

PROPERTY: \_\_\_\_\_ UNIT \_\_\_\_\_ PROPOSED RENT \$ \_\_\_\_\_

REQUESTED MOVE-IN DATE: \_\_\_\_\_ DATE REC'D \_\_\_\_\_

RENAISSANCE REALTY GROUP, INC.		RENTAL APPLICATION	
<b>Applicant Information</b>			
Full Name:	Social Security #: - -	Date of Birth: / /	
Email:	Driver's License #:	State Issued:	
Phone (Home): ( )	Work: ( )	Cell: ( )	
<b>Co-Applicant</b>			
Full Name:	Social Security #: - -	Date of Birth: / /	
Email:	Driver's License #:	State Issued:	
Phone (Home): ( )	Work: ( )	Cell: ( )	
<b>Other Occupants</b>			
Name:	Date of Birth:		
Name:	Date of Birth:		
Name:	Date of Birth:		
Pet Breed:	Weight:	Is this an assistive/ service animal? <input type="radio"/> Yes <input type="radio"/> No	
<b>Residential History (Last 5 years)</b>			
<b>Current Address:</b>			
City:	State:	Zip:	
Month/Year Moved in:	Have you given notice you are moving out: <input type="radio"/> Yes <input type="radio"/> NO		
Owner/Agent:	Phone/email:		
<b>Previous Address:</b>			
City:	State:	Zip:	
Month/Year Moved in:	Rent Paid at Previous Address: \$		
Owner/Agent:	Phone:		
<b>Credit History</b>			
Have you declared bankruptcy in the past 7 years?	<input type="radio"/> Yes <input type="radio"/> No	Chapter: <input type="radio"/> 7 <input type="radio"/> 13	
Have you ever been evicted from a residence?	<input type="radio"/> Yes <input type="radio"/> No	Eviction Date:	
Have you had 2 or more late rental payments in the last year?	<input type="radio"/> Yes <input type="radio"/> No		
Have you ever willfully/intentionally refused to pay rent?	<input type="radio"/> Yes <input type="radio"/> No		
Is there a security freeze on your credit report?	<input type="radio"/> Yes <input type="radio"/> No		
Have you ever been sued or currently in collections for rent, property damage or past due accounts?	<input type="radio"/> Yes <input type="radio"/> No		

**APPLICANT NAME(S):**

**DATE STAMP** \_\_\_\_\_

How much is your current monthly rent? \$ \_\_\_\_\_ Does this include utilities?  Yes  No

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**Applicant Employment Information**

Your Employment Status:  Full Time  Part Time  Student  Unemployed  Retired

Employer: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Start Date: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Co-Applicant Employment Information**

Your Employment Status:  Full Time  Part Time  Student  Unemployed  Retired

Employer: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Start Date: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Other Income**

Monthly Amount: \_\_\_\_\_ Source: \_\_\_\_\_

**Bank Accounts**

Name: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Location: \_\_\_\_\_

Name: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Location: \_\_\_\_\_

**Personal Information**

Does anyone on this application smoke?  Yes  No

Do you currently pay Alimony or Child support?  Yes  No Amount per month: \$ \_\_\_\_\_

Make/Model/Color of Car: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ License Plate #: \_\_\_\_\_

**Personal Reference or Emergency Contact**

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

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

**APPLICANT NAME(S):** \_\_\_\_\_

**DATE STAMP** \_\_\_\_\_

City/State:	Zip:	Relationship:
Email	Phone:	

**Tenant Selection Criteria, Disclosure and Release Authorization**

The process will include an evaluation of your credit history, landlord history and performance, employment history and income. Your preapproval will be based on the combination of these factors:

- Household’s combined maximum yearly gross income may not exceed the maximum income limit based on household size published by City of Chicago Dept of Housing or Illinois Housing Development Authority
- No eviction filing or judgments
- Two years’ rental history with a positive landlord reference
- Maximum gross income to debt ratio of 55% or less (rent + utilities + long-term installment debt). Ratio will be considered in the context of your credit history and projected income.
- Minimum 1 year employment history (6 months may be considered, based on the other factors presented in your application)
- Credit accounts placed in collection and/or judgments may require a condition for acceptance.
- No unpaid utility accounts
- Bankruptcies and foreclosures within the preceding 12 months will result in denial of your application. Explanations, in writing, must be provided and the approval, or denial, of an application will be based upon the facts and the potential and/or satisfactory restitution made.
- No smoking
- Occupancy is limited to two persons per bedroom (one person per studio unit).
- All persons occupying the residence must be included in the lease, either as a lessee or as an authorized occupant.
- Cats and dogs are welcome, one pet maximum. Weight limit for a canine is 75 lbs. An additional deposit and pet agreement are required.

**In addition to your application, you will be required to submit:**

- \$200 partial security deposit (refundable if your application is denied)
- \$50 per applicant credit fee
- 3 most recent pay stubs from all employers or proof of other income
- Proof of social security number for all applicants
- Current driver’s license or state issued ID
- 6 most recent bank statement(s) per applicant

**If based upon the above criteria you are preapproved, we will notