

RESIDENTIAL RENTAL APPLICATION – ILLINOIS

Note: A Separate Application must be completed for each Occupant (18 years of age and older) who will reside in the Premises (even if married). Please Print. A Valid/Unexpired Governmental Issued Photo ID will be required for All Applicants.

APPLICANT INFORMATION

Full Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs.			Social Security #:	
Date of Birth:	Driver's License or State ID: State Issued:	E-mail Address:	Phone Numbers: () Home () Cell	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried Partner			Do you smoke? <input type="checkbox"/> Yes, <input type="checkbox"/> No	
Place of Birth: (City / State / County)		Maiden Name or Other Name(s) Used::		

CURRENT & PRIOR RESIDENCE INFORMATION

	Current/Present Address	Last Previous Address
Street Address		
City		
State & ZIP Code		
Dates: From/To		
Landlord/Owner/Manager Name & Phone Number		
Monthly Rent/Mortgage Amount \$		
Is your current Rent Paid Up & Current? <input type="checkbox"/> Yes <input type="checkbox"/> No Were you ever asked to or forced to leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How do/did you pay your monthly rent? (circle all that apply): Check; Zelle/ACH/Venmo/PayPal/other electronic methods; Cash; Auto-debit; Credit Card; Other, explain:		
Do you have records to evidence at least the last 6 payments? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Did you/will you provide proper notice to leave your current residence per the Lease/Rental Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Note: If Current & Previous Address History is less than 5 years, please provide more info on last page of application.

EMPLOYMENT & INCOME INFORMATION

Current Employer Company/Entity Name:		Present Occupation/Title:	
Address		Phone No. ()	
Dates of Employment:	Name of Manager/Supervisor & Phone & E-mail Contact Info:		
Verifiable Current Gross Income: \$ <input type="checkbox"/> Month <input type="checkbox"/> Annually			
How are you paid and frequency? (Direct Deposit, check, Payday Value/Debit Card, etc.; weekly, monthly, twice/mo, etc.):			

If employed less than 3 years with the above, please list previous employer below:

Previous Employer Name:	Occupation/Title:
-------------------------	-------------------



RESIDENTIAL RENTAL APPLICATION – ILLINOIS

Address	Phone No. ()
Dates of Employment:	Name of Manager/Supervisor & Phone & E-mail Contact Info:
Verifiable Current Gross Income: \$ <input type="checkbox"/> Month <input type="checkbox"/> Annually	

CREDIT & FINANCIAL INFORMATION

	Bank/Institution/Lender Name	Balance Owed/Monthly Payment Amount
Checking Account		
Savings Account		
Auto Loan Holder		
Credit Card (s)		
Credit Card (s)		
Credit Card (s)		
Current Utility(ies):	Billing Name on Account:	Paid-up & Current?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

OCCUPANCY INFORMATION

Please Note: This information will be incorporated in your Lease/Rental Agreement if you are approved for a rental. Your Lease/Rental Agreement terms, including monthly rent amount, security deposit and terms & conditions will depend upon this information. List below, other than yourself, Each & Every Person, regardless of age, including minors, who will occupy the rental with you. You may be in violation of your Lease/Rental Agreement if others occupy the Premises that are not listed and approved thereon, or over-stay the time period allowed for “guests” in the Lease/Rental Agreement:

Name:	Relationship to Applicant:	M / F	Date of Birth	Social Security #:

Will you have **any animal(s)** in the Rental? Yes No; If ‘yes’, describe each & every one:

This includes any type of animal; regardless of status as Service, Emotional or Therapy Animal; dog, cat, fish, hamster, snake, etc., including any aquarium whether water filled or not.

REFERENCE & EMERGENCY CONTACT INFORMATION (required)

A Relative not living with you: [Name, Address, Cell Phone, E-mail]	Relationship to You:
An Emergency Contact Person : [Name, Address, Cell Phone, E-mail]	Relationship to You:
A Personal Reference , who is <u>not a relative/related person</u> : [Name, Address, Cell Phone, E-mail]	Relationship to You:



RESIDENTIAL RENTAL APPLICATION – ILLINOIS

GENERAL APPLICANT INFORMATION

How long do you plan on residing at the Premises for which you are applying?	
Have you ever broken a Lease/Rental Agreement? If Yes, When & Describe the Situation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been served or notified of a 'Non-Payment of Rent' or 'Pay or Quit' Notice to vacate a property? If Yes, When & Describe the Situation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you owe any prior Landlord or housing provider a money balance? If Yes, Amount & Describe the Situation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been a party to a Landlord/Tenant court action? If Yes, When & Describe the Situation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Regardless of any Federal/State/Local governmental or other agency involvement, order, moratoriums or rent postponement arrangements by whatever name or description - did your landlord or housing provider not receive full payment satisfaction of rental/mortgage amounts owed to them by you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of or pled guilty or 'no contest' to a felony? If Yes, When & Describe in Detail:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently listed on, or are you required to be listed/registered on any state's "Registered Sex Offender" listing or registry? If Yes, Which State(s) & Describe in Detail:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a history of or have you ever been arrested for drug use or a drug related offense? If yes, When & Describe in Detail:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you or any household member or co-applicant/resident a current user of illegal drugs? If yes, Describe in Detail:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever Filed for Bankruptcy? If Yes, When & Describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you now or have you had any credit accounts, loans, debts, etc., in a 'non-payment', 'past-due', delinquent, or 'collections' status? If Yes, Describe which ones & why:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a Security Deposit not returned in full? If Yes, When & Describe the Situation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any other verifiable source of income you wish considered in your ability to pay rent and meet your other financial obligations? If Yes, please describe the type & amount of other verifiable income:	<input type="checkbox"/> Yes <input type="checkbox"/> No
As a matter of procedure, we may be running a credit check, employment verification, eviction check, criminal background check & verification of application information. Is there anything we might find that you wish to address and/or comment on now? <ul style="list-style-type: none"> • If yes, please use area at the end of application to provide details. Please note, this will be done in compliance with Cook County's 2-Step, "Just Housing Amendment". 	<input type="checkbox"/> Yes <input type="checkbox"/> No

VEHICLE INFORMATION

Please list below all automobiles/motorcycles or other officially licensed vehicles registered to you, and that will be parked at the Premises:				
Auto Make:	Model:	Year:	Color:	License State & Plate #:
Auto Make:	Model:	Year:	Color:	License State & Plate #:
Please note, specific properties may have rules/regulations/restrictions on how many autos and what type(s) may be parked, and where. Refer to the Lease/Rental Agreement for specifics. Additionally, certain Governmental bodies at each rental location may have restrictions, rules, limitations, etc., - please refer to the official Authority Having Jurisdiction for complete details. <i>Use the area at the end of application for more space if needed.</i>				



RESIDENTIAL RENTAL APPLICATION – ILLINOIS

RENTAL INFORMATION, REQUIREMENTS & ACKNOWLEDGEMENTS

Applicant Understands and Agrees that: (please initial each item as evidence of agreement & understanding)

_____ Rent is due in advance, on the 1st of each month. Rent is late if not received by the 1st. There is no grace period. Late Fees begin on the 2nd day of each month, per Rental Agreement/Lease terms.

_____ A Security Deposit is required at Lease/Rental Agreement signing & prior to possession. The applicant/tenant agrees: 1.) they cannot use any amount of a Security Deposit for their last, or any month's rent; and 2.) as per the ILLINOIS SECURITY DEPOSIT RETURN ACT, the Applicant/Tenant is not due any Security Deposit funds return on the last day of their tenancy; rather, any Security Deposit funds due to be returned to the Tenant(s) will be mailed to their forwarding address, if one is furnished, within the applicable timeframes governed by the ILLINOIS SECURITY DEPOSIT RETURN ACT at the end of the tenancy possession.

_____ Applicant/Tenant warrants that only the person(s) specifically identified in the Lease/Rental Agreement may occupy the Premises, and that the rental amount quoted for the Premises contemplates only those specifically identified person(s) occupying the Premises. If it is determined, by the Property Manager's sole discretion, that unauthorized person(s) are occupying the Premises, your tenancy may be terminated, additional monthly rent may become due, or any other lawful remedy as determined by the Property Manager may be utilized or enacted.

_____ Utility services identified in the Lease/Rental Agreement as the responsibility of the Tenant(s) must be activated in Tenant(s) name(s) prior to possession, and must remain active, and in good standing throughout tenancy to maintain the safety & habitability conditions of the premises, as well as to protect the premises from the effects of weather. Applicant/Tenant also agrees to maintain heat of at least 55°F in the Premises during cold weather conditions to avoid property damage and freezing conditions.

_____ Applicant(s)/Tenant(s) are solely responsible for the utilities as detailed in the Lease/Rental Agreement, and these utility costs are in addition to, and not included within the monthly rent amount due. Any unpaid utility(ies), fines, fees or costs assessed against the Property Manager and/or attaching to the Premises arising from the Applicant/Tenant will remain charges against Tenant(s) until the financial obligations are satisfied, even after the termination of tenancy.

