



1954 First St #122  
Highland Park, IL 60035

**RENTAL APPLICATION** (Application fee \$25 for 1st Adult \$10 each additional adult). Each adult (18 or older) must fill out separate application.

Today's date: \_\_\_\_\_ Occupancy date desired: \_\_\_\_\_ Rental Price Range: \_\_\_\_\_

Type/size desired: \_\_\_\_\_

Rental address desired or shown: \_\_\_\_\_

How did you hear about this home or apartment? \_\_\_\_\_

**Applicant's Personal Information**

Last name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's license/ID number/state: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternative phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Any other names you've used in the past: \_\_\_\_\_

Additional Occupants (List every occupant's name, birth date, and their relationship to applicant.)


How long do you plan on living in the next rental that meets your needs? \_\_\_\_\_

Do you already own any appliances (if so, which ones) \_\_\_\_\_

Do you have renter's insurance? Y/N  
Any liquid filled furniture? Y/N  
Have you ever broken a lease? Y/N  
Ever refused to pay for any reason? Y/N  
Ever been evicted or asked to leave? Y/N  
Ever filed for bankruptcy? Y/N When \_\_\_\_\_  
Ever been convicted of a crime? Y/N

Do you give us permission to do a criminal background check? Y/N  
Currently have any utilities in your name? Y/N  
Currently have phone service in your name? Y/N  
Is there anything to prevent you from placing utilities in your name? Y/N  
Do any occupants smoke? Y/N

**Residence History** \_\_\_\_\_

Present address: \_\_\_\_\_

Dates lived at this address? \_\_\_\_\_ Monthly Rent? \_\_\_\_\_

Name of present landlord: \_\_\_\_\_ Phone \_\_\_\_\_

Address of present landlord: \_\_\_\_\_

Reason for moving: \_\_\_\_\_ Is your rent current? \_\_\_\_\_

Number of late payments at this address? \_\_\_\_\_ Security deposit currently held by landlord? Y/N

Have you had any reoccurring problems with your current home or landlord? \_\_\_\_\_

Previous address: \_\_\_\_\_

Previous landlord: \_\_\_\_\_ Previous landlord's phone: \_\_\_\_\_

Dates at this address: \_\_\_\_\_ Reason for moving? \_\_\_\_\_ Monthly Rent? \_\_\_\_\_

Was your full security deposit returned? Y/N # of late payments? \_\_\_\_\_ Monthly rent? \_\_\_\_\_

**Bonus Note:** We provide cash/free property upgrade to residents who refer a friend or coworker to us and they move into one of our places. List the name and phone of anyone you know who may need a home or apartment. \_\_\_\_\_ Phone \_\_\_\_\_

**Income / Employment History** \_\_\_\_\_

Applicant's current employment status: Full-time: \_\_\_\_\_ Part-time (less than 32 hrs.): \_\_\_\_\_ Student: \_\_\_\_\_

Retired: \_\_\_\_\_ Self-employed: \_\_\_\_\_ Unemployed: \_\_\_\_\_ Other: \_\_\_\_\_

**Applicant employed by:** \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Phone \_\_\_\_\_ Average weekly hours: \_\_\_\_\_ How long at that place of employment? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly/Biweekly/Weekly (Circle one) Income: \$ \_\_\_\_\_

Also employed by: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly/Biweekly/Weekly (Circle one) Income: \$ \_\_\_\_\_

**Emergency Contact:** In the event of some emergency that would prevent you from paying rent when due, is there a relative, person, or agency that could assist you with rent payments?

Emergency contact: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Additional Income:** (verifiable sources of income that you would like considered, please list income and source).

Additional source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you been receiving this income? \_\_\_\_\_ How long do you expect income to continue? \_\_\_\_\_

**Credit History / Assets / Loans** \_\_\_\_\_

Number of vehicles or motorcycles? \_\_\_\_\_  
No business vehicles, RV, campers, boats Allowed

Vehicle 1 (make/model/color): \_\_\_\_\_ Vehicle 2 \_\_\_\_\_

Please note, only cars on application are authorized to be on premises. Do you have a car payment? \$ \_\_\_\_\_

List any other current monthly expenses and approximate amount? \_\_\_\_\_

Name of bank and branch: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have a checking acct? Y/N Savings acct? Y/N Credit Card/Type? Visa/MC/Amex

Part of our verification process is to request a credit report which is provided by: \_\_\_\_\_

Is there anything negative we may find when we run a credit or criminal background check? \_\_\_\_\_

