

**RENTAL QUALIFICATIONS**

1. **CREDIT SCORE:** 650 or higher with no judgments or accounts in collection and with no more than one credit "dispute".
2. **EVICCTIONS:** No Eviction lawsuits filed against applicant within the last five years with an unpaid judgment – a release and satisfaction of judgment will be required from applicant.
3. **INCOME/EMPLOYMENT/SELF-EMPLOYMENT/SOURCES OF INCOME:**
  - a. IF EMPLOYED: Minimum Gross Monthly Income must be equal or higher than 3 times the rental amount.
  - b. LENGTH OF EMPLOYMENT: A minimum of one year on current job.
  - c. IF SELF-EMPLOYED: Two Years of Business Tax Returns and/or Schedule E/Schedule C showing equal or higher than 3 times the monthly rental amount. All 1099 Statements for the business.
  - d. SOURCES OF INCOME: Two most recent paycheck stubs and prior year Form W2 Pension Statements, Social Security Statements, Award Letters, or any other documentation proving Source of Income. Bank Statements or screenshots are not proof of income.
4. **PROOF OF IDENTITY:**
  - a. Current Unexpired State I.D. Card, Driver's License or Passport.
  - b. Social security card.
5. **REFERENCES:**
  - a. Housekeeping: must receive an "excellent" or "good" housekeeping referral from current landlord.
  - b. Current landlord reference must show no unpaid rent, proper notice given, and a positive rental history
6. **OCCUPANTS:** Governed by current prevailing local, state, and federal guidelines.
7. **CRIME FREE HOUSING:** Crime Free Addendum may be required by the municipality at the time of lease signing indicating that the applicant will comply with all of the municipality's requirements.
8. **APPLICATION CERTIFICATION:** Applicant hereby certifies that the information provided from Applicant to Landlord and/or Landlord's Agent to evaluate the Pre-Qualification Residential Application for Rental is correct and complete. Applicant further understands that any false or incomplete information is grounds for immediate rejection of this Pre-Qualification Residential Application for Rental. Applicant represents that he/she has no infestation/pest issues where they are currently living or working. Additionally, misrepresentation to Landlord and/or Landlord's Agent shall be grounds to terminate the lease.
9. **APPLICATION AUTHORIZATION:** Applicant specifically authorizes and requests all present and previous employers, mortgage holders, landlords, rental agents, credit grantors, banks, accountants, stockbrokers, and Federal, State and Local Government Agencies to release any and all requested information in the evaluation of this Pre-Qualification Residential Application for Rental. Applicant authorizes Landlord and/or Landlord's Agent to make any and all inquiries that Landlord and/or Landlord's Agent is currently permitted under Prevailing Fair Housing Laws and Federal, State, and Local Ordinance(s) to evaluate this Pre-Qualification Residential Application for Rental.
10. **NON-REFUNDABLE PROCESSING FEE / ORDER OF PROCESSING:** Processing fees are NON-REFUNDABLE. Processing begins only when **ALL** documentation and non-refundable processing fees are collected from all applicants for a specific unit, and are conducted on a first received basis.
11. **NOT GUARANTEED APPROVAL:** This is a PRE-QUALIFICATION RESIDENTIAL APPLICATION FOR RENTAL ONLY.
12. **LEASE SIGNING REQUIREMENTS:** IF the Pre-Qualification Residential Application for Rental is approved, you will have TWO BUSINESS DAYS to meet with Landlord and/or Landlord's Agent to pay all amounts due, sign the lease and get your keys. WE DO NOT HOLD APARTMENTS FOR ANY REASON. Applications are kept active for two weeks only.
13. **APPLICATION PART OF RESIDENT LEASE FILE:** Should the Pre-Qualification Residential Application for Rental be approved by landlord and/or Landlord's agent, then this Authorization and Release shall extend through any and all rental periods.
14. **NOTICE OF NO AGENCY:** CRS Management Inc. ("Agent") has previously entered into an agreement with the Landlord to provide certain property management, maintenance and/or real estate brokerage services to the Landlord. Neither the Agent nor any of its employees will act as agent for the Lessee but will instead be acting as the Agent for the Landlord.

I have received the property criteria and have read the information contained above.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_



**NOTICE**

APPLICATIONS FOR RENTAL UNITS ARE PROCESSED BY LANDLORD AND/OR AGENT FOR THE LANDLORD IN STRICT COMPLIANCE WITH PREVAILING FAIR HOUSING LAWS. PURSUANT TO THE COOK COUNTY JUST HOUSING ORDINANCE, NO CRIMINAL HISTORY SHALL BE REQUESTED ON THE PRE-QUALIFICATION APPLICATION SCREENING.

**ONLY IF APPLICANT IS APPROVED IN THE PRE-QUALIFICATION PROCESS, APPLICANT CONSENTS THAT LANDLORD AND/OR AGENT TO PROCEED WITH A CRIMINAL HISTORY SEARCH AS FOLLOWS. IF THE APPLICATION IS NOT APPROVED IN THE PRE-QUALIFICATION PROCESS, THERE WILL NOT BE A CRIMINAL HISTORY SEARCH CONDUCTED.**

**CRIMINAL HISTORY**

- Any felony or misdemeanor relating to or regarding a person, property or drug related criminal activity in the past 3 years from the date of the investigative report to the date of the conviction including robbery, burglary, theft of any kind, weapons violation, assault of any kind, murder, sexual assault, embezzlement, fraud of any kind, selling or distribution or manufacturing of drugs, trespassing, stolen identity or any other crime they may be demonstrative of harm to a person or property.
- Each crime will warrant an individualized assessment and analyze the appropriate risk based on information received by the applicant to include any rehabilitation or information relevant to the risk.

HOWEVER, NO INDIVIDUALIZED ASSESSMENT WILL BE PERFORMED IF THE APPLICANT HAS A CRIMINAL HISTORY THAT INCLUDES THE FOLLOWING as the Pre-Qualification Residential Application for Rental will not be approved under current Prevailing Fair Housing Laws and Local Ordinances.

1. A CURRENT SEX OFFENDER REGISTRATION REQUIREMENT PURSUANT TO THE SEX OFFENDER REGISTRATION ACT (OR SIMILAR LAW IN ANOTHER JURISDICTION) AND/OR
2. A CURRENT CHILD SEX OFFENDER REGISTRY RESTRICTION.

**Disclosure Notice of Cook County Human Rights Ordinance**

I understand that pursuant to the Cook County Human Rights Ordinance, that I have rights afforded to me concerning criminal background screening. A Landlord may only look at the past 3 years of criminal conviction history from the date of the application.

I have a right to know all the criteria up front including credit, criminal, past residential history, employment history, crime free lease addendums, security deposits, pets, smoking, and any other qualifying criteria.

I also have the right to receive my own copy of the background report and understand the law that says:

“After the Landlord obtains the criminal background check results and provides a copy of the same to the Applicant within five calendar days the Applicant shall have five (5) business days to produce evidence that disputes the accuracy or relevance of information related to any criminal convictions from the last three (3) years. “

I also have the right to file a complaint to the Human Rights Commission at:

human.rights@cookcountyil.gov  
69 W. Washington Street  
Suite 3040  
Chicago, IL 60602  
312-603-1100

<https://www.cookcountyil.gov/service/human-rights-ordinances-and-regulations>

I have received this notice and have read the information contained above.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**PRE-QUALIFICATION RESIDENTIAL APPLICATION FOR RENTAL  
REQUIRED FOR EVERY OCCUPANT 18 YEARS OF AGE OR OLDER**