_____ As part of our regular property maintenance & safety protocols, Applicant(s)/Tenant(s) understand and consent to in-premises/unit inspections on at least a quarterly basis, as detailed in the Lease/Rental Agreement. Tenant(s) cannot refuse these reasonable inspections for items including but not limited to: HVAC filter changes, plumbing leak checks, battery changes & checks of life/safety devices, roofing & structural checks, etc.

_____ NOTICE OF NO AGENCY RELATIONSHIP as required by Illinois Law. The Applicant/Tenant understands and agrees that the Property Manager/Landlord/Agent/Owner showing you the Premises for rent is currently working in concert with and for the benefit of the owner(s) of the rental premises. As such the Property Manager/Landlord/Agent/Owner is not acting as your agent in your search for a rental unit, but rather as the agent of the property owner(s). The Property Manager/Landlord/Agent/Owner is an Illinois Licensed Real Estate Managing Broker professional.

_____ There is a **required \$45.00 Application Fee** per application, in order to process the application and to verify the information contained herein. If you are approved, rent and take legal Possession of the Premises, this fee will be credited back to you and applied toward your rent amount payable for your 2nd full-month's rent due.

➔ However, if you are not approved the Application Fee is non-refundable. Denied applicants will be notified in compliance with the provisions of the (FCRA) FAIR CREDIT REPORTING ACT.



We are an Equal Housing Opportunity provider. We comply with all Federal, Illinois and County Fair Housing Laws. We do not discriminate on the basis of race, color, religion, sex (including gender identity, sexual orientation), handicap/disability, familial status, age or national origin.

Everyone is welcome to apply for any of our available rentals, however, you should be aware we have established protocols and rental requirements we apply uniformly so as to avoid even the appearance of discrimination. Please note the following is only a representative summary of some of the rental requirements to assist you in the search for your next rental unit:

- A Separate Application & fee is required for each Occupant (18 years of age and older) who will reside in the Premises (even if married) .
- A Valid (*unexpired*) Governmental Issued Photo ID will be required for each Applicant, and a copy or photo will be made for our Rental file.
- A valid US Social Security Number is required for each applicant in order to process the Credit Report/Analysis/Scoring.



RESIDENTIAL RENTAL APPLICATION – ILLINOIS

- Each Application must be completed in full. All information must be truthful and verifiable. Incomplete and inaccurate applications will be rejected.
- Total Gross monthly income of all applicants must be at least 3-times the base rent. An exception may be allowed – but may require a higher monthly rental amount, modification(s) to the rental terms, a higher security deposit, or a valid and acceptable co-signer/ guarantor.
- All income being used for eligibility must be legal and verifiable. Eligible documentation to verify income may include check stubs and/or evidence of Direct Deposits; monthly banking statements evidencing income deposits and outflows, etc. Other sources of verification may include, but are not limited to; tax returns, bank statements, 1099's, proof of recurring and regular governmental payments, proof of investment or trust fund income, Court ordered child or spousal support, student loan/grant award documentation, etc.
- Self-Employed applicants must provide certified Federal & State Income Tax returns and the most recent 6 consecutive months bank statements evidencing satisfactory business revenue/income and expense outflows respective to the business being claimed.
- Each Applicant will be run through a credit report/history, provided by a third-party screening/reporting/scoring service such as a (CRA)Credit Reporting Agency or an intermediary service requested/selected by the Property Manager/Landlord/Agent/Owner. Applicant's credit score as determined by the CRA/Credit Reporting Agency will also be reviewed. Rental approval requires a 'Good' - to - 'Very Good' Credit score of:
 - ✓ approximately 670 is required for apartment unit residences, and
 - ✓ approximately 720 for single family home rental residences;
- The overall, complete financial risk & stability profile of the Applicant, such as debit-to-income ratio, bankruptcies, judgments, late payments, charge-offs, unpaid collections, and eviction records factor into the scoring model on a case-by-case basis. A lower score usually results in: a higher monthly rental amount; modification(s) to the rental term; a higher security deposit; or a valid and acceptable co-signer/ guarantor requirement.
- Applicants with a better overall risk profile are likely to obtain the best possible terms, rent amount, Security Deposit amount, etc. Applicants with risk profile issues and/or deficiencies are subject to rejection, a higher rent amount or prepaid rental amounts, increased security deposit funds or other modified terms.
- Applicant(s)/Tenant(s) must be capable of contracting for Utility services with local providers, in their own name, and prior to possession.
- Favorable Landlord/Residential references are required. If not renting, proof of home ownership must be verified.
- A criminal background check will be run for each applicant via any combination of publicly available records research, or provided by a third-party screening/reporting service, in compliance with Cook County's 2-Step, "*Just Housing Amendment*".
- Applicant(s) must be able to pay first month's rent, security deposit, and any required fees prior to possession/keys/move-in, via Certified Funds only. Acceptable Certified funds are: a Cashier's or Bank Check, or money order from a recognized institution with locally accessible branch or office(s) sufficient to verify the availability of funds, or cash in valid US dollars. Personal checks are NOT accepted for these initial, pre-move in required funds.
- Only those persons identified in application(s) and subsequently specified on the Lease/Rental Agreement are allowed to reside in the housing unit.
- It is strictly understood and agreed the leased premises is a **non-smoking unit**; this includes *any* substance to be burned or vaped, regardless of recreational or medicinal requirement/use/authorization; legal or illegal. In our multi-family/apartment buildings, while the available rental unit is specifically designated as non-smoking, the entire building may not yet be completely designated as smoke-free.
- A 'No Pets' property means just that - not even temporarily nor "pet-sitting" is allowed unless otherwise granted in the Lease/Rental Agreement. It is a crime to falsely claim or misrepresent a pet is a service, emotional support or therapy animal. Enacted legislation exists prohibiting this willful misrepresentation and violations can result in punishments including, but not limited to: civil penalty, fine(s), misdemeanor convictions, and eviction. We agree to cooperate in the investigation and prosecution of any such fraud or misrepresentation with all authorized authorities.
- Tenant(s) may be required to pay for & provide proof of valid, in-force 'Renters Insurance', throughout their tenancy.

