



City of Dubuque Prospective Tenant Background Check Consent Form

Last Name _____ First Name _____ Middle Name _____
 Any Other Names Used _____ Phone Number(s) _____
 Date of Birth _____ Sex _____ Social Security Number _____
 Current Address: _____

Three (3) Prior Addresses (Include City, State, Zip)

1. _____
 2. _____
 3. _____

► Additional household members eighteen (18) years or older: (Name, Date of Birth)
 (Additional household members eighteen (18) years or older must also complete a Prospective Tenant Background Check Consent Form)

1. _____ 3. _____
 2. _____ 4. _____

Number of household members under eighteen (18) years of age: _____

Have you been *convicted* of a felony or a serious or aggravated misdemeanor in the past five (5) years? _____

I hereby consent to the use of the above information to search my *criminal history records*. I am of legal age and sign this as my own free act and deed. I understand what this document means and what I am agreeing to by signing it.

Signature _____ Date _____

DISCLAIMER: This information is being provided at the request of Landlord, and in accordance with the written instructions of the individual to whom it relates, and Landlord agrees that the decision to rent is Landlord's **SOLE** decision. The city of Dubuque is not an agent of Landlord nor does it guarantee or warrant the character or suitability of a tenant. The city is simply providing information requested.

To be Completed by Landlord

Property Agent
Name of Property
Property Address (Include Apt. #)
Number of Bedrooms in Unit
Fax #
Phone #
Date

RESULTS

For Internal Use by City Only

Form Received by:	Date:	Check Completed by:	Date:	103
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Gallery Properties

580 Alta Vista, Dubuque, IA 52001

563-588-3310

APPLICATION FOR TENANCY

All of our rental agreements require 30 days written notice to vacate and terminate at the end of the month (No partial months).

Each Adult Must: Provide Photo ID & Complete an Application. We collect as many Applications as possible. We check references on all Applicants. We do not rent to anyone whose references we can't contact. We do not allow anyone to move in immediately. We require 3 personal non-relative references knowing you 3 years. We do not rent to the first Applicant; we rent to the BEST APPLICANT meeting requirements. We make decisions based on Personal History, not Personal Appearance. We may require Co-Signer.

NAME _____ MAIDEN NAME _____ Date of Birth _____

Address of unit applied for _____ Monthly Rent \$ _____ Possession Date _____

HOME PHONE # _____ Cell PHONE # _____

NAMES AND RELATIONSHIPS OF EVERYONE WHO WILL OCCUPY UNIT including ages of minors:

SOCIAL SEC.# _____ DRIVER'S LICENSE # _____ STATE _____ EXP DATE _____

IMPORTANT! INCLUDE 3 YRS LANDLORD /EMPLOYMENT/INCOME REFERENCES! Use backside if needed.

PRESENT ADDRESS _____ PRESENT LANDLORD _____ PHONE _____

Dates of Occupancy MO _____ YR _____ --- MO _____ YR _____ Rent \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____ PREVIOUS LANDLORD _____ PHONE _____

Dates of Occupancy MO _____ YR _____ --- MO _____ YR _____ Rent \$ _____ Reason for Moving _____

EMPLOYER'S NAME _____ COMPANY _____ PHONE _____

ADDRESS _____ HOW LONG? _____ POSITION _____

SHIFT: Day _____ Night _____ Supervisor _____ PHONE _____

INCOME SOURCE #1 _____ APPROXIMATE MONTHLY AMOUNT \$ _____ HOW LONG? _____

INCOME SOURCE #2 _____ APPROXIMATE MONTHLY AMOUNT \$ _____ HOW LONG? _____

OUTSTANDING LOAN _____ BALANCE DUE _____ MONTHLY PAYMENT \$ _____

OUTSTANDING LOAN _____ BALANCE DUE _____ MONTHLY PAYMENT \$ _____

TOTAL CREDIT CARD DEBIT _____ TOTAL MONTHLY PAYMENT _____

BANK/CREDIT UNION & ADDRESS _____ Checking Acct? Yes _____ No _____ Savings Acct? Yes _____ No _____

BANK/CREDIT UNION ACCT. #'S _____

APPLICANT EVER BEEN EVICTED OR BEEN DEFENDANT IN A FORCIBLE ENTRY & DETAINER? Yes _____ No _____. If yes, explain on back.

APPLICANT EVER BEEN CONVICTED OR PLEAD NO CONTEST TO ILLEGAL USE, POSSESSION, MANUFACTURE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE OR TO ANY DRUG CHARGES Yes _____ NO _____ If yes, explain on the back.

APPLICANT EVER BEEN CONVICTED OF A FELONY OR AGGRAVATED MISDEMEANOR? Yes _____ No _____ If yes, explain on back.

APPLICANT EVER FILED BANKRUPCY? Yes _____ No _____ If yes, explain on the back.

NO PETS ARE ALLOWED AT ANY TIME. NO WATER BEDS ARE ALLOWED. NO SMOKING IS ALLOWED.

NUMBER OF CARS _____ NUMBER OF LICENSED DRIVERS _____ NAMES _____

Make #1 _____ Year #1 _____ License #1 _____ Make #2 _____ Year #2 _____ License #2 _____

NON-RELATIVE REFERENCE _____ Address _____ Phone _____

NON-RELATIVE REFERENCE _____ Address _____ Phone _____

NON-RELATIVE REFERENCE _____ Address _____ Phone _____

NEAREST RELATIVE _____ Address _____ Phone _____

EMERGENCY CONTACT _____ Address _____ Phone _____

I authorize Landlord to check information for verification by all available means: consumer reporting agencies, public records, and current/previous rental property owners/employers/personal references. Re-verification or investigation of preliminary findings is not required. If any of my answers are found to be incorrect, any Rental Agreement becomes void & will be sufficient reason for eviction & loss of Security Deposit. I also authorize verification of Employment, Military status, Bank accounts, Credit History [including Credit Bureau Report], Criminal Records, Rental history, Income, Evictions/Judgments, Student status. I declare that my Rental history & Credit records are in good standing & understand that if I am accepted & fail to complete this transaction by promptly signing any required papers, any deposit will be forfeited.

APPLICANT'S SIGNATURE _____ DATE _____