

Rental Application

Personal Information

One application must be completed by each applicant 18 years or older. The application must be completed in its entirety with no blank spaces. Failure to complete the application or any misinformation may result in rejection.

Full Name: _____ Telephone: _____
 Social Security Number: _____ Date of Birth: _____
 Driver's License Number: _____ State: _____

List everyone, including those under 18, who will occupy the apartment:

<u>Full Name</u>	<u>Relationship to You</u>	<u>Social Security Number</u>	<u>Date of Birth</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rental History

Present Address: _____ Telephone: _____
 City, State, and Zip: _____ Dates From: _____ To: _____
 Present Landlord or Mortgage Co.: _____ Rent Paid per month: _____
 Address, City, State, Zip: _____
 Reason for Moving: _____

Previous Address: _____ Telephone: _____
 City, State, and Zip: _____ Dates From: _____ To: _____
 Previous Landlord or Mortgage Co.: _____ Rent Paid per month: _____
 Address, City, State, Zip: _____
 Reason for moving: _____
 Have you ever been evicted? No Yes

Employment History

Present Employer: _____ Telephone: _____
 Employer's Address: _____ Position: _____
 Supervisor's Name/Title: _____ Dates From: _____ To: _____
 Gross Monthly Salary \$ _____

Previous Employer: _____ Telephone: _____
 Employer's Address: _____ Position: _____
 Supervisor's Name/Title: _____ Dates From: _____ To: _____
 Gross Monthly Salary \$ _____

If there are other sources of income you would like us to consider, please list them here. You do NOT have to reveal alimony, child support, or spouse's annual income unless you want it to be considered in this application.

Source: _____ Amount: _____ per month
 Source: _____ Amount: _____ per month

Banking and Credit References

Bank name and branch: _____ Telephone: _____
 Checking Acc. No.: _____ Savings Acc. No.: _____

Statement of Intent

Please read each section carefully and initial.

_____ I hereby apply for apartment number _____ Located at _____ in Bensenville, Illinois. My intended move in date is _____.

_____ I understand a deposit of \$300.00 must be left with this application. This \$300.00 will be applied toward my security deposit upon acceptance or refunded if my application is not accepted. I further understand that if I am accepted, but decline the apartment, I will forfeit \$300.00 to processing fees.

_____ I understand that a non-refundable credit check fee of \$35.00 per apartment must be left with Westwood/Main Street Apartments.

_____ I understand a full security deposit equal to one month's rent is due prior to moving into the unit in the amount of \$ _____. I understand I may be asked to submit additional moneys towards a security deposit.

_____ The monthly rent quoted for this apartment is \$ _____ per month.

_____ Parking included with the rent is limited to not more than one parking spot per licensed driver, no more than two parking spots per apartment, and no work is to be done on any vehicle while in the parking lot.

_____ I have been given the opportunity to review the lease agreement prior to submitting this application. I understand I will be required to sign a lease agreement prior to moving onto the property.

_____ I certify that all of the information given is true and correct and I understand that my lease or rental agreement may be terminated if I have made any false or incomplete statements on this application. I authorize the verification of information provided on this application as well as my criminal history and credit history from sources including credit bureaus, current or previous landlords, current or previous employers, or personal references, and further authorizes that said information may be re-verified throughout the term of the lease and any renewal periods and after lease termination in the event of legal proceedings resulting from my tenancy.

Applicant Signature _____ **Date:** _____

Rental Applicant Approval Criteria

Credit Report – Security Deposit for Prospective Applicants with no unpaid accounts and/or collection accounts other than medical is equal to one month's rent. Reject all Applicants or cosigners with bankruptcies within the last 12 months or unpaid property management accounts. Increase Security Deposit by \$250 for prospective tenants with unpaid judgments and/or unpaid collection accounts. Increase security deposit by \$250 for prospective tenants that have no credit history. => => => =>

Employment History – Only accept prospective tenant's or co-signer's that have a combined monthly rental amount less than 50% of the prospective tenants gross monthly income (includes housing payments, child support, and social security). Minimum 60 days employment with current employer is required. Copy paycheck stubs as income verification for tenant file. => => => => => => => => => =>

<u>Rental Amount</u>	<u>Income Minimum</u>
\$670	\$1,340
\$760	\$1,520
\$830	\$1,660
\$860	\$1,720

Prior Landlord Verification – Any Prospective Applicant or co-signer will be denied whose previous reputable landlord confirms that the Prospective Applicant was consistently late in paying rent, caused excessive damage to the apartment, and/or caused unreasonable noise complaints. Relatives or friends acting as landlords does not constitute a reputable landlord, and in this situation the Security Deposit shall be increased by \$300. Applicants who owned a home during the last 6-months will not be required to have their prior landlord verified, but instead must show proof of sale of the home or proof that the home is rented. => => => => => => => => => =>

Modifications to be made to unit? : _____

Rental Incentives offered? : _____

Office Use Only
Do Not Write Inside of Red Box

Copy SS Card & Drivers Lic. Yes No
 Unpaid Collection Accounts? Yes No
 Unpaid Prop. Accounts? Yes No
 Bankruptcy last 12 month? Yes No
 Increase security deposit? Yes No
 If yes how much? _____

Notes: _____

50% GMI > Rent? Yes No
 Paycheck Copied to File? Yes No
 Employed min. of 60 days? Yes No

Notes: _____

Paid Rent on Time? Yes No
 Damaged Apt.? Yes No
 Noise Complaints? Yes No
 Reputable Landlord? Yes No
 Home Owner? Yes No

Notes: _____

Date: _____ Security Deposit: _____
 Emp. Initial: _____ Credit Check Fee: _____
 Move-in Date: _____ Rental Incentive: _____
 Pet Deposit: _____
 Rent Proration: _____
 1st Month Pet Rent: _____
 Total Funds Owed: _____
 Less Funds Paid:(_____)
 Total Funds M/I: _____

Advertising responded to:
 Daily Herald
 Property Sign
 Referral
 Other

This Application: Approved Denied