



### **\$40 Application Fee**

**We accept cash, check or money orders. No card payments**

**Please make checks payable to St. Andrews Apartments**

### **GUIDELINES FOR TENANCY AT ST. ANDREWS APARTMENTS**

- Each applicant must apply for tenancy and be approved
- Applicants must be gainfully employed and provide proof of income equaling a net of (3.5) times the monthly rent or (4) times for two applicants combined
- Each applicant must allow for criminal and civil background check. Each applicant must pass a “zero tolerance” background check. Zero tolerance on all drugs charges, charges involving physical assaults, sexual offenses, and any money owed including but not limited to: collection agencies, previous landlords/property management companies, furniture rental contracts, etc.
- Must provide previous landlord/property management information
- NO PETS
- NO SMOKING

**When applying please be sure to provide proof of income with a month’s worth of pay stubs. If other documentation is needed, please advise.**

**Applicants must also provide a valid driver’s license or passport.**

**St. Andrews Apartments**  
1621 Pinehurst Dr NE  
Cedar Rapids, IA 52402

**Office: 319-393-8375**  
**Fax: 319-743-7914**  
standrewscr@yahoo.com



**Office Hours:**  
**Monday-Friday 10 am-4 pm**  
**Closed Saturday & Sunday**

**Application for Apartment**

Date \_\_\_\_\_ Type of Apartment:  1 Bed/ 1 Bath  2 Bed/1 Bath  2 Bed/2 Bath  
Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone# \_\_\_\_\_  
Social Security # \_\_\_\_\_ Email \_\_\_\_\_

**Present Address** \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Rent or Own \_\_\_\_\_  
Amount of Rent \_\_\_\_\_ How long at present address \_\_\_\_\_  
Name of Apartments \_\_\_\_\_ Landlord \_\_\_\_\_  
Landlord or Apartment Complex Phone # \_\_\_\_\_ Landlord Email \_\_\_\_\_

**Previous Address** \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Rent or Own \_\_\_\_\_  
Amount of Rent \_\_\_\_\_ How long at previous address \_\_\_\_\_  
Name of Apartments \_\_\_\_\_ Landlord \_\_\_\_\_  
Landlord or Apartment Complex Phone # \_\_\_\_\_ Landlord Email \_\_\_\_\_

**Employed By** \_\_\_\_\_ **Employer Address** \_\_\_\_\_  
Position \_\_\_\_\_ Salary/Hourly Rate \_\_\_\_\_ How Long Employed? \_\_\_\_\_  
Employer Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Will Anyone Other Than Those Listed Above Occupy Apartment with You?**  Yes  No

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Employment \_\_\_\_\_ Salary \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Employment \_\_\_\_\_ Salary \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Employment \_\_\_\_\_ Salary \_\_\_\_\_

**Vehicles:**  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**In Case of Emergency Notify:** Name \_\_\_\_\_ Phone# \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever broken a lease with any apartment/rental?  Yes  No  
If yes, Name of Apartment/Rental \_\_\_\_\_  
Have you ever been evicted from any apartment/rental?  Yes  No  
If yes, Name of Apartment/Rental \_\_\_\_\_  
Why are you leaving your present address? \_\_\_\_\_

**Application Fee**

Applicant agrees to pay a non-refundable application fee of **\$40.00** at the time of submitting this application. This fee covers the cost of processing the application, including credit reports, background checks, and administrative expenses. Payment of the application fee: Does not guarantee approval of the application. Does not reserve or hold any rental unit. Is non-refundable regardless of approval or denial.

**Security Deposit**

If approved, Applicant will be required to pay a security deposit prior to move-in in an amount determined by Owner/Manager. Payment of a security deposit does not create a tenancy until a lease agreement is signed by all parties. The security deposit will be handled in accordance with applicable Iowa law.

Preferred Move-In Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_



## ***Rental Application Guidelines – What Disqualifies an Applicant***

### **1. False or Incomplete Information**

- Lying or providing false information on your application will disqualify you.

### **2. Eviction History**

- Applicants with prior evictions cannot be rented to.

### **3. Criminal History**

Management cannot rent to applicants or continue tenancy if the following apply:

#### **Felonies or aggravated misdemeanors, including:**

- Drug-related crimes (use, trafficking, manufacturing)
- Sex offenses (including child endangerment or molestation)
- Assault or causing personal injury
- Theft, burglary, or stolen property
- Vandalism, criminal mischief, or property damage
- Stalking, kidnapping, rape, or sexual abuse
- Prostitution

- Arson, trespassing, or breaking and entering
- Domestic violence
- Illegal use of firearms

#### **Other considerations:**

- Management will not continue tenancy with persons who are currently convicted for felony or aggravated misdemeanor violations or Tenants who allow guests with recent felony or aggravated misdemeanor convictions.

### **4. Financial History**

Applicants may be disqualified if they have a history or habit of poor credit, including:

- Late payments on bills or debts
- Defaults or collections
- Judgments from small claims or civil court cases related to financial obligations

### **5. Lease Violations**

- Tenants who disregard lease provisions, damage property, or cause disturbances may lose tenancy.

**Iowa Code Chapter 216 (anti-discrimination law) does not prevent management from denying tenancy if:**

- 1. The applicant poses a direct threat to the health or safety of others, or**
- 2. The applicant is likely to cause substantial physical damage to the property.**

**By signing below, I confirm that:**

- **I have read and understood all information in this application.**
- **The information I provided is true and correct.**
- **I authorize management to verify my information and references.**

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

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



St. Andrews Apartments  
1621 Pinehurst Drive NE  
Cedar Rapids, Iowa 52402  
Office # 319-393-8375

We are requesting verification of work history for the Individual listed below, who states they are a current employee. Please return this verification form as soon as possible. Any information returned on this verification will be held in strictest confidence. Thank you for your cooperation in this matter. Your help is greatly appreciated.

I, \_\_\_\_\_, give St. Andrews Apartments permission to request employment verification.

Signature: \_\_\_\_\_

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

**\*\*\* TO BE FILLED OUT BY EMPLOYER \*\*\***

Name of Company \_\_\_\_\_

Employment Start Date \_\_\_\_\_

Current Position Held \_\_\_\_\_

Full Time OR Part Time (circle one)

Current Wage:

\$ \_\_\_\_\_ /Hour

OR

\$ \_\_\_\_\_ /Annually

Person providing information:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Please return to [standrewscr@yahoo.com](mailto:standrewscr@yahoo.com)



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We are requesting verification of rental history from the individual listed below, who states they are a present or former tenant. Please return this verification form to us as soon as possible. Thank you for your cooperation in this matter. Your help is greatly appreciated.

I, \_\_\_\_\_ give St. Andrews Apartments Permission to request rental history.

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

**\*\*\* TO BE FILLED OUT BY LANDLORD \*\*\***

Name of tenant: \_\_\_\_\_

Date moved in: \_\_\_\_\_ Date moved out: \_\_\_\_\_

Monthly rental rate: \$ \_\_\_\_\_

Were payments made on time? (Please circle/highlight one option) YES or NO

If no please explain how often/any difficulties: \_\_\_\_\_

Do they currently owe you money? YES or NO Amount owed: \$ \_\_\_\_\_

Have you taken or are you currently taking any legal action against them? YES or NO

Did the tenant give proper notice? YES or NO Did they have a pet? YES or NO

Did tenant have any pest infestation? YES or NO Explain: \_\_\_\_\_

Please rate their housekeeping: GOOD FAIR POOR

Were there additional people living with the tenant that were NOT on the lease? YES or NO

Would you re-rent to them? YES or NO

Has the renter been physically or verbally abusive to management or guests? YES or NO

Please list any lease violations and/or additional comments: \_\_\_\_\_

Person providing information: \_\_\_\_\_

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

*Please return to [standrewscr@yahoo.com](mailto:standrewscr@yahoo.com)*