

For Office Use Only

Date of Move-in _____	Date App Received _____	Leased By _____
Unit Assigned _____	Date Deposit Recv'd _____	Promo Special _____
Length Of Lease _____	Amt Of Deposit Recv'd _____	Approved / Not Approved _____
Rental Amount _____	Pet Deposit Amount _____	Date Of Approval _____

Valley View Estates Rental Application

PART 1 APPLICANT 1

Last Name	First	Middle Initial	Date of Birth	Social Security #				
Single	Married	Expected Move-In Date	Apt to be Occupied by _____Adults _____Children		Driver's License #	State		
Legally Separated								
Present Address			City	State	Zip Code	Date of Move In	Months at Current Address	
Cell Phone	Home Phone	Work Phone			Do you Rent or own currently?		Rent Own	
Name & Address of Present Landlord/Management Co. or Mortgage Co.				Phone Number	Monthly Rent Amount			
Employed By		Supervisor's Name	Start Date	Months at Current Employer				
Employer's Address			City	State	Zip Code	Phone #	Position Held	Monthly Salary
Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder.					Source of Additional Income:			
					Amount of Additional Income:			

Criminal History

In the past twenty years, have you been convicted of a felony or sex-related crime?	YES	NO
In the past ten years, have you been convicted of any misdemeanors involving drugs, vandalism, sex, theft, violent crimes, or weapons	YES	NO

PART 2 APPLICANT 2

Last Name	First	Middle Initial	Date of Birth	Social Security #				
Single	Married	Expected Move-In Date	Apt to be Occupied by _____Adults _____Children		Driver's License #	State		
Legally Separated								
Present Address			City	State	Zip Code	Date of Move In	Months at Current Address	
Cell Phone	Home Phone	Work Phone			Do you Rent or own currently?		Rent Own	
Name & Address of Present Landlord/Management Co. or Mortgage Co.				Phone Number	Monthly Rent Amount			
Employed By		Supervisor's Name	Start Date	Months at Current Employer				
Employer's Address			City	State	Zip Code	Phone #	Position Held	Monthly Salary
Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder.					Source of Additional Income:			
					Amount of Additional Income:			

Criminal History

In the past twenty years, have you been convicted of a felony or sex-related crime?	YES	NO
In the past ten years, have you been convicted of any misdemeanors involving drugs, vandalism, sex, theft, violent crimes, or weapons	YES	NO

Part 3 Applicants' Child(ren)'s Information						
Name	Date of birth	Sex		Name	Date of birth	Sex
Name	Date of birth	Sex		Name	Date of birth	Sex
Part 4 Pet Information						
Do you have pets?		Yes	No	If Yes, How many? _____		
Pet 1	Breed	Name		Weight	Age	
	Breed	Name		Weight	Age	
Pet 2	Breed	Name		Weight	Age	
Part 5 Vehicle Information						
Applicant 1						
Make	Model	Color	Year	License #	State	
Applicant 2						
Make	Model	Color	Year	License #	State	
Part 6 Emergency Contact						
Applicant 1						
Name	Phone #	Relation				
Applicant 2						
Name	Phone #	Relation				
How did you find out about us? _____						

Agency Disclosure

This disclosure is to advise prospective lessees that Valley View Estates and its licensed brokers, agents, and representatives act on behalf of the owners of lessors (our Clients) of the properties we manage. As agents of our Clients, we are bound by a fiduciary duty to protect and promote our Client's interests. We also honor our statutory obligations toward other parties in our real estate transactions.

I hereby state and represent that the information in this application is complete and accurate. I understand that in the event a lease is entered into it may be canceled by the landlord if any of the information provided in the application is materially inaccurate or incomplete. I authorize you to verify the above information through a consumer-reporting agency. This agency is *Yardi Resident Screening*. The function of this agency includes but is not limited to tracking and maintaining records, such as your resident conduct, personal credit history and criminal background check. *Yardi Resident Screening* will also obtain a credit report on all applicants. Applicant understands and agrees that by signing this application it authorizes management to remove this rental unit from the market. Applicant is legally obligated for the rental unit and should applicant cancel after three (3) days from the date of the application approval, the entire deposit will be retained as termination charges.

1st Applicant Signature _____ E-Mail Address: _____ DATE: _____

2nd Applicant Signature _____ E-Mail Address: _____ DATE: _____

APPLICATION FEE \$35.00 PER APARTMENT (NON-REFUNDABLE)



720 Valley View Drive
Council Bluffs, IA 51503
Phone: 712-388-8439 • Fax 712-388-2369

SECURITY DEPOSIT AGREEMENT

I/We certify the application contained herein is true and correct to the best of my/our knowledge, and that I/we are the only people who will reside in the apartment if this application is approved. I/ We hereby acknowledge and agree that the agent may contact all persons listed on this application and I/we have no objections in checking my/our application for the purposes of verification and information furnished and the availability of apartment and owner shall have the absolute discretion to accept or reject my/our application.

An earnest deposit of \$ _____, is herewith made, which shall be used to hold the apartment until the rental agreement is executed by all parties.

It is understood and agreed that the amount herewith deposited is to be held by Valley View Estates subject to the approval of the application by the owner or its agents. In the event the owner or its agents do not approve this application, a refund of the earnest deposit shall be made to the applicant within two (2) weeks from the date of refusal. It is understood that should applicant(s) decide not to take occupancy after 72 hours of receipt of the deposit that applicant(s) shall forfeit all claims to this deposit.

Applicant 1: _____

Date: _____

Applicant 2: _____

Date: _____

Owner/Agent: _____

Date: _____



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APPLICANT #1 EMPLOYMENT VERIFICATION

I hereby give **Valley View Estates** permission to contact my current and/or previous employer for the purpose of verification and credit processing of my rental application.

Applicant #1 Signature

Date

Property Representative Signature

Date

Employment Information for: _____

Applicant #1's Name

Applicant #1's Social Security Number

Length of Employment: _____

Verified by: _____

Gross Income: _____

Verified by: _____

Comments: _____

Please fax back to Valley View Estates at your earliest convenience.



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APPLICANT #2 EMPLOYMENT VERIFICATION

I hereby give Valley View Estates permission to contact my current and/or previous employer for the purpose of verification and credit processing of my rental application.

Applicant #2 Signature

Date

Property Representative Signature

Date

Employment Information for: _____

Applicant #2's Name

Applicant #2's Social Security Number

Length of Employment: _____

Verified by: _____

Gross Income: _____

Verified by: _____

Comments: _____

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INCOME VERIFICATION
(For Self-Employed Persons and Unemployed Persons)

I hereby attach copies of my individual federal and state income tax returns for the immediately preceding three calendar years for which such income tax returns could have been filed (or, if not filed, were not required to be filed), and certify that the information shown in such income tax returns is true and complete to the best of my knowledge and that any income tax returns not filed were not required to be filed.

I am currently self-employed/unemployed (circle one) and hereby certify that my anticipated annual gross income for the next 12 months is \$_____, and this amount includes adjustments for assets listed on WORKSHEET attached to my Tenant Income Certification.

Signature

Date



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RENTAL VERIFICATION

I hereby give Valley View Estates permission to contact my/our current and/or previous landlord for the purpose of verification and credit processing of my/our rental application.

_____ Applicant #1 Signature	_____ Date
_____ Applicant #2 Signature	_____ Date
_____ Property Representative Signature	_____ Date

Rental Information for: _____
Applicant's Name(s)

Applicant's Address

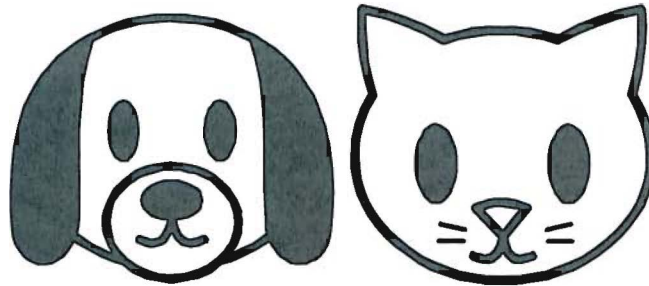
Rental Amount: \$ _____	Verified by: _____
Months at Address: _____	Verified by: _____
Times Late: _____	Verified by: _____
# of NSF checks: _____	Verified by: _____
Would you rent to this person again? _____	
Any damages to property or outstanding balance? _____	
Comments: _____	

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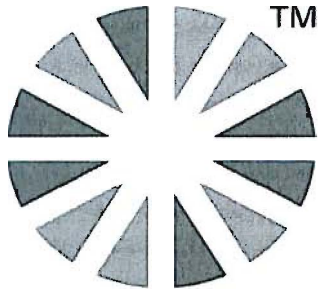
Pet Reminder



Things you need from your Veterinarian:

(Please bring copies on the day of your move-in)

- Animals Weight
- Animals Age
- Animals Breed
- Proof of current Shot and Vaccinations
- Name and Phone to your Vet office
- Spayed/Neutered papers
- Declawed (cats) papers



CenturyLink™

Valley View Estates uses only CenturyLink as the provider for internet, cable, and phones.

Please keep in mind certain services cannot be ordered via website, and Valley View orders require special handling.

Options include:

Broadband - internet for home, wireless broadband

DIRECTV - DVR, High Definition

Digital Voice - local service, long distance

Wireless - pre-paid phones, nationwide, family plan

To order CenturyLink services, please call this toll-free number:

1-855-675-7045

Please let the sales rep know that

helped you with this process!

Thank you!





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UTILITY VERIFICATION AND STATUS

BEFORE you will be able to move into your apartment, you will need to contact the following utility companies and provide us with your account numbers.

YOUR NEW ADDRESS IS:

**7 _____ Valley View Drive # _____
Council Bluffs, IA 51503**

Mid American Energy (Electric Service) 1-888-427-5632

Account Number: _____

Starting date of service: _____

Black Hills Energy (Gas Service) 1-888-890-5554

Account Number: _____

Starting date of service: _____

**Please return this form with you upon move-in.
NO EXCEPTIONS WILL BE MADE!**

Thank you!