



# Rental Application

The information provided herein is used to determine applicant's qualifications to become a resident. Applicant understands and acknowledges that material misrepresentation of such information will be sufficient grounds for eviction from a First Site apartment.

It is illegal and against First Site's policy to discriminate on the basis of one's membership to a protected class. These classes being race, color, religion, national origin, sex, ancestry, marital status, physical or mental handicap, familial status, unfavorable military discharge, military status, or any other class protected by Article 3 of the Illinois Human Rights Act.

Each adult desiring to live in the apartment must complete a separate application. Each question must be answered for the applicant to be considered. The information is only for the internal use of First Site, Ltd.

**Your completed application form should be submitted with your security deposit and your non-refundable application fee (one per applicant) on two separated checks or money orders payable to First Site.**

Your application fee is non-refundable if application is denied. You will forfeit your security deposit if you are approved and you decide not to sign the lease.

Your security deposit is refundable only in the case that you are not accepted as a resident.

**All Applicants must include:**

Photo ID or Passport

Proof of Income (Pay stub, offer letter, Etc.)

FOR OFFICE USE ONLY

Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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Apartment Address	Rent Amount	Desired Move-In Date
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Paid

<input type="checkbox"/> Security Deposit \$ _____	<input type="checkbox"/> APPROVED By: _____
<input type="checkbox"/> Application Fee <b>\$30 Per Applicant</b>	<input type="checkbox"/> DENIED Date: _____
	<input type="checkbox"/> APPROVED W/ Condition: _____

Com Paid (Include initials and date):

Signed Lease: \_\_\_\_\_ Final Inspection: \_\_\_\_\_

Move-in: \_\_\_\_\_ Follow-up: \_\_\_\_\_



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DATE: \_\_\_\_\_

## PERSONAL INFORMATION:

Name (First MI Last) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Current Cell Phone # \_\_\_\_\_ Office/Work Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License \_\_\_\_\_ State Issued \_\_\_\_\_

## RENTAL INFORMATION:

Current Landlord \_\_\_\_\_ Phone # & Fax # \_\_\_\_\_ Length of Residency \_\_\_\_\_ Rent Amount \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_ Length of Residency \_\_\_\_\_ Rent Amount \_\_\_\_\_

## EMPLOYMENT / INCOME INFORMATION:

Present Employer \_\_\_\_\_ Address \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Present Job Title \_\_\_\_\_ Net Pay per Month (after taxes) \_\_\_\_\_ Date Employment Began \_\_\_\_\_

Present Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Source of Additional Income \_\_\_\_\_ Monthly Amount \_\_\_\_\_

## VEHICLE INFORMATION:

Make and Model of Car \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Make and Model of Car \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_



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### EMERGENCY CONTACT INFORMATION:

Name	Relationship	Address	Phone

Name	Relationship	Address	Phone

### Others to live in apartment:

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Have you ever been known by another name?  Yes  No If yes, please specify: \_\_\_\_\_

Have you ever declared bankruptcy?  Yes  No If yes, when: \_\_\_\_\_

Will your previous landlord tell us?

You have been late on one or more rent payments.  Yes  No

Other tenants complained about you.  Yes  No

Lawsuits were filed to compel you to pay rent.  Yes  No

If you answered yes to any of the above, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY AUTHORIZE THE HOLDER OF THIS APPLICATION TO VERIFY THE INFORMATION CONTAINED HEREIN IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT.

Signature of Applicant	Printed Name	Date
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## First Site Application Policy:

Our office hours are 9:00 am to 6:00 pm, Monday through Friday and 10 am to 4:00 pm on Saturday.

The office is closed on Sunday.

You should plan to telephone the office at 888-4444 or conduct business at the office during these hours.

Financial information is not available on Saturdays.

Rent is due on or before the first of the month and should be mailed directly to our address, dropped off at the reception desk or deposited in the office payment drop after hours.

Rent is a legal obligation to be paid on time each month regardless of other financial obligations the resident may have.

The resident understands that a default in a rent payment can result in a judgment against the resident and a lien filed against resident's current and/or future assets and/or earnings.

