

# Application For Lease

Date \_\_\_\_\_

All persons who will be occupying the apartment must be named as an occupant and all persons over 18 must **complete an** application and pay an application fee.

I am applying for apartment # \_\_\_\_\_ at the following address:

\_\_\_\_\_

## APPLICANT INFORMATION

Name of Applicant \_\_\_\_\_ E-mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

## Others Occupying Apartment:

Full Name \_\_\_\_\_ Age \_\_\_\_\_

Full Name \_\_\_\_\_ Age \_\_\_\_\_

Full Name \_\_\_\_\_ Age \_\_\_\_\_

## CURRENT HOUSING

Your Present Home Address \_\_\_\_\_ Apt# \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_ Lease Expiration Date \_\_\_\_\_

How Long \_\_\_\_\_ yrs \_\_\_\_\_ mos. Rent Per Month \$ \_\_\_\_\_

Present Owner/Agent \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

List Pets \_\_\_\_\_

## EMPLOYMENT INFORMATION

Present Employer \_\_\_\_\_ Since \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Annual Income from Employer \$ \_\_\_\_\_ Other Income Sources \$ \_\_\_\_\_

Total Annual Income from All Sources \$ \_\_\_\_\_

## EMERGENCY CONTACT

In Emergency, Notify \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

## HOW DID YOU HEAR ABOUT US? PLEASE CHECK ONE!

Yahoo \_\_\_\_\_ Craigslist \_\_\_\_\_ Google \_\_\_\_\_ R&M Website \_\_\_\_\_ Rent.com \_\_\_\_\_ Domu \_\_\_\_\_

Reader Classified \_\_\_\_\_ Reader Display \_\_\_\_\_ Building Sign \_\_\_\_\_ Apartment Locator \_\_\_\_\_ Word of Mouth \_\_\_\_\_ Store Front \_\_\_\_\_

Other \_\_\_\_\_

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

Form continues on back



### Realty & Mortgage Co.

**Corporate Office**  
1509 W. Berwyn Ave., #200  
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fax 773-989-6979

**Lincoln Park Office**  
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Chicago, Illinois 60614  
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RealtyMortgageCo.com



Real Estate Investment  
& Property Management  
Since 1906



**ADMINISTRATIVE & APPLICATION FEE**

To: Realty&Mortgage Co.,

I hereby apply for the apartment described above on the terms and conditions set forth herein and I warrant that all of the representations and information set forth in my application are true and complete and authorize you to verify this information. Any false statements made on the application can lead to rejection of the application or immediate termination of the lease.

I hereby pay to you as the managing agent a **\$350.00** administrative fee (the "Administrative Fee") to partially defray the cost of move in arrangements, keys and all other administrative costs related to establishing residency, and **\$50.00** per adult applicant as a fee for verifying the information contained in this application, including, but not limited to, checking my references and obtaining a credit report (the iApplication Feei). It is understood that the Administrative Fee is refundable only in the event you do not approve this application for any reason other than a false representation made herein. The Application Fee is not refundable under any circumstance. I hereby authorize you or any other agency employed by you to verify the information contained in my application, including my references, and to investigate any other statements or other data obtained from me or from any other person relating to my credit, financial responsibility or personal characteristics. I also authorize you to obtain a credit bureau report.

Neither the Administrative Fee nor the Application Fee may be applied towards my obligation to pay rent or any other amounts that may become due during my tenancy or under the lease.

Upon your request, I agree to execute within three (3) days, an apartment lease in the form customarily used by you for this property. **I further agree to pay the first month's rent at lease signing, and in the form of cashier's check, money order, or VISA / Mastercard. NO PERSONAL CHECKS.**

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

**THIS NOTICE OF NO AGENCY IS BEING PROVIDED AS REQUIRED BY ILLINOIS LAW**

Realty & Mortgage Co. has previously entered into an agreement with the property owner to provide certain property management and real estate brokerage services to the property owner. Neither Realty & Mortgage Co. nor any of its employees will be acting as your agent but will instead be acting as the agent for the property owner.

**AUTHORIZATION TO CHECK CREDIT**

In connection with your apartment application, a consumer or credit reporting agency may be asked to make an investigative consumer or credit report on you. I understand and hereby authorize agent/owner and any consumer or credit reporting agency or bureau employed by it to investigate my character, general reputation, mode of living, credit and financial responsibility and the statements made on the Application, and to inquire and check with the persons and references named thereon and also authorize such credit or consumer reporting agency or bureau to make available to Realty & Mortgage Co., a consumer or credit report in connection therewith. Applicant warrants that all statements above are true and complete. If they are found not to be your application will be denied. In addition, if applicant is approved and moves into a unit based on false statements in this or any documents, residency and lease document will be subject to termination.

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

<b>RECEIPT FOR FUNDS RECEIVED FROM APPLICANT</b>	
Administrative Fee _____	Amount Due At Lease Signing If Application is Accepted
Application Fee _____	_____
Total Paid _____	
<b>Realty &amp; Mortgage Co., as Agent</b>	
By _____	Date _____