



# 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

# 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 BANKRUPTCY? 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 \_\_\_\_\_