



RESIDENTIAL LEASE APPLICATION ("Application")

(NOTE: Each adult person that will reside in the rental property (occupants) must complete and sign a separate application form.)

(NOTE: All requests for information as set forth in this Application must be provided and any omission or misrepresentation of any information is automatic grounds for rejection of this application.)

(NOTE: Potential lessor does not deny or reject applications on the basis of race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by Article 3 of the Illinois Human Rights Act or federal law.)

ALL INFORMATION MUST BE CLEARLY PRINTED OR TYPED (THIS APPLICATION MAY BE REJECTED IF THE INFORMATION PROVIDED IS ILLEGIBLE):

Applicant/Occupant Name (include middle name, maiden name and any other married name(s)): _____

Current Address (include City/State/Zip): _____

Driver's License Number or State Identification Number (please present for copying prior to move in): _____

E-Mail Address: _____

Telephone Number (work) (include area code) : (_____) _____

Telephone Number (cellular or pager) (include area code): (_____) _____

Social Security Number: _____ - _____ - _____ Date of Birth: (mm/dd/yyyy): _____ / _____ / _____

Full Residency History (at a minimum, include previous 5 years):

Address	County	City	State	Move In Date	Move out Date
_____ / _____ / _____	_____	_____	_____	_____ / _____ / _____	_____ / _____ / _____
_____ / _____ / _____	_____	_____	_____	_____ / _____ / _____	_____ / _____ / _____
_____ / _____ / _____	_____	_____	_____	_____ / _____ / _____	_____ / _____ / _____

List all intended occupants: 1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Current Landlord and Last Previous Landlord (if applicable)(include address and telephone number):

1. _____

2. _____

Current Employer: _____ Department: _____

Length of Employment: _____ Position/Job Title: _____ Net Monthly (TAKE HOME) Income: \$ _____

Employer's Address (include City/State/ZipCode): _____

Other Income(s) (explain in full): _____

Name and Address of nearest living relative not living with you (for emergencies or messages) (include City/State/Zip Code): _____

Relative Telephone Number (include area code): (_____) _____ - _____ Relative Relationship: _____

Do you or any intended occupants smoke? (Initial Only One): yes no

(Please Turn Application Over To Complete Page 2)

Have you ever been arrested, charged or convicted of a criminal offense (including entry of any no-contact orders or orders of protections)? (Initial Only One): yes no
 If "yes", please explain charge, date, place and final outcome (attach additional sheets if necessary): _____

Have you ever been evicted or a lawsuit filed against you for eviction? (Initial Only One): yes no. If "yes", please explain date, place, landlord, reason and final outcome (attach additional sheets if necessary): _____

Have you ever, besides eviction, had a civil law suit filed against you (example: for money owed, etc.)? (Initial Only One): yes no If "yes", please explain date, place, reason and final outcome (attach additional sheets if necessary): _____

Do you have pets? (Initial Only One): yes no (NOTE: Lessor does not allow animals in leased premises without written permission of Lessor (other than properly established assistance animals)

Animal	Type:	Breed:
No. 1		
No. 2		

- By signing this document, I the undersigned Applicant consents to and authorizes potential lessor, its employees, contractors and/or agents, to obtain a copy of my credit report/history from the Credit Bureau or other any other applicable or similar consumer reporting agency and/or obtain any information from my current or any previous lessor or any other source.
- By signing this document, I the undersigned Applicant understand that it is not a lease agreement, that no lease agreement is created herein and that I am at most a prospective tenant or occupant.
- By signing this document, I the undersigned Applicant understand that any fee paid by me is non-refundable, regardless of whether this application is approved or denied.
- By signing this document, I the undersigned Applicant understand that in the event that my application is approved and a lease agreement is signed by me as a tenant that I must comply with all pre-possession conditions of the lease agreement.
- By signing this document, I the undersigned Applicant represent that I have answered the above questions fully and truthfully, and I understand that any misrepresentation of information on this Application is grounds for eviction pursuant to the terms of the lease agreement.

Dated (mm/dd/yyyy): _____ / _____ /20____ Applicant: _____

 Applicant's signature

(Potential lessor staff only)

Application Checklist:

Action	Date (mm/dd/yyyy):	Staff (Initial)
➤ Received Application:	_____ / _____ / _____	_____
➤ Checked Application for completion of all information:	_____ / _____ / _____	_____
➤ Checked Application for signature:	_____ / _____ / _____	_____
➤ Checked for other adult occupants separate application(s):	_____ / _____ / _____	_____

Background Checklist:

Action	Date (mm/dd/yyyy):	Staff (Initial)
➤ Checked Credit Report	_____ / _____ / _____	_____
➤ Checked Court Records	_____ / _____ / _____	_____
➤ Checked Illinois Sex Offender List	_____ / _____ / _____	_____
➤ Checked Employment/Income Verification	_____ / _____ / _____	_____
➤ Checked Landlord References	_____ / _____ / _____	_____

Management:

Reviewed Application _____ Date (mm/dd/yyyy): _____ Staff (Initial) _____
 Reviewed background information: _____ / _____ / _____

Application (Check Only One): Approved Denied Manager Initial: _____ NOTE: if denied, place Application in the Denied Applications File

Reason for denial: (attach all supporting documentation if any): _____