/Property or Mortgage Co: Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Dates from: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Reason for moving? \_\_\_\_\_

**Other Information:**

Have you ever been served an eviction notice or been asked to vacate a property you were renting?

Why? \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_

Why? \_\_\_\_\_

Do you have a criminal record? \_\_\_\_\_

Why? \_\_\_\_\_

Do you currently have any unpaid rental balances? \_\_\_\_\_

Why? \_\_\_\_\_

Have you ever been sued for rental damages? \_\_\_\_\_

Why? \_\_\_\_\_

Have you ever broken a rental agreement? \_\_\_\_\_

Why? \_\_\_\_\_

**Consent to Obtain Reference Checks and Background Information**

I declare under penalty of perjury that the information listed in the application is true and accurate. I understand that if any information given is found to be incomplete, inaccurate or falsified, it is grounds for disqualification.

I authorize Boji Holdings, LLC representatives and/or agents thereof to investigate my credit qualifications and hereby release, in any manner, all of the information obtained by Boji Holdings, LLC. I further release all persons, agencies, or firms from any liability resulting from providing such information.

The undersigned authorizes Boji Holdings, LLC representatives and/or agents thereof to contact the undersigned's current or previous landlords, employers, and further, by a copy of this application, authorize any said landlords or employers to release any pertinent residential and employment history information to be used in evaluating this lease application. I further authorize Boji Holdings, LLC representatives and/or agents thereof to apply for an investigation or credit report in connection with the application. I understand that said investigation or credit report may contain information obtained from various state governmental and private entities, relative to the undersigned's number of children, employment, occupation, general health, financial, and criminal record. The undersigned further authorizes Boji Holdings, LLC representatives and/or agents thereof to conduct an investigative report which includes information as to the character, general reputation, personal characteristics and mode of living of the applicant, whereby this information is obtained thru interviews with applicants, references, relatives, acquaintances and also, information that is freely published or allowed to be published on the world wide web. I understand that if I lease the premise, that Boji Holdings, LLC representatives and/or agents, or successors thereof shall have a continuing right to review my credit information, payment history, occupancy history, and other information in this application for purposes related to my lease and/or account review during and after the term of my lease. I also, understand that Boji Holdings, LLC will retain this application, along with any other information provided by me, whether or not this application is approved. I hereby waive any claim for damages by reason of non-acceptance.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_



**I have read and understand the qualification standards.** \_\_\_\_\_

The Applicant hereby agrees to submit a \$375.00 application and administrative fee which is not refundable under any circumstances. The fee is for processing your application, credit check, and other lease processing expenses.

**Make Checks Payable to Go Rental Team, LLC.** Sorry, Credit/Debit cards are not accepted.



A valid form of Photo ID with signature must be presented with application submission. A photocopy will be attached to this application.

PAYSTUB  
INCOME  
VERIFICATION

A current paystub(s) or other income verification must also be presented with application submission for Income Verification. A photocopy will be attached to this application.



**SECURITY DEPOSIT**

At this time, you may choose to submit the deposit to hold the residence until move in. Please note the following: In the event an application is *approved*, The Security deposit will hold the residence for a term no longer than 30 days from application approval. Once a security deposit is submitted, the residence is taken off the market and is deemed “rented” on a month-to-month basis until a written lease agreement can be executed by the parties. If an approved applicant later decides not to lease the held residence, the landlord may withhold a portion or all of the security deposit as compensation for damages sustained by landlord consistent with Iowa law.

In the event application is *denied*, any security deposit given will be refunded in its entirety. Please initial one of the following:

**Please initial one of the following:**

- \_\_\_\_\_ I am submitting a security deposit with this application to hold the unit upon application approval.
- \_\_\_\_\_ I decline to submit a security deposit at this time and understand that no unit will be held for me.

----- do not write in this box - Office use only-----

Security Deposit Payment \_\_\_\_\_ Cash / MO / Check # \_\_\_\_\_  
Application Fee Payment \_\_\_\_\_ Cash / MO / Check # \_\_\_\_\_

\_\_\_\_\_  
COMPANY Representative

\_\_\_\_\_  
Date

**Commonly Asked Questions**

**Who needs to fill out an application?** Every adult who will be residing in the residence is required to sign a lease and therefore needs to fill out an application. If one is changing roommates the new roommate will need to fill out an application to be approved. If you were approved jointly with a roommate and your roommate no longer resides with you, you will need to fill out a new application to be approved separately. Applicants under 18 years of age cannot sign a lease. They must live with a parent or guardian in the residence.

**How long will the application process take?** The length of time it takes to process an application depends on how quickly the applicant’s references respond to the inquiries. It may take as little as one day to as long as five days.

