



The APARTMENT  
SOURCE

2638 N. Halsted St., Chicago, IL 60614 - P: 773.404.9900 - F: 773.404.0669

**APPLICATION FOR LEASE AND CREDIT CHECK**

**IMPORTANT NOTICE TO APPLICANT – READ BEFORE FILLING OUT APPLICATION**

Do not complete this application unless you are willing to deposit first month's rent now, sign a lease within 48 hours of approval, and at the time of the lease signing, pay full administrative fee or security deposit and pet fee. Possession of all units will be delivered on the condition of an "as is" move-in in accordance with the start date on the lease unless otherwise stated on this application in the section labeled "Please specify any requests for work to be completed" and approved by the landlord. Failure to comply with every one of the conditions in this application at the time of any subsequent renewal thereof automatically voids lease at landlord's option. A false or willfully omitted statement herein will be grounds for cancellation of your lease at the option of your landlord. Credit Application Fee is nonrefundable. Your first month's rent is not refundable unless your application is rejected by the landlord.

Agent's Name: \_\_\_\_\_ Address Applied For: \_\_\_\_\_ Unit: \_\_\_\_\_

New Lease Terms: \_\_\_\_\_ Parking Needed? \_\_\_\_\_ Y / N

Monthly Rental: \$ \_\_\_\_\_ Move in Date: \_\_\_\_\_ Number of adults of occupy apartment: \_\_\_\_\_

# Of Dog(s): \_\_\_\_\_ Weight of dog(s): \_\_\_\_\_ Breed of Dog(s): \_\_\_\_\_ # of Cat(s): \_\_\_\_\_

Please specify any requests for work to be completed. (If this space is left empty, it will be considered an as-is move in: \_\_\_\_\_)

Note: Based on the nature and costs the requested work entails, requests may be rejected or subject to an increase in rental price.

Applicant Name: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_

Applicant's Email address: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

# Of Years at Above Address: \_\_\_\_\_ Do you have Roommates? \_\_\_\_\_ If so, How many? \_\_\_\_\_

Present Rent: \$ \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

"I hereby authorize the release of the above information" Signature: \_\_\_\_\_

[To be completed by Agent of Landlord or Property Manager] Late payments: Y/N If yes, how many? \_\_\_\_\_ 5 day notices: Y/N If yes, how many? \_\_\_\_\_ Comments from the landlord: \_\_\_\_\_

Tenancy Verification completed by: \_\_\_\_\_ (The Apartment Source)

Employer: \_\_\_\_\_ Monthly Gross Income: \$ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position at company: \_\_\_\_\_

Other Income: Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Received: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_

Any Litigation (Such as: Evictions, Suits, Judgments, Bankruptcies, and Foreclosures) or Criminal History?

If Yes, Give Details \_\_\_\_\_ Date[s] \_\_\_\_\_

"I hereby authorize the release of the above information" Signature: \_\_\_\_\_

[For internal use only] Employment Verification completed by: \_\_\_\_\_ (The Apartment Source)

I represent to you that I have read this entire application and that all of the above information herein is true and correct. I further represent that my rental and credit records are in good standing with no judgments or liens against me except those previously disclosed in writing on this Application. If any of the above information is false, I hereby agree that my entire deposit may be forfeited to you. In consideration of the investigation by said agent of above representation and references, the undersigned hereby deposits with said agent the sum of one month's rent to be disposed of as follows: **The \$60 application fee is non-refundable.** If the applicant is accepted, the deposit will then be first month's rent. If the application is rejected, the deposit will be returned to applicant. The deposit is not refundable (unless application is rejected), but shall be retained as liquidated damages. An additional charge is made for a credit investigation payable with application. Applicant shall sign the lease within 48 hours of approval (unless otherwise stated by the landlord) and pay the administrative fee upon notification by owner. If nothing is requested in the requests for work to be completed and agreed upon in writing by the owner, the lease, if approved, shall be on the condition of an as-is move-in. The landlord reserves the right to reject requests for work to be completed if said work is unreasonable or unnecessary. Application must be filled out entirely for consideration.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_