

## RENTAL APPLICATION - INSTRUCTIONS

Thank you for your interest in this rental property. Please complete the application according to the following instructions:

### Step 1 - The Application

Please complete this Application as fully and completely as you can. Missing information may cause a delay in the processing of your Application, however you are encouraged to submit your Application as soon as possible. You do not have to wait until your Supplemental Documents (see next step) are available.

### Step 2 - Supplemental Documents

In addition to this application, you *must* furnish us with copies of the last 3 months of your checking account statements. The easiest way to do this is to access your account online, download the statements as PDF's, and then email them to me at [bruce@brucetheobald.com](mailto:bruce@brucetheobald.com)

Although *not* mandatory, it will help the processing of your Application if you can furnish us with either or both of the following:

- 1) A copy of your latest W-2 or 1099 form.
- 2) A copy of a recent pay-stub.

### Step 3 - Delivering the Application & Contacting Us

You can submit this Application, and the supporting documentation, by any method convenient for you.

By Fax: 773-289-0445

By Email: [bruce@brucetheobald.com](mailto:bruce@brucetheobald.com)

Hardcopy: Bruce Theobald  
1960 N Lincoln Park West #302  
Chicago IL 60614

If you deliver your Application to the doorman, *please be sure to tell him to call us and let us know you delivered it.*

If you have any questions, please call us at 312-286-7402.

V041511

## Rental Application

### PROPERTY APPLIED FOR:

Address \_\_\_\_\_

Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_

Lease Beginning \_\_\_\_\_ Lease Ending \_\_\_\_\_

### APPLICANT:

Name \_\_\_\_\_

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

Home Ph: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_

### 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/We understand and hereby authorize agent/owner and any consumer or credit reporting agency or bureau employed by it to investigate my/our character, general reputation, mode of living, credit and financial responsibility and the statements made with the application and to inquire and check with the persons and references named herein and also authorize(s) such credit or consumer reporting agency or bureau to make a consumer or credit report in connection therewith.

Should any statement contained within this application be a misrepresentation or not a true statement of fact, applicant understands that it shall be grounds for denial of the application and or immediate termination of the lease.

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

Present Address \_\_\_\_\_  
\_\_\_\_\_

Mo/Yr Moved In \_\_\_\_\_

Rent Amount \_\_\_\_\_

Lease Expiration Date \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Landlord \_\_\_\_\_

Phone \_\_\_\_\_

Prior Address \_\_\_\_\_  
\_\_\_\_\_

Mo/Yr Moved In \_\_\_\_\_ Mo/Yr Moved Out \_\_\_\_\_

Rent Amount \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Landlord \_\_\_\_\_

Phone \_\_\_\_\_

Other people who will be living with you (if none, put "None"):

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

Pets: (if none, put "None")

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

PRESENT EMPLOYER:

Company Name \_\_\_\_\_

City/State \_\_\_\_\_

Job Title \_\_\_\_\_

Monthly Salary \_\_\_\_\_

Mo/Year Started \_\_\_\_\_

Immediate Supervisor's Name \_\_\_\_\_

Phone \_\_\_\_\_

PRIOR EMPLOYER:

Company Name \_\_\_\_\_

City/State \_\_\_\_\_

Job Title \_\_\_\_\_

Monthly Salary \_\_\_\_\_

Immediate Supervisor's Name \_\_\_\_\_

Phone \_\_\_\_\_

Mo/Year Started \_\_\_\_\_

Mo/Year Left \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

OTHER INCOME (if none, put "None")

Amount \_\_\_\_\_ Source \_\_\_\_\_

PRESENT SCHOOL (if none, put "None")

Name \_\_\_\_\_

City/State \_\_\_\_\_

Program \_\_\_\_\_

Expected Graduation Mo/Yr \_\_\_\_\_

VEHICLE (if none, put "None")

Year \_\_\_\_\_ Make/Model \_\_\_\_\_

License Plate \_\_\_\_\_ Approx. Monthly Pmt \_\_\_\_\_

REAL ESTATE OWNED (if none, put "None")

Address \_\_\_\_\_

Use/Description \_\_\_\_\_

EMERGENCY CONTACT

Name \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

QUESTIONNAIRE

1. Are there any unsatisfied judgments against you?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Have you ever been adjudged a bankrupt?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever been evicted?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have you ever willfully or intentionally failed to pay rent when due?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Have you ever been convicted of a felony?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Do you have or intend to use a waterbed?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain any "Yes" answers:

\_\_\_\_\_

REFERRED BY:

Craig's List

Advertisement \_\_\_\_\_

Sign \_\_\_\_\_

Referral \_\_\_\_\_

Agent \_\_\_\_\_

Other \_\_\_\_\_