



OPERATION THRESHOLD

The Community Action Agency Serving
Black Hawk, Buchanan and Grundy Counties
www.operationthreshold.org

Dear Applicant:

Thank you for your interest in Operation Threshold housing.

Please include 30 days' worth of paystubs for everyone in the household who is employed and 3 months of bank statements. If anyone is receiving Social Security, we will accept an account print out from the Social Security Administration or award letter. If you receive Unemployment, FIP, child support and/or alimony please provide the agency with a printout or monthly award statement.

The minimum monthly income needed to qualify for a unit is twice the amount of the monthly rent. This requirement is waived if you receive Section 8.

Notice:

- **We do a criminal history on each adult and do not rent to anyone with:**
- **A violent criminal history or other history that would threaten the health, safety or right to peaceful enjoyment of the premises by other residents, staff or contractors.**
- **A history of drug related criminal activity.**
- **A requirement of registration under a state sex offender registration program.**

It can take up to 10 business days to process your application, but you may call and check the status anytime.

We continue to market vacant units and process applications until the accepted applicant brings in their completed application, proof of income, the security deposit ***and*** the utilities (MidAmerican Energy) have been transferred in the applicant's name. In the event we have several accepted applicants for one unit, the first applicant to bring in their required documentation and security deposit will be awarded the unit.

Sincerely,

Missy Meier

Weatherization and Housing Specialist

Direct Line: (319) 292-1863

Cell: (319) 493-1463

Buchanan County Office
1827 First Street West, Suite D
P.O. Box 204
Independence, IA 50644
(319) 334-6081

Central Office
1535 Lafayette Street
PO Box 4120
Waterloo, Iowa 50704-4120
319-291-2065

Grundy County Office
1606 G Avenue
P.O. Box 41
Grundy Center, IA 50638
(319) 824-3460

OPERATION THRESHOLD RENTAL APPLICATION

The information collected below will be used to determine whether you qualify as a tenant. It will not be disclosed without your consent except to your employer(s) for verification of income and employment information, to the financial institution of verification of assets, and as required and permitted by law. You do not have to provide the information, but if you fail to do so, your tenant application may be delayed or rejected.

Applying for an apartment at: ___ Canterbury ___ Kingswood ___ Locust ___ Lafayette
 ___ Ankeny ___ Franklin ___ Lexington Square (Independence)

Applicant's Information

1. Applicant's Name	Social Security Number	Home Phone Number ()
2. Current Street, City, State, Zip	Current Monthly Rent	No. of Yrs. at Current Address
3. Previous Street, City, State, Zip (if current address less than 2 yrs.)	Previous Monthly Rent	No. of Yrs. at Previous Address
4. Names of Other Persons in Household		
5. Current Employer Name, Street, City, State, Zip	Type of Business	Self Employed? _____ Yes _____ No
6. Current Business Phone Number ()	Position/Title	Yrs. on Job _____ Yrs. in this Line of Work _____
7. Previous Employer Name, Street, City Zip (if employed at current position less than 2 yrs.)	No. of Yrs. with Previous Employer	Previous Business Phone Number ()

Co-Applicant's Information

1. Co-Applicant's Name	Social Security Number	Home Phone Number ()
2. Current Street, City, State, Zip	Current Monthly Rent	No. of Yrs. at Current Address
3. Previous Street, City, State, Zip (if current address less than 2 yrs.)	Previous Monthly Rent	No. of Yrs. at Previous Address
4. Current Employer Name, Street, City, State, Zip	Type of Business	Self Employed? _____ Yes _____ No
5. Current Business Phone Number ()	Position/Title	Yrs. on Job _____ Yrs. in this Line of Work _____
6. Previous Employer Name, Street, City Zip (if employed at current position less than 2 yrs.)	No. of Yrs. with Previous Employer	Previous Business Phone Number ()

PAST & PRESENT LANDLORDS (2 years history required)

APPLICANT

Current Landlord's Name, Street, City State, Zip	Reason for leaving	Landlord's Phone Number () <hr/> Is this person a relative? Yes No
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Previous Landlord's Name, Street, City State, Zip	Reason for leaving	Landlord's Phone Number () <hr/> Is this person a relative? Yes No
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CO-APPLICANT

Current Landlord's Name, Street, City State, Zip	Reason for leaving	Landlord's Phone Number () <hr/> Is this person a relative? Yes No
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Previous Landlord's Name, Street, City State, Zip	Reason for leaving	Landlord's Phone Number () <hr/> Is this person a relative? Yes No
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PLEASE GIVE THREE REFERENCES

Name & relationship	Street, City, State, Zip	Phone Number ()
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Name & relationship	Street, City, State, Zip	Phone Number ()
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Name & relationship	Street, City, State, Zip	Phone Number ()
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IN CASE OF EMERGENCY

Name	Street, City, State, Zip	Phone Number ()	Relationship
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