## QUALIFYING STANDARDS

The fair housing act as amended, prohibits discrimination in housing based on race, religion, sex, national origin, handicap or familial status. The following qualification standards are required from every prospective resident. They include, but are not limited to:

**GENERAL:** An application is required for all occupants that are 18 years or older. An approved adult / legal guardian must live in the residence (full time) with any occupant that's a minor. Lease holders must live (full time) in the leased premise; also, any adult residing in the lease premise must be a lease holder.

Applicant/occupants who are pushy or harassing during the application process will be declined. Excessive calling or checking on the application status (more than 3 times a week) will be considered harassing.

**INFORMATION:** Information listed on the application must be complete, accurate, and true. If incomplete, inaccurate, or falsified, information is given, it will be grounds for disqualification. Co-signers will not be allowed if information provided is found to be falsified, unverifiable, or inadequate. Furthermore, an applicant / occupant may be denied if unverifiable, incomplete, or inadequate information is found to approve the applicant / occupant. Information may be deemed 'unverifiable' if it takes more than three days to receive verification or adequate verification cannot be provided.

**U.S RESIDENCY / IMMIGRANT STATUS / IDENTIFICATION:** You must provide legal verification of your residency / immigrant status. Accepted forms of proof will be a valid: social security card, passport and I-94 card, visa, or State issued Identification Card. (available at state driver licensing building). All applicant / occupants must also submit identification: it must include: photo, signature, full name, and birth date. A co-signer will not be allowed if proof of residency/ immigrant status, or identification of the applicant / occupant cannot be verified.

**RENTAL HISTORY:** The applicant / occupant's entire rental history may be verified of present and previous residence. A positive record is expected of prompt monthly payment, sufficient notice for move-out, no damages, and no 3 or 7 day notices. A credit report for a mortgage may serve as or in contribution to rental history. If a poor rental history is found, the application may be declined. Co-signers may not be allowed for applicant / occupants declined due to poor rental history. This will be evaluated on a case by case basis. Management reserves the right to deny residency / occupancy for poor rental history at their discretion.

**CREDIT HISTORY:** An unsatisfactory credit report may disqualify and applicant / occupant from renting. An unsatisfactory credit report is one that reflects one or more of the following: past or current bad debts, late payments, unpaid bills, tax liens, judgments (unless appropriate "proof of satisfaction" or "closed date" documentation can be provided) or un-discharged bankruptcies. If an applicant / occupant is rejected due to an unsatisfactory credit report, the applicant / occupant may request the name, address and telephone number of the credit report provider. We encourage applicant / occupants to obtain a copy of the credit report from the credit reporting agency. If the applicant / occupant believe the report contains erroneous information, the applicant / occupant may correct the errors and resubmit an application to the community. Co-signers may not be allowed for applicant / occupants declined due to poor credit. This will be evaluated on a case by case basis.

**FINANCIAL STATUS / INCOME:** The prospective tenant's combined monthly income must be equal to or exceed three and a half (3.5) times the monthly rental amount. Income must be verifiable. Self employment applicant / occupants need to provide the previous year's tax return for salary verification and current business invoices to prove the business is still providing income. Market rent will used as the qualifying rental amount on those properties that have rent specials. Students may use student loans to pay for rent but they must provide current proof of attendance at a local college/university, in addition to, providing proof of loans, amounts, and the dates the fund were received. If a student is solely using student loans for income, it is recommended that they make all payments for the semester or ½ semesters (depending on how the loan is paid out) in a lump sum upon the receipt of the funds.

**CRIMINAL BACKGROUND SEARCH:** Any applicant / occupants who have been determined to have a criminal conviction or charge/indictment for possession, sale, manufacturing, or distribution of controlled substances, assault, crimes of any type of burglary/theft, crimes involving firearms, crimes of a sexual nature, crimes against person(s), or property will be denied residency / occupancy. Management reserves the right to deny residency / occupancy for any criminal activity at their discretion. Guarantors / co-signers cannot be substitutes for this requirement.

**OCCUPANCY:** The occupancy standard is set at two (2) persons per bedroom.

**CO-SIGNERS / GUARANTOR:** Management reserves the right to decline to accept a co-signer/guarantor at their discretion. A co-signer / guarantor will be fully responsible for the lease agreement if the occupying resident(s) default. A co-signer/ guarantor must complete an application for residency and meet all of the resident selection criteria. In addition; co-signers must make 6 times the rent to qualify and the co-signer must be an Iowa resident. Only one (1) co-signer application will be accepted with a resident application.

**ROOMMATES & JOINT APPLICANT / OCCUPANTS:** When applicant / occupants apply as roommates, or jointly to live in the same residence, their applications will be evaluated jointly, both will have to meet the qualification standards. Thus, if one applicant / occupant is declined, they both are declined. They may not re-apply separately.