

RENTAL APPLICATION FORM

Name(s) of Applicant(s): (1) _____
 (first) (middle initial) (last)

(fill-out back of page for 2nd applicant)

(2) _____
 (first) (middle initial) (last)

APPLICANT #1

Social Security No.: _____ Date of Birth: ____/____/____

email: _____

Driver's License No.: _____ State: _____
 Auto: (year) _____ (make) _____ (model) _____
 (plate no.) _____ (state) _____

Current Address: _____
 (Street Address) (Apt. #)

(City) (State) (Zip Code)
 Current Phone: (____) _____

Present Housing: Rental: _____ Homeowner: _____ Other: _____

Present Landlord: (name) _____
 (address) _____
 (phone no.) _____

Occupancy Since: _____ Unit No. _____ Lease Expires(ed): _____

Previous Address: _____
 (Street Address) (Apt. #) Dates here: _____
 (City) State) (Zip Code)

Current Employer: _____
 Employer Address: _____

Work Phone No.: (____) _____ Can you receive calls at work: YES | NO

With Employer since: _____ mo/yr Job Title: _____ Supervisor: _____

Monthly Gross* Income From Employment: \$ _____
 Other Gross Monthly Income: \$ _____ Source: _____
 \$ _____ Source: _____
 *Before taxes
 Total Gross Monthly Income: \$ _____

In Case of Emergency Contact: (name) _____
 (address) _____
 (phone no.) (____) _____
 (relationship) _____

APPLICANT #2

Social Security No.: _____ Date of Birth: ____/____/____

email: _____

Driver's License No.: _____ State: _____
Auto: (year) _____ (make) _____ (model) _____
(plate no.) _____ (state) _____

Current Address: _____
(Street Address) (Apt. #)

(City) (State) (Zip Code)

Current Phone No. (____) _____

Present Housing: Rental: _____ Homeowner: _____ Other: _____

Present Landlord: (name) _____
(address) _____
(phone no.) _____

Occupancy Since: _____ Unit No. _____ Lease Expires(ed): _____

Previous Address: _____
(Street Address) (Apt. #)

(City) (State) (Zip Code) Dates here: _____

Current Employer: _____

Employer Address: _____

Employer Phone No.: (____) _____ Can you get calls at work: YES | NO

With Employer since: _____ Job Title: _____ Supervisor: _____
mo/yr

Monthly Gross* Income From Employment: \$ _____
Other Gross Monthly Income: \$ _____ Source: _____
\$ _____ Source: _____

*Before taxes
Total Gross Monthly Income: \$ _____

In Case of Emergency Contact: (name) _____
(address) _____
(phone no.) (____) _____
(relationship) _____

OTHER OCCUPANTS (Subject to local zoning ordinance)

Names and relationship of other persons to occupy apartment regularly:

Full Name	Relationship	Date of Birth
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

DEPOSIT AND APPLICATION FEE

A deposit in the sum of \$ _____ is made herewith to be applied to the first month’s rent and/or security deposit. This deposit will be held during the processing of this application. If the application is approved and accepted, then the applicant(s) agree(s) to execute a written lease and pay the balance due on the first month’s rent and security deposit within thirty (30) calendar days after being notified of acceptance. If applicant(s) fail(s) to execute lease and make payment as aforesaid, then the deposit will be forfeited as liquidated damages. If this application is not approved and accepted by Cortland Properties, Inc., as agent for the Landlord/Owner, the deposit will be promptly refunded. If a deposit is not made at the time this application is turned in, one will be required within 72 hours of notification of acceptance in order to hold the apartment for no longer than thirty (30) calendar days after payment of said deposit. If lease is not signed and/or the balance of the security deposit and first month’s rent are not paid within that 30 day period, said deposit will be forfeited as liquidated damages. In addition to the deposit, the sum of \$ _____ is hereby paid as an application fee to defer the expense of obtaining credit and other reports on the applicant(s) and the processing of this application. **THIS APPLICATION FEE IS NOT REFUNDABLE.** Applicant(s) understand(s) that the filing of this application does not in any way bind Cortland Properties, Inc., as agent for the property owners, to reserve or assign an apartment to said applicant(s).

CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT

Applicant(s) hereby authorize(s) Cortland Properties, Inc., as agent for the Landlord/Property Owner, to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating applicant(s) application. Applicant(s) understand(s) that such information may include, but is not limited to, credit history, civil and criminal information, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. Applicant(s) understand(s) that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which application was made. **Applicant(s) hereby expressly release(s) Cortland Properties, Inc., its agents, employees, offices, and assigns; the property owners or their designated agent; and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information, and the generated reports, may be viewed and provided to Cortland Properties, Inc., its agents, employees, offices, and assigns; the property owners or their designated agent; and various local, state and/or federal government agencies, including without limitation, various law enforcement agencies. The Applicant(s) expressly permit the viewing and sharing of these reports by and with Cortland Properties, Inc., its agents, employees, offices, and assigns; the property owners or their designated agent; and various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.** **Cook County Notice:** If the subject property being applied for is located in Cook County, Illinois, Cortland Properties, Inc., as agent, and/or the Landlord/Property Owner, will comply with the applicable Just Housing Amendment to the Cook County Human Rights Ordinance. An applicant will not be asked about their criminal background, nor will criminal background reports be requested, until after the application is preliminarily approved based on other criteria such as: proof of income, credit history, prior landlord/tenant suits, references from prior landlords, and other permissible factors. If the applicant(s) otherwise qualify based on those criteria, then criminal background reports will be ordered. If the criminal background reports come back with reported criminal conviction history, Cortland Properties, Inc., as agent, and/or the Landlord/Property Owner, will conduct an “individualized assessment” in accordance with the Ordinance. The applicant may then be required to provide certain information and/or documentation as needed to conduct said “individualized assessment” if sufficient information is not available from the criminal background reports. If the Applicant(s) fail to provide such necessary information, the application may be denied.

It is further agreed that if any information provided herein is false, the lease made on the strength of this application may, at the option of management, be terminated at any time without further cause on service of a 10-day notice. The undersigned applicant(s) has/have examined the statements made on pages 1 through 3, inclusive, and any statements attached thereto, of this application form and hereby certify(ies) that they are true, correct, and complete. Applicant(s) further acknowledge that the premises applied for would be used solely for residential purposes to be occupied by no more that _____ persons (including applicant(s)) and no pets. The statements made herein are made for the sole purpose of entering into a lease for an apartment at the property listed herein. Cortland Properties, Inc. supports Equal Housing Opportunity and does not discriminate on the basis of: race, color, national origin, religion, sex, parental status, disability, ancestry, marital status, age (must be of legal age to contract), military discharge, sexual orientation, housing status & source of income (all income must be verifiable), or any other federal, state or local protected classes applicable to location of the subject property.

Dated: _____

Applicant #1 Signature

Applicant #2 Signature



FOR OFFICE USE ONLY:

Applicant's Name: _____ Unit: _____ ETA m/i: _____

Property/Unit Information:

Property/Unit applied for: _____ Type of unit applied for: _____
Requested # parking: _____ Requested move-in date: _____
Requested rental term: _____ >> _____ / _____ / _____

Source: _____

Application completed and signed _____ Date turned in: _____
Application fee paid: Amount \$ _____ Method/Ck# _____ Receipt issued _____
Deposit paid: Amount \$ _____ Method/Ck# _____ Receipt issued _____
Sec. Dep./1st Month Amount \$ _____ Method/Ck# _____ Receipt issued _____

Application Verification:

Identification: Type of Photo ID checked: _____

Previous Landlord: t/c with _____ on ____ / ____ / ____ at ____ : ____ am/pm
Position: _____

Late: _____ NSF: _____ Skip: _____
Rent Payment: good average bad
Unit Maint. good average bad
Qual. of tenant: good average bad
Comments: _____

Employment Verification: t/c with _____ on ____ / ____ / ____ at ____ : ____ am/pm
Position: _____

Hire Dates: ____ / ____ / ____ to ____ / ____ / ____
Gross Monthly Salary: _____
Overtime: _____

Comments: _____

Criminal Check: Passed _____ Failed _____

Registry Check: _____ Passed _____ Failed _____

Accepted: Informed via _____ on ____ / ____ / ____ at ____ : ____ am/pm
Unit number: _____ Est. Move-in date: ____ / ____ / ____
Maintenance Informed: _____ Avail Date: _____
Bal 1st month rent/security deposit: _____ Amount\$ _____
Method/Ch# _____
Receipt _____

Rejected: Reason: _____

Advised via _____ on ____ / ____ / ____ at ____ : ____ am/pm
Required documentation forwarded: _____
Deposit refund: Amount:\$ _____ Ch#: _____ Date ____ / ____ / ____