

# APPLICATION

We screen our applicants very carefully. We completely verify all information provided to us on the rental application you complete, and from sources available to us. We run a credit report, we verify employment, and we check previous rental history.

The screening and verification process is used for every applicant the same way -- fairly, consistently, uniformly. We work very diligently to observe both the spirit and the letter of the Federal and State of Illinois fair housing laws -- not just because they are the law of the land, but because we sincerely believe, personally and as a company, in fair housing and equal opportunity in housing for everyone.

An applicant who passes the screening criteria is offered an apartment when an apartment is available. An applicant who does not satisfy the screening criteria is not accepted as a resident.

By making application for an apartment in one of our communities, you acknowledge that these checks and verifications will be done, and give your permission for us to do so.

Please completely fill in your application. If you do not provide us with complete information, we will not be able to process the application successfully. If there is any item on the application that you do not understand, please ask for assistance from the Manager. If there is additional information that you feel might be of assistance to us in processing your application, please let us know. We are here to be of service to you and to others seeking housing.

You MUST sign, after you have time to review them, applicable release of information forms.

You MUST disclose the social security numbers of all family members or execute a certification as to the relevant circumstances of why you cannot disclose the social security number.

We will do our best to process your application quickly and give you an answer within a reasonable time. We welcome your suggestions as to how we might do that task better and more efficiently.

The undersigned hereby makes application to rent unit number \_\_\_\_\_ located at \_\_\_\_\_ beginning on \_\_\_\_\_, 19\_\_\_\_, at a monthly rental of \$\_\_\_\_\_.

## PLEASE TELL US ABOUT YOURSELF

### Applicant:

FULL NAME: \_\_\_\_\_ daytime phone (\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's Lic.# \_\_\_\_\_

\_\_\_\_\_

### Co-Applicant:

FULL NAME: \_\_\_\_\_ daytime phone (\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's Lic.# \_\_\_\_\_

\_\_\_\_\_

Names, ages and relationship of other occupants:

\_\_\_\_\_

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**PLEASE GIVE YOUR EMPLOYMENT INFORMATION**

Your Status: **(Applicant)**

Employed Full-time     Employed Part-Time     Student     Retired      
Unemployed

Current/  Previous

Employer: \_\_\_\_\_

Date(s)                      Employed                      \_\_\_\_\_                      Employed                      as

Supervisor \_\_\_\_\_ Supervisor's phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_. If employed by above less than 6 months, give name and  
address                      of                      Previous                      Employer                      or                      School

\_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount                      \$                      \_\_\_\_\_                      Source

Your Status: **(Co-Applicant)**

Employed Full-time     Employed Part-Time     Student     Retired      
Unemployed

Current/  Previous

Employer: \_\_\_\_\_

\_\_\_\_\_

Date(s)                      Employed                      \_\_\_\_\_                      Employed                      as

Supervisor \_\_\_\_\_ Supervisor's phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_. If employed by above less than 6 months, give name and  
address                      of                      Previous                      Employer                      or                      School

\_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_

Source \_\_\_\_\_

**PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning with most current)**

**Applicant:**

CURRENT \_\_\_\_\_ ADDRESS \_\_\_\_\_

Month & Year moved in \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Current Rent: \$ \_\_\_\_\_

Owner or Agent \_\_\_\_\_ phone ( ) \_\_\_\_\_

PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_

Month & Year moved in \_\_\_\_\_ Reason for leaving \_\_\_\_\_

PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_

**Co-Applicant:**

CURRENT \_\_\_\_\_ ADDRESS \_\_\_\_\_

Month & Year moved in \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Current Rent: \$ \_\_\_\_\_

Owner or Agent \_\_\_\_\_ phone ( ) \_\_\_\_\_

PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_

Month & Year moved in \_\_\_\_\_ Reason for leaving \_\_\_\_\_

PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_

Month & Year moved in \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ phone ( ) \_\_\_\_\_

**PLEASE LIST BANK AND CREDIT REFERENCES - Indicate Applicant or Co-Applicant**

Your Bank(s)	City-State	Branch	Type of Acct.	Acct. Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CREDIT REFERENCES**

	City-State	Acct. Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**VEHICLE(S)**

**Applicant:** Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Lic. # \_\_\_\_\_ State \_\_\_\_\_

**Co-Applicant:** Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Lic. # \_\_\_\_\_ State \_\_\_\_\_

Other \_\_\_\_\_ Vehicle(s): \_\_\_\_\_

**HAVE YOU:** Ever filed for Bankruptcy? \_\_\_\_ yes \_\_\_\_ no  
Ever been evicted from tenancy? \_\_\_\_ yes \_\_\_\_ no  
Or any member of your household been arrested and/or convicted of a felony or any crimes? \_\_\_\_ yes \_\_\_\_ no  
Or any member of your household ever been convicted for the manufacture, sale, or possession with the intent to deliver or any illegal narcotics? \_\_\_\_ yes \_\_\_\_ no  
Been involved in any litigations; such as evictions, suits, judgements, bankruptcies, foreclosures, etc.? \_\_\_\_ yes \_\_\_\_ no

**IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN:**

\_\_\_\_\_  
\_\_\_\_\_

**PERSON TO CONTACT IN CASE OF EMERGENCY:**

Applicant: \_\_\_\_\_ phone (\_\_\_\_) \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ phone (\_\_\_\_) \_\_\_\_\_

**HOW WERE YOU REFERRED TO US:**

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Applicant has deposited the sum of \$\_\_\_\_\_, herein referred to as "application deposit," in consideration for Agent taking the dwelling unit off the market while considering approval of this application. If applicant is approved by Owner and the contemplated lease is entered into, the "application deposit" shall be credited to the required security deposit. If applicant notifies Owner that applicant wishes to withdraw this application for rental prior to approval, or if applicant is approved, but fails to enter into the contemplated lease, the application deposit shall be forfeited to Owner. The application deposit will be refunded only if applicant is not approved. This application is preliminary only and does not obligate Owner or Owner's agent to execute a lease or deliver possession of the proposed premises.

**PROCESSING FEE:** Applicant has paid the sum of \$\_\_\_\_\_ as a non-refundable fee for Owner's cost of processing this application.

**(I) (We) recognize that as part of your procedure for processing (my) (our) application an investigation will be conducted to verify the information that (I) (we) have given you. (I) (We) authorize you to perform a credit check, employment verification and such other verifications that you deem necessary. If the verification determines that any statements made in this application are untrue or material information was omitted, the deposit will be retained to offset the Agent's cost, time and effort in processing this application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.**

The undersigned certify that (I) (we) have read the above application; that the above information contained herein is true and correct. (I) (We) have not intentionally omitted or misrepresented any facts. Intentional misrepresentations by (me or either of us) on this application are grounds for termination of tenancy, if tenancy is approved.

Applicant: \_\_\_\_\_

Date:

Co-Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_