

LIST OF SAMPLE FORMS

LANDLORDS OF IOWA, INC.

A. APPLICATIONS AND TENANT SELECTION

Use the Prospective Tenant Worksheet in conjunction with the Tenancy Guidelines, Applications, Rental Verification and other forms to create a systematic process to use with each potential tenant. Display the Fair Housing Posters where you meet with applicants, whether at an office or at a rental home/apartment.

0. Rental Application - Generic
 1. Application part 1
 2. Application part 2
 3. General Tenancy Guidelines
 4. Co-Signer Application
 5. Guidelines for Co-signer
 - 5.A Guarantor Letter
 6. Rental Policies
 7. Release of Information
 8. Deposit to Reserve Unit
 9. Rental Verification
 - 9.A Previous Landlord Rental Verification
 10. Property Viewing
 11. Prospective Tenant Worksheet
 - 12.A Adverse Action Letter-No Reasons
 - 12.B Adverse Action Letter-Reasons
 - 12.C Adverse Action Letter-Denial of App-No Reasons
 - 12.D Adverse Action Letter-Denial of App-Reasons
- Fair Housing Poster 2008
Fair Housing Poster Spanish 2008

B. RENTAL CONTRACTS\AGREEMENTS

Use a written rental agreement for month-to-month tenancies as well as longer-term tenancies. Information is provided about accommodations for service animals and parking for people with disabilities.

13. LLIA Rental Agreement
14. Co-Signer Agreement
15. Lease Addendum
16. Security Deposit Agreement
17. Tenant Rules
- 18.A Cable-Satellite Permission
- 18.B Cable-Satellite Permission
- 19.A Sample Written Request Form for Service Animals
- 19.B Sample Telephone Request Form for Service Animals
- 19.C Sample Decision Form for Assistance Animal Request
- 19.D Sample Policy-Service Animal
- 19.E Factsheet Service Animals
- 19.F Service Animals Powerpoint
- 19.G Companion Animal Request
- 20.A Sample Written Request Form for Parking
- 20.B Sample Telephone Request Form for Parking
- 20.C Sample Decision Form for Parking Request
- 20.D Sample Policy-Parking for People with Disabilities
- 20.E Factsheet Parking

C. MOVE IN and OUT FORMS

Take photos of the rental home to use in addition to the check in/out form. Lead disclosure forms are necessary for homes built prior to 1978. Lead disclosure forms and pamphlets are provided in Folder E.

21. How to Clean
- 21.A Bedbugs – How to move and leave them behind
22. Check-IN-OUT
23. Disposition of Security Deposit
24. Disposition of Security Deposit Worksheet

D. NOTICES

Notices and flow charts take into account the changes resulting from the War Eagle Iowa Supreme Court decision.

- 25.A Eviction Flow Chart
- 25.B Summary of Notice Provisions
26. 3 Day Notice to Pay Unpaid Rent
27. 3 Day Notice to Quit
28. 3 Day Notice of Termination and Notice to Quit
29. 7 Day Notice of Noncompliance
30. Guidelines for use of 7 Day Notice
31. 7 Day Notice of Recurring Noncompliance
32. Posting and Mailing Affidavit 562A
33. 30 Day Notice-Intent to Vacate
34. 30 Day Notice- Non-renewal of Rental Agreement\Lease from Landlord

E. LEAD PAINT FORMS-INFORMATION

Lead disclosure forms and tenant education are necessary for homes built prior to 1978. Remodeling and renovation that may disturb lead or create lead dust must follow state and EPA requirements.

35. Disclosure Form-Rental
36. Protect Iowa Families Brochure
37. Pre-Renovation-Multi-Family
38. Pre-Renovation-Single Family
39. Emergency Renovation Single Family
40. Contractor Pre-Renovation
41. Eliminating Lead Hazards
42. Pre-1978 Remodeling Notice Requirements
43. Pre-Renovation Notification Requirements
44. Real Estate Disclosures Requirements
45. Disclosure Form-Sale
46. EPA-Protect Your Family Brochure

Disclaimer: We are not attempting to provide legal advice. Anyone needing legal advice should consult an attorney.