



# APPLICATION TO RENT or LEASE

Please use a separate form for each applicant age 18 or older. All sections must be complete. Please print clearly.

<b>Property Address:</b> _____	<b>Desired Move-In Date::</b> _____
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## PERSONAL INFORMATION

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

How Long at This Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone: (    ) \_\_\_\_\_

## OTHER PERSONS TO OCCUPY APARTMENT/RESIDENCE

Other Occupants: \_\_\_\_\_

Age & Relationship: \_\_\_\_\_

## RENTAL HISTORY

Current Landlord/Agent: \_\_\_\_\_

Landlord Phone: (    ) \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_

Landlord Fax/Email: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ *(if less than two years at current)*

Previous Landlord: \_\_\_\_\_ Dates at Address: \_\_\_\_\_

Landlord Phone: (    ) \_\_\_\_\_ Landlord Fax/Email: \_\_\_\_\_

## EMPLOYMENT INFORMATION

Current Employer: \_\_\_\_\_ Your Position/Title: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Employer Address: \_\_\_\_\_ From/To: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: (    ) \_\_\_\_\_

Previous Employer: \_\_\_\_\_ *(if less than five years at current)* Monthly Salary: \$ \_\_\_\_\_

Employer Address: \_\_\_\_\_ Your Position/Title: \_\_\_\_\_ From/To: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: (    ) \_\_\_\_\_

## CREDIT AND FINANCIAL INFORMATION

Bank Name & Phone No.: \_\_\_\_\_ (    ) \_\_\_\_\_ Checking Acct. #: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Bank Name & Phone No.: \_\_\_\_\_ (    ) \_\_\_\_\_ Savings Acct. #: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Loan Provider/Creditor: \_\_\_\_\_ Type of Account: \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_

Loan Provider/Creditor: \_\_\_\_\_ Type of Account: \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_



EMERGENCY CONTACTS

Emergency Contact: Relationship: Address: Contact Phone: ( )

MISCELLANEOUS

Car Make & Year: Model: Color: State/License Plate #: Describe water-filled furniture you want to have in the rental property: 1. Do you smoke? Yes No 2. Have you ever been evicted? (If "yes", please explain) Yes No 3. Have you ever been sued? (If "yes", please explain) Yes No 4. Have you ever filed for bankruptcy? (If "yes", please explain) Yes No 5. Have you ever been convicted of a crime other than a traffic violation? (If "yes", please explain) Yes No 6. Do you have pets? (If "yes", please list size and breed) Yes No

PLEASE READ CAREFULLY AND SIGN APPLICATION

- I certify that all the information provided above is true and correct and understand that my lease or rental agreement may be terminated if I have made any false or incomplete statements in this application. I authorize the verification of the accuracy of the information provided in this application, including my background, credit sources, current and previous landlord and employers, and personal references in accordance with the Fair Credit Reporting Act. I understand that no pets are allowed unless specifically authorized in the lease I would sign. I understand the unit is being leased in "as-is" condition and agree to accept the property in its current state. The unit will be professionally cleaned prior to move-in. This application is for qualification purposes only and does not guarantee the applicant that he/she will be offered this property. Applicant understands that Post Oak Property Management may accept more than one application on the subject property, and in Post Oak Property Management's discretion will select the best-qualified applicant. A holding deposit equal to one month's rent is required to hold the property. This amount is refundable if the tenant is not accepted. If accepted, the deposit will be credited toward the first month's rent. If your occupancy is less than 14 days from the date of this application, all fees must be provided in certified funds. Applicant understands this amount will be deposited by Post Oak Property Management upon receipt. The \$35 per person application and credit report fee are non-refundable. Applicant understands this amount will be deposited upon receipt.

Signature of Applicant: Date:

FOR OFFICE USE ONLY

Table with 2 columns: Amounts Due Prior to Occupancy (Security Deposit, Pet Deposit, Application and Credit Report Fee, Holding Deposit) and Total. Includes dollar signs and a pre-filled \$35.00 for Application and Credit Report Fee.



## **Rental Application Policies**

Post Oak Property Management has established application policies to ensure that all prospective applicants for a property will be treated equally. Post Oak Property Management is committed to complying with all applicable fair housing laws and does not discriminate on the basis race, color, religion, national origin, sex, age, marital status, familial status, handicap, military status, sexual orientation, source of income or order of protection status.

Please carefully read the following policies. If you feel that you meet the guidelines for qualification, we encourage you to submit your application. Applications will be processed in the order received. An incomplete application will not be processed.

### Applicants

Each person 18 years of age or older that will reside in the property must complete and sign an application. Only the approved applicants are permitted to reside in the property.

If a co-signer is required, the co-signer must complete and sign an application. Acceptance of a co-signer is reviewed on a case-by-case basis.

Incomplete or falsified applications will not be considered.

### Processing Fees—**provided in separate checks**

\$35.00 application and credit report fee

A holding deposit---equal to one month's rent---if approved, the holding deposit will be applied to the first month's rent. Once you are approved and have signed a lease, this amount is non-refundable. If your application is rejected, the holding deposit will be refunded. These checks will be cashed upon receipt.

### Credit Reports

Post Oak Property Management will obtain a credit report for each applicant and co-signer 18 years of age or older. We do not accept credit reports provided by the applicant. Applicants with a discharged bankruptcy are acceptable.

### Income Requirements

Applicant's gross monthly income must be three times the amount of the monthly rent.

Income will be verified from copies of the prior month's pay stub provided with the application.