Payments should be made only by check, money order, direct withdrawal, certified check or credit card – no cash please. A charge of \$25.00 will be imposed if a check is returned for any reason. If a check is dishonored and returned unpaid all additional payments must be made by money order or cashier's check.

There is a four-day grace period of rent payment. If rent is not received before 6:00 pm on the fifth day, a late charge of ten percent (10%) will be imposed. If payment is made after the fifth of every month, payment must be made in person to the office. The grace period is to accommodate the rare case where a tenant is out of town or has an exceptional circumstance and should not be abused.

Absolutely no unauthorized pets are allowed in apartments or on any other First Site property where there is a pet restriction. This applies whether the pet is owned by the resident or another individual. Where pets are permitted, the resident must adhere to the pet agreement policies.

No boats, motor homes, campers, or trailers may be parked in the parking lot. No non-functioning vehicles or unlicensed vehicles are permitted on the property and the resident agrees that any such vehicle after a two day written notice to the resident may be towed or stored at the resident's expense.

No musical instruments may be played in the apartment. The volume of sound from audio equipment or television must be kept at a level, which does not disturb resident's neighbors.

Resident agrees to keep his apartment in a clean and sanitary condition. To comply with public health laws and fire codes. Resident agrees: 1) To regularly clean oven and under burners 2) Not to allow garbage to accumulate in the apartment but as often as necessary to deposit garbage in the facility supplied 3) To not leave food exposed anywhere in the apartment for unreasonable length of time as to cause a health hazard in the building. 4) No Aluminum foil allowed on stove or other appliances.

The resident is expected to always have a working phone number, whether it's a cellular phone or landline phone installed in the apartment/home. Resident also agrees to notify the First Site office in same manner within two days of any change in the number.

Applicant recognizes that all facilities are for the exclusive use of the residents of First Site. If accepted as a resident, applicant agrees to abide by these policies and regulations as well as all the terms set forth in the lease to be signed and any additional standards set by the landlord from time to time.

If the resident leaves the apartment unoccupied for seven days without paying rent in advance for that month or while owing rent from a previous month, First Site management has the right to consider the apartment abandoned and to take immediate possession of the apartment and to prohibit the resident from re-taking possession. First Site management also has the right to remove any furniture or other property in the apartment and store it at the expense of the resident for a period of thirty (30) days at its discretion.

If resident decides to vacate his apartment at the expiration of the lease, resident must submit written notice of intent to vacate to First Site office at least thirty (30) days prior to such expiration date; no later than the first of the month of intent to vacate. Failure to give this notice automatically results in forfeiture of the entire security deposit. The security deposit is not a rent payment and cannot be used as a partial rent payment for the rent due in the last month of the lease.

The basic security deposit is \$300.00. Payment of the basic security deposit reserves a specific apartment for the resident until the application is approved or rejected. Application will be accepted or rejected within three business days. Whether application is accepted or rejected, the \$25.00 application fee will not be returned. If applicant is accepted but decides not to occupy the apartment, the security deposit will be retained by First Site to compensate for the time and service given to the applicant.

Provided that all other terms have been met, the basic and any supplemental deposit will be returned at the expiration of the lease provided that there has not been damage to the apartment other than normal wear and tear, and the apartment has been properly cleaned by the resident. All and any moneys due on the apartment must be paid in full.

*I understand and agree to the terms of these policies.*

Signature of Applicant

Printed Name

Date



# Rental Application

First Site, LTD

## Release Information Permission

*I, the undersigned, certify that to the best of my knowledge, the above statements are true and complete. I authorize First Site, Ltd., to obtain credit reports, rental / mortgage verification and / or employment verification, as necessary to verify all information in the application. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.*

Signature of Applicant	Printed Name	Date
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Illinois Association Of Realtors  
Notice Of No Agency Relationship  
**(To be completed by a staff member)**

Name of Leasing Agent: \_\_\_\_\_

Name of Brokerage Company: First Site

Property Address: \_\_\_\_\_

Notice of No Agency Relationship

Thank you for giving our leasing agent the opportunity to describe and/or to conduct a tour of available apartments.

Leasing agent's broker has previously entered into an agreement with a client to provide certain real estate brokerage services through a leasing agent who acts as the client's designated agent. As a result, leasing agents will not be acting as your agent but as the agent of First Site.