Income Verification Documentation:

In addition to this Application, Employed or IC applicants should be prepared to furnish the following documentation:

- Last 3-months consecutive bank statements (evidencing direct deposit or reasonable deposit & out-flow activity, rent payments, etc.);
- Most recent W-2 for Employed/ 1099-MISC for Independent Contractors;
- Most recent 1-month pay-period check stubs;
- Evidence of on-time rental payments for the last 3 months;
- If new employment, An offer letter from employer on company letterhead clearly stating income, start date, details, etc.;



RESIDENTIAL RENTAL APPLICATION – ILLINOIS

- If income is irregular due to commission earnings, job changes, etc., the most recent year's Federal 1040 & your State Income Tax Return may be required.
- * Self-Employed or Non-Employed applicants will require additional and/or different verification documentation. The above verification items are subject to change without notice, and all verification evidence is subject to review and approval – additional sources or information may be required.

APPLICANT AUTHORIZATION – IMPORTANT, READ BEFORE SIGNING!

Applicant represents and warrants that all of the information & statements provided herein are true, correct and complete, and hereby authorizes Property Manager/Landlord/Agent/Owner to verify, check, confirm or otherwise substantiate any information, including but not limited to, the obtaining of a credit report/check, credit reference, employment, criminal check, reference, relative or emergency contact name(s) or any other information deemed necessary, now & in the future, as respects the credit risk in Leasing/Renting a dwelling to Applicant. The Applicant further acknowledges and allows the Property Manager/Landlord/Agent/Owner to use a 'tenant screening' service, consumer or credit reporting agency or bureau or similar such entity(ies) for any such verification(s), and allows the future use and/or reporting of rental payment history and/or damage charges to pertinent parties. Applicant hereby releases all parties from liability in connection with the obtaining, use, or reporting of such information. Applicant understands this application does not constitute any oral or written commitment or promise to Lease/Rent on the part of the Property Manager/Landlord/Agent/Owner, nor is it a guarantee of same. Applicant authorizes any person or entity to release or verify information about them upon presentation of this authorization if so requested [a photocopy or other electronic means of this signed authorization shall be deemed as valid and enforceable as the original wet-signature version].

Applicant understands this Application becomes a part of the Lease/Rental Agreement if one is granted.

By providing phone and/or cell number(s), e-mail address(es), USPS address(es) or any other contact information, the Applicant(s) consents to the Property Manager/Landlord/Agent/Owner utilizing such contact means for any lawful and valid purposes as respects the rental/leasing operations of the Premises, including but not limited to rent due reminders; late rent notifications; property notifications; maintenance notifications or issues; property access notifications, etc.

Applicant Signature

Date:

Use the following area to complete any answer(s) where space was not sufficient, or to provide any additional information you feel will benefit you in the review process for obtaining rental approval:

