THE MANOR RENTAL APPLICATION

(1 form per applicant)

THE APPLICANT

Applicant's Full Name: _____ SSN: _____

Date of Birth: _____ Phone Number: _____

Photo ID: ☐ Driver's License ☐ Passport ☐ Other: _____

ID#: _____

Additional Occupant(s)? ☐ Yes ☐ No

If yes, describe: _____

Pet(s)? ☐ Yes ☐ No

If yes, describe: _____

CURRENT RESIDENCE

Property Type: ☐ Apartment | ☐ Condominium | ☐ Home | ☐ Other: _____

Property Address: _____

Monthly Mortgage/Rent ($):_____

Reason for Moving: _____

Landlord Name (if applicable): _____

Landlord Email:_____Landlord Phone: _____

PREVIOUS RESIDENCE - 1

Property Type: ☐ Apartment | ☐ Condominium | ☐ Home | ☐ Other: _____

Property Address: _____

Monthly Mortgage/Rent ($):_____

Reason for Moving: _____

Landlord Name (if applicable): _____

Landlord Email:_____Landlord Phone: _____

VEHICLE(S)

Do you own a vehicle? ☐ Yes (describe below) ☐ No

Make: _____ Model: _____ Year: _____

Color: _____ Plate #: _____ State: _____

Do you own a second vehicle? ☐ Yes (describe below) ☐ No

Make: _____ Model: _____ Year: _____

Color: _____ Plate #: _____ State: _____

REFERENCES

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

BACKGROUND INFORMATION

Have you ever been evicted or a defendant in an eviction action? ☐ Yes ☐ No

If yes, describe: _____

Have you ever filed, or are you in the process of filing bankruptcy? ☐ Yes ☐ No

If yes, describe: _____

Do you have any outstanding balances with past landlords? ☐ Yes ☐ No

If yes, describe: _____

Have you ever been asked to move for a lease violation of any kind? ☐ Yes ☐ No

If yes, describe: _____

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, describe: _____

CONSENT & ACKNOWLEDGMENT

I hereby certify that I am at least 18 years of age and that all information given on this application is true and correct. I authorize the Landlord and its agents to obtain an investigative consumer credit report including, but not limited to, credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, bank representatives, and personal references. I agree to furnish additional credit and/or personal references upon request. I understand incomplete or incorrect information provided in this application may cause a delay in processing which may result in denial of tenancy. This investigation is for resident screening purposes only and is strictly confidential. I hereby hold Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information.

Important information about your rights under the Fair Credit reporting Act:

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington D.C. 20580.

In connection with my application for housing, I understand that the property owner/agent may obtain one or more consumer reports, which may contain public information, for the purposes of evaluating my application. These consumer reports will be obtained from one or more of the following consumer reporting agencies:

- Equifax, E.C.I.F., P.O. Box 740241, Atlanta, GA, 30374-0241, (800) 685-1111
- Trans Union, Regional Disclosure Center, 1561 Orangethorpe Ave., Fullerton, CA, 92631, (714) 738-3800
- Experian (TRW), Consumer Assistance, P.O. Box 949, Allen, TX, 75002, (888) 397-3742

These consumer reports are defined as investigative consumer reports. These reports may contain information on my character, general reputation, personal characteristics, and mode of living. In connection with my application for housing, I authorize owner/agent to obtain a consumer report from the consumer reporting agencies listed above.

Applicant's Signature : _____ Date: _____

Printed Name: _____

STATE OF IOWA
Criminal History Record Check
Request Form

DCI Account Number: 9022-F
(if applicable)

Mail or Fax completed forms to:

Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax

Send results to: Annette Hesse

Name Good Shepherd

Address 302 2nd St NE

Mason City, IA 50401

Phone (641) 424-1740

Fax _____

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	**First Name** (mandatory)	**Middle Name** (recommended)
Date of Birth (mandatory)	**Gender** (mandatory)	**Social Security Number** (recommended)
	☐ Male ☐ Female	

Release Authorization: **Without a signed release from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a signed release from the subject of the request.**

*****This form (DCI-77) is the only approved release authorization form for this purpose.*****

Release Authorization: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law. I understand this can include information concerning completed deferred judgments and arrests without dispositions.

Release Authorization Signature: _____

Iowa Criminal History Record Check Results

(DCI use only)

As of _____, a search of the provided name and date of birth revealed:

☐ No Iowa Criminal History Record found with DCI

☐ Iowa Criminal History Record attached, DCI # _____

DCI initials _____