**Personal /Professional References**

Name of doctor or health care provider: \_\_\_\_\_ Attorney \_\_\_\_\_

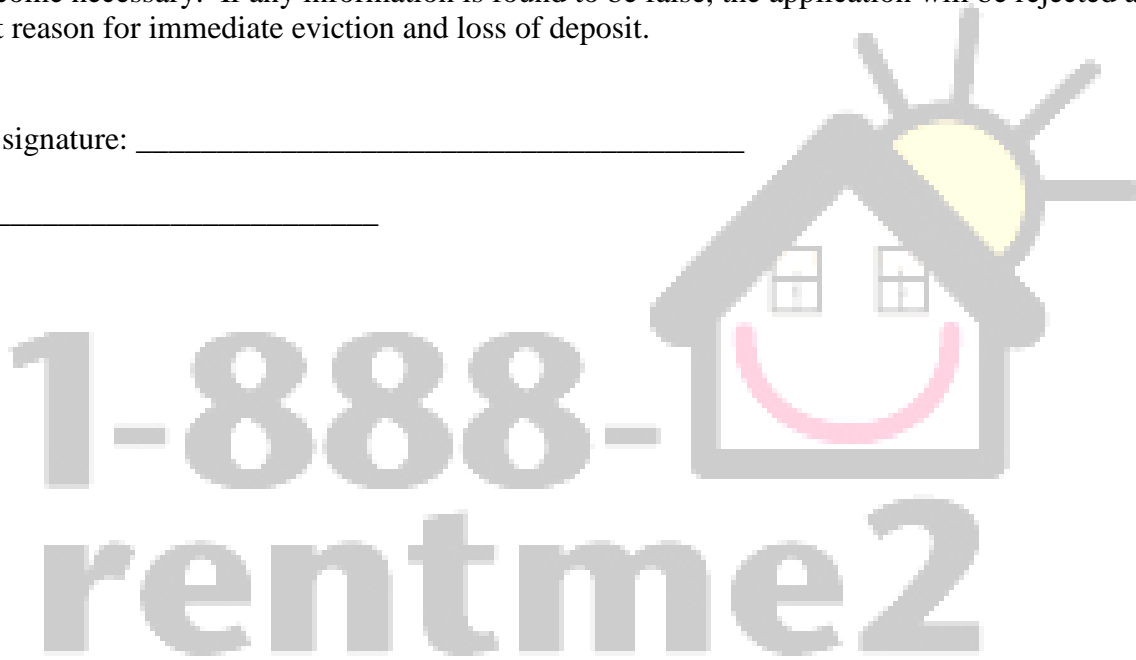
Name of nearest living relative: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Thank you** for completing an application to rent from us. A fee of \$ 25.00 is charged on all applicants for the purpose of verifying information furnished. This fee is credited towards your first months rent. By signing below, applicant represents all information is true, complete, and authorizes annual contact/verification of information, references, and credit for continual tenancy or for collection purposes should it become necessary. If any information is found to be false, the application will be rejected and will be sufficient reason for immediate eviction and loss of deposit.

Applicant's signature: \_\_\_\_\_

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





**SCREENING DISCLOSURE**

- 1) **DISCLOSURE.** The owner intends to investigate the information that you have set forth on your application. This may include obtaining a credit report or other report from a credit bureau or a tenant screening service confirming information that you have set forth in your application. The landlord may also contact prior landlord employers, financial institutions and personal references.
- 2) **SCREENING FEES.** Before the owner will conduct this review of your application, you must pay a tenant screening fee. The owner/manager charges a fee of \$25.00 plus \$10 for every adult over age 18. The owner/manager acknowledges receipt of this fee - \$\_\_\_\_\_. This fee represents payment for costs incurred by the landlord to screen your application. The owner's costs may include costs incurred for a credit report or other screening report, time spent calling landlords, employers, financial institutions and personal references.
- 3) **APPLICANT'S RIGHTS.** You have a right to dispute the accuracy of the information provided by the tenant screening service, credit bureau, or provided by the entities listed on your application who will be contacted for information about you. However, the landlord is forbidden by law from giving you certain information about your credit report and this may be obtained from the credit bureau or tenant screening agency named below.
- 4) **TENANT SCREENING SERVICE.** The tenant screening service or credit bureau used by owner, if any, is:

Screening Reports  
 220 Gerry Dr.  
 Wood Dale, IL 60191

By signing below, applicant acknowledges receipt of a copy of this notice.

Manager \_\_\_\_\_

Tenant Applicant \_\_\_\_\_



**HOLDING DEPOSIT RECEIPT**

Move-in Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

The applicant agrees to rent housing accommodations located at: \_\_\_\_\_  
\_\_\_\_\_ for a period of \_\_\_\_\_ months.

The applicant also posts a holding deposit for the accommodations in the amount of \$\_\_\_\_\_. This holding deposit shall be applied toward the tenant's security deposit (\$\_\_\_\_\_) and/or rent (\$\_\_\_\_\_) when the rental agreement is signed.

In the event the application for residency is not approved or accepted, or if the residence is not ready for occupancy, the deposit will be returned to the applicant less the application of \$25.00. If the applicant fails to sign the rental agreement, fails to provide additional funds required for occupancy or does not take occupancy on the scheduled move-in date, \$\_\_\_\_\_ of this holding deposit will not be refunded to the applicant and will be retained by the owner/manager.

By signing below, applicant acknowledges receipt of a copy of this notice.

Date \_\_\_\_\_

Monies Received \$ \_\_\_\_\_ By Cash \$ \_\_\_\_\_ By Check # \_\_\_\_\_

Manager \_\_\_\_\_

Tenant Applicant \_\_\_\_\_