Self-employed applicants must provide a copy of the most recent two years of tax returns and bank statements for the past three months.

Unverifiable income will not be considered.

### Identification

At the time of appointment for showing, government-issued photo identification must be provided. A copy will be maintained on file in the office.

### Conditions of Move-in

Lease signings may be scheduled from 8am to 4pm Monday through Friday or Saturday from 10 to 2 by appointment. All utilities, if applicable, must be transferred in the residents' name by the date of possession.

Security deposit (Equal to 1.5 month's rent) and pet deposit (1/2 month for pets under 35lbs, 1 month for pets over 35lbs), if applicable, must be paid by cashier's check or money order before keys will be provided.

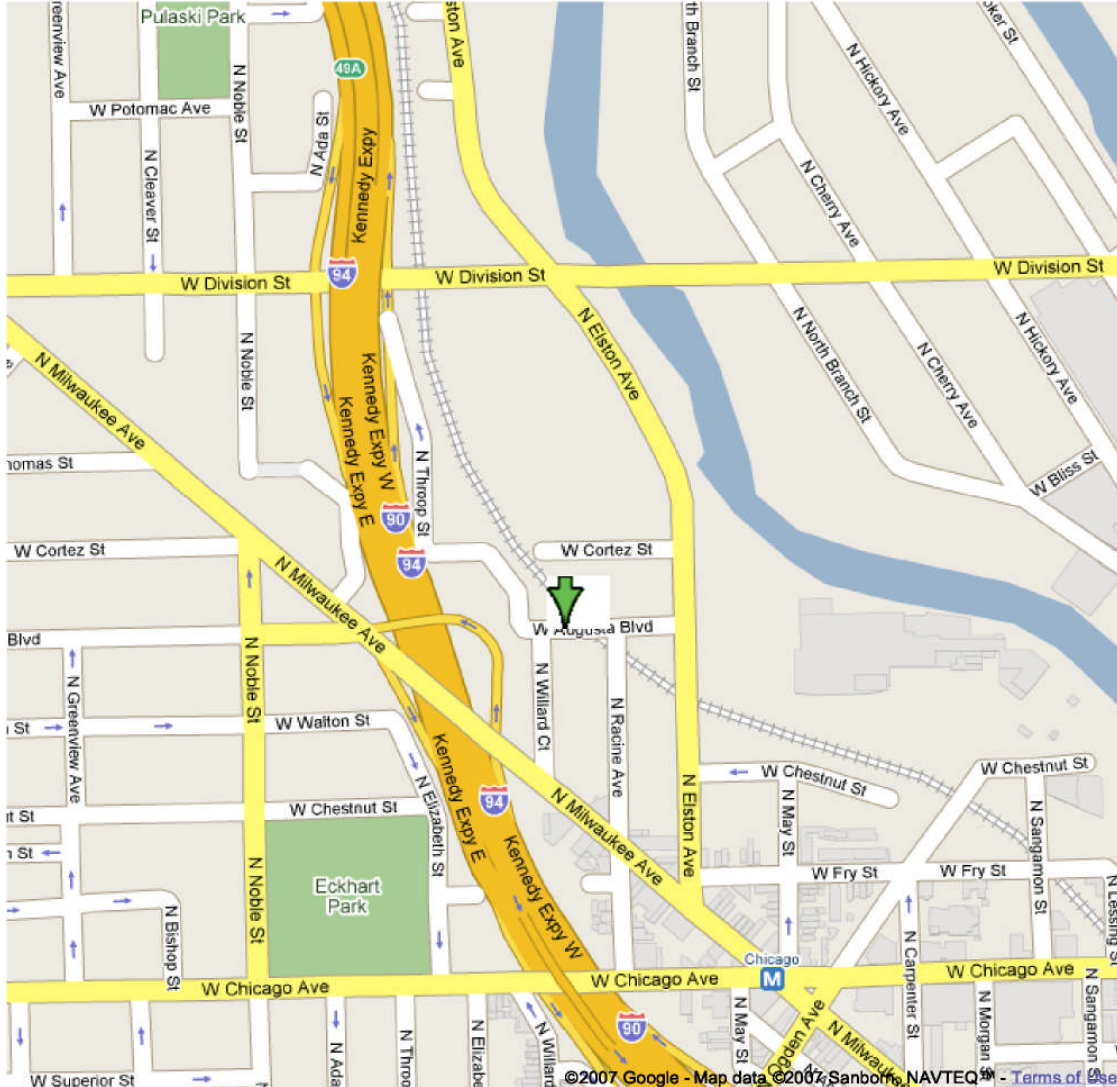


**Post Oak Property Management**

**Contact Us**



Address **1250 W Augusta Blvd**  
**Chicago, IL 60622**



Post Oak Property Management  
1250 W Augusta Boulevard  
Chicago, IL 60642-4131  
[info@managedbypostoak.com](mailto:info@managedbypostoak.com)  
773.227.2388 (phone)  
773.913.6254 (fax)

The professional staff members of Post Oak Property Management are available to assist you during business hours (by Appointment Only), 8.30 a.m. to 5:00 p.m. Monday through Friday.

Our office is located at 1250 W. Augusta Boulevard, Suite 103, Chicago Illinois, 60642-4131, just East of the Kennedy Expressway off of Milwaukee Avenue and Willard. You may also access Augusta Avenue from Elston Avenue. Rent payments may be dropped at our secure 24-hour RENT DROP box on the South West corner (Front Left) of the building