<b>PERSONAL INFORMATION (answer <u>all</u> questions, even if N/A)</b>			
FULL NAME			
ADDRESS			
CITY/STATE/ZIP			
CONTACT PHONE		WORK PHONE	
BIRTH DATE		SOCIAL SECURITY #	
DRIV LICENSE/STATE ID #			
YOUR EMAIL ADDRESS			
WHY ARE YOU MOVING?		DATE NEEDED	
CURRENT LANDLORD		PHONE NUMBER	
LANDLORD E-MAIL ADDRESS			
<b>SOURCES OF INCOME</b>			
EMPLOYED BY		HOW LONG HAVE YOU WORKED HERE?	
ADDRESS		SUPERVISOR NAME	
CITY/STATE/ZIP		SUPERVISOR PHONE	
POSITION		WORK FAX NUMBER	
GROSS PAY PER MONTH		SUPERVISOR EMAIL	
OTHER INCOME OR BENEFITS	\$	INDICATE SOURCE AND PROVIDE DOCUMENTED PROOF BELOW	
<b>DESCRIPTION OF PETS - Service or Legal Assistance Animals are not Pets and you must provide legal certification or prescription as provided under Prevailing Fair Housing Laws</b>			
DO YOU HAVE ANY PETS?		NO	YES
IF YES, HOW MANY?		BREED/WEIGHT	
<b>VEHICLE INFORMATION</b>			
MAKE & MODEL		COLOR	
REGISTERED OWNER		LICENSE PLATE # AND STATE	
MAKE & MODEL		COLOR	
REGISTERED OWNER		LICENSE PLATE # AND STATE	

**NAMES AND AGES OF ALL OTHER OCCUPANTS WHO WILL BE LIVING WITH YOU. IF APPLICATION IS APPROVED, ALL NAMES WILL BE LISTED ON THE LEASE (IF APPROVED) AS OCCUPANTS**

FULL NAME		DATE OF BIRTH	
FULL NAME		DATE OF BIRTH	
FULL NAME		DATE OF BIRTH	
FULL NAME		DATE OF BIRTH	
FULL NAME		DATE OF BIRTH	

**FINANCIAL AND RENTAL HISTORY (CIRCLE YOUR ANSWER PLEASE)**

HAVE YOU HAD AN EVICTION LAWSUIT FILED OR COURT RECORD SEALED BY ORDER OF THE COURT?	NO	YES
HAVE YOU EVER FILED BANKRUPTCY?	NO	YES
IF YES, PROVIDE CASE NUMBER, YEAR, AND DISPOSITION		
HAVE YOU EVER BEEN THROUGH A FORECLOSURE?	NO	YES
IF YES, PROVIDE CASE NUMBER, YEAR, AND DISPOSITION		
HAVE YOU EVER BEEN SUED FOR DAMAGE TO RENTAL PROPERTY?	NO	YES
IF YES, PROVIDE CASE NUMBER, YEAR, AND DISPOSITION		

**EMERGENCY CONTACT INFORMATION**

PROVIDE THE NAME OF AN EMERGENCY CONTACT WHO IS NOT LIVING WITH YOU

NAME			
ADDRESS			
CITY/STATE/ZIP			
HOME PHONE	WORK PHONE		
CELL PHONE	RELATIONSHIP TO YOU		
EMAIL ADDRESS			

**APPLICANT CERTIFICATION**

I Hereby certify that under the penalties of perjury, all information contained herein is true, complete and correct. I agree that Landlord and/or its agent may verify any and all the information contained herein, check references and run credit reports as applicable. I fully understand that any monies paid for credit processing are non-refundable. I fully understand that this application is preliminary only and does not oblige Landlord and/or its Agent to execute a lease or deliver possession of the proposed premises. I fully understand that Landlord and/or its Agent may terminate any agreement entered into upon reliance of any misstatement contained herein. A separate application must be submitted and signed by each adult 18 years of age or older before it will be considered by Landlord. A non-refundable credit and rental history processing fee in the amount of \$50.00 is due when the application is submitted. By signing this application, Applicant acknowledges receipt of Just Housing Ordinance disclosure.

APPLICANT SIGNATURE	DATE
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**NON-REFUNDABLE LEASE AGREEMENT DOCUMENTATION  
PROCESSING FEE AGREEMENT**

<b>Landlord</b>	<input type="checkbox"/> 95 <sup>th</sup> Park Lawn Apartments	<input type="checkbox"/> 5630 Apartments
<b>Address City/State/Zip</b>	4309-4315 West 95 <sup>th</sup> Street Oak Lawn, Illinois 60453	5630-5642 107 <sup>th</sup> Street Chicago Ridge, Illinois 60453
<b>Apartment Number</b>		
<b>Applicant</b>		
<b>Date</b>		

Applicant wishes to lease the subject residential premises from Landlord for and in consideration of the mutual promises and obligations as set forth below, the undersigned parties hereby agree as follows:

Applicant has fully completed Landlord and/or Landlord's Agent's written Pre-qualification Residential Application for Rental and has provided Landlord and/or Landlord's Agent will all requested supporting information and documents.

Applicant has paid to Landlord and/or Landlord's Agent a Non-Refundable Processing Fee in the amount of \$50.00 as and for the fee paid for and charged by Landlord and/or Landlord's Agent to procure Applicant's credit, tenancy, employment, and/or criminal history (if applicable) which sum is a Non-Refundable Processing Fee. The Non-Refundable Processing Fee is paid to Landlord and/or Landlord's Agent to process, review, and confirm the Applicant's rental application.

Once Landlord and/or Landlord's Agent approves the Pre-Qualification Residential Application for Rental and the subject residential premises have been offered to the Applicant, Applicant shall pay to Landlord and/or Landlord's Agent, a Non-Refundable Lease Agreement Documentation preparation fee in the amount of \$500.00, which sum shall be retained by Landlord and/or Landlord's Agent and no security deposit shall be required with the Lease Agreement. The Non-Refundable Lease Agreement Documentation preparation fee is paid to Landlord and/or Landlord's Agent for showing of the premises, preparing lease documentation and premises, and neither fee is in any way a refundable security deposit, prepaid rent, or pre-payment or deposit of any kind.

This Agreement is for the completion of the Pre-Qualification Residential Application for Rental process only and is not in any way a rental agreement or lease contract between the parties.

SIGNATURE:

SIGNATURE:

\_\_\_\_\_  
Landlord and/or Landlord's Agent

\_\_\_\_\_  
Applicant

**REQUEST FOR EMPLOYMENT VERIFICATION**

<b>TO:</b>	(HR, SUPERVISOR)		
<b>DATE:</b>			
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>			

The person named below has applied for a rental unit with us and provided the following employment history to us. You were listed as currently (or formerly) employing this person. This applicant, by his/her signature, has authorized you to release and verify this employment information. Your assistance in providing this information as quickly as possible would be sincerely appreciated. Thank you.

Employee Name	
Social Security # (last 4 digits)	***_**_
Department/Position	
Length of Employment	
<p>I Hereby certify that under the penalties of perjury, all information contained herein is true, complete and correct. I agree that Landlord and/or its agent may verify any and all the information contained herein and check references and run credit reports as applicable. I fully understand that any monies paid for a processing fee are non-refundable. I fully understand that this application is preliminary only and does not oblige Landlord and/or its Agent to execute a lease or deliver possession of the proposed premises. I fully understand that Landlord and/or its Agent may terminate any agreement entered into upon reliance of any misstatement contained herein.</p>	
SIGNATURE	DATE

**<<< APPLICANT – DO NOT FILL OUT ANYTHING MORE ON THIS PAGE >>>**

EMPLOYER VERIFICATION	
Dates of Employment (FROM)	_____ (TO) _____
Position Held	_____
Gross Salary or Wage	\$_____ per <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Hour
Average Hours Worked Per Week	_____
Continued employment look	<input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Are you Related to this employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE: _____	DATE: _____
PRINTED NAME: _____	TITLE: _____

**REQUEST FOR EMPLOYMENT VERIFICATION**

<b>TO:</b>	(HR, SUPERVISOR)		
<b>DATE:</b>			
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>			

The person named below has applied for a rental unit with us and provided the following employment history to us. You were listed as currently (or formerly) employing this person. This applicant, by his/her signature, has authorized you to release and verify this employment information. Your assistance in providing this information as quickly as possible would be sincerely appreciated. Thank you.

Employee Name	
Social Security # (last 4 digits)	***_**_
Department/Position	
Length of Employment	

I Hereby certify that under the penalties of perjury, all information contained herein is true, complete and correct. I agree that Landlord and/or its agent may verify any and all the information contained herein and check references and run credit reports as applicable. I fully understand that any monies paid for a processing fee are non-refundable. I fully understand that this application is preliminary only and does not oblige Landlord and/or its Agent to execute a lease or deliver possession of the proposed premises. I fully understand that Landlord and/or its Agent may terminate any agreement entered into upon reliance of any misstatement contained herein.

<b>SIGNATURE</b>	<b>DATE</b>
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<<< **APPLICANT – DO NOT FILL OUT ANYTHING MORE ON THIS PAGE** >>>

<b>EMPLOYER VERIFICATION</b>	
Dates of Employment (FROM)	_____ (TO) _____
Position Held	_____
Gross Salary or Wage	\$_____ per <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Hour
Average Hours Worked Per Week	_____
Continued employment look	<input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
<b>Are you Related to this employee?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE: _____	DATE: _____
PRINTED NAME: _____	TITLE: _____

**REQUEST FOR RESIDENCY VERIFICATION**

<b>TO:</b>	(CURRENT LANDLORD YOU PAY RENT TO)		
<b>DATE:</b>			
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>			

The person named below has submitted an application for a rental unit with our firm. This signed release from the applicant(s) authorizes our firm to check this information. Your prompt attention to this request is greatly appreciated – Thank you.

<b>Applicant Name:</b>			
<b>Address:</b>			
<p>I Hereby certify that under the penalties of perjury, all information contained herein is true, complete and correct. I agree that Landlord and/or its agent may verify any and all the information contained herein and check references and run credit reports as applicable. I fully understand that any monies paid for a processing fee are non-refundable. I fully understand that this application is preliminary only and does not oblige Landlord and/or its Agent to execute a lease or deliver possession of the proposed premises. I fully understand that Landlord and/or its Agent may terminate any agreement entered into upon reliance of any misstatement contained herein.</p>			
<b>SIGNATURE</b>			<b>DATE</b>

**<<<APPLICANT – DO NOT FILL OUT ANYTHING MORE ON THIS PAGE>>>**

Length of Residency: _____	On Lease Individually? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Apartment Size: _____	Current Monthly Rent \$ _____	
Are Any Utilities Included? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Balance Due \$ _____	
Current # of Occupants: _____	Any Pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does Resident Have a Lease? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has (was) proper notice been given? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does/Did Resident pay rent on time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
# Of NSF Checks over rental period _____	# Of Late Payments over rental period _____	
Has Resident Ever Been Taken to Court for		
Non-Payment of Rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Case #: _____ Outcome: _____	
Lease Violations? <input type="checkbox"/> Yes <input type="checkbox"/> No	Case #: _____ Outcome: _____	
Were there any problems with this resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(If yes, please explain): _____		

Would you rent to this resident again?  Yes (Indicates Positive Rental History)  No

CLEANLINESS AND HOUSKEEPING HABITS  Excellent  Good  Fair  Not Acceptable

ARE YOU RELATED TO THIS RESIDENT?  Yes  No

**Information provided by:**

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

Printed Name/Position: \_\_\_\_\_