

RENTAL APPLICATION APPROVAL AND RESIDENCY POLICY

Thank you for applying for residency with Mark Hansen and Jacqueline Hansen (Together, "Potential Lessor"). Our policies for processing and approving your application for residency are set forth below. We ask that you please carefully review them, let us know any questions you have and acknowledge your review of (and agreement with) them by signing below.

- The Potential Lessor requires all applications must be on a written form provided by the Potential Lessor ("Application"), must be signed and must be delivered to the Potential Lessor with all documentation as set forth below. All information on all Applications must be legible (i.e., readable) and an illegibly-provided application is grounds for rejection of tenancy. All requests for information in the Application must be provided by each applicant and any omission or misrepresentation of any information on any Application, is automatic grounds for rejection.
- The Potential Lessor requires all potential tenants (not occupants) be legal adults (i.e., at least eighteen (18) years of age or an emancipated (court ordered) minor). Every adult person (age eighteen (18) years or older or an emancipated (court ordered) minor) that will reside in the rental property (whether tenant or an occupant) must review and sign this policy and complete and sign a separate Application If the Application of any one applicant (whether a potential tenant or occupant) is denied, then all Applications tendered with or related to the denied Application will on that basis, be likewise denied.
- The Potential Lessor requires to be submitted with each Application, a copy of a valid driver's license or state-issued identification card for each applicant. In addition, for each potential tenant, proof of income (as described further below), such as payroll check stubs must be submitted with the Application. All applicants must submit additional information as may be reasonably requested by the Potential Lessor at the time an Application is delivered to the Potential Lessor (or thereafter). All applicants (potential tenant or occupant) must provide requested information immediately upon the Potential Lessor's request.
- The Potential Lessor processes and approves applications on a first-come, first-served basis, availability of suitable units and subject to all zoning, building, safety and other laws.
- Any rental amounts quoted for a studio or one (1) bedroom unit are based on maximum two (2) person occupancy, rent amounts quoted for two (2) bedroom units are based on maximum (4) person occupancy, rent amounts quoted (3) bedroom units are based on maximum (4) person occupancy and rent amounts quoted on four (4) bedroom units are based on maximum six (6) person occupancy. Any occupancy beyond these limits is subject to an additional One Hundred and No/100 Dollars (\$100.00) per person, per month charge.
- The Potential Lessor requires the following as to income: No Section 8, Monthly income must exceed 33.3% of monthly rental charge.
- The Potential Lessor requires a background check, including but not limited to a public records search. The applicant(s) must sign any consents authorizing such a check as necessary. The following must be established for each applicant (potential tenant or occupant): 1) no arrests, charges or convictions of any applicant for any criminal activity (not including any sex-related or felony matters), for the past five (5) years for a misdemeanor or ten (10) years for a felony; 2) notwithstanding the foregoing, no arrests, charges or convictions of any applicant for any felony or sexual-related offenses ever, including but not limited to those requiring registration on any sex-offender registry, violence or drug-related offenses; 3) no entry of orders of protection, no-contact/no-stalking orders against the applicant for the last ten (10) years, or more than two (2) in any fifteen (15) year period; 4) no eviction or the filing of any lawsuit for eviction against the applicant within the past ten (10) years and one (1) lifetime; 5) no civil judgments (for money owed, etc.) entered against the applicant within the past five (5) years or more than two (2) in any ten (10) year period.
- The Potential Lessor, in addition to any background check described above, requires a consumer report with a FICO score of no less than 650. Regardless of score, however, all other policies set forth herein must also be satisfied.
- The Potential Lessor requires that no animals are allowed on any the Potential Lessor-managed real estate at any time for any reason without a signed animal lease addendum, other than service or support animals that have been verified as genuine pursuant to applicable disability law and regulation.
- The Potential Lessor requires that in the event an application is approved, no applicant shall be given possession of a unit until such time as the Potential Lessor has been provided with: 1) a fully-signed original of a the Potential Lessor-approved lease; 2) full amount of security deposit due; 3) all first month's rent (prorated or full); 4) written verification all relevant utilities are in the potential tenants' name(s); 5) potential tenant(s)' set up of automatic electronic withdrawal (i.e., automatic clearinghouse or ACH) for all payments due under the lease. All potential tenant(s) must complete and sign the appropriate authorizations, provide the appropriate canceled checks, etc., for ACH set up.
- The Potential Lessor does not deny or reject any applications on the basis of race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other protected class as identified in the Illinois Human Rights Act or federal law. The Potential Lessor may otherwise deny or reject any applications for violation or non-compliance with any of the above.
- The Potential Lessor is an independent contractor for the owner of the property being applied for (the "Owner"). The Potential Lessor is the management agent for the Owner and is solely responsible for the care and management of the real estate. The Owner has no authority regarding (or responsibility for) the management of the property.

I have carefully read the foregoing rental application approval policies and agree with them:

Applicant		Name (Print)	
Signature	X:	Date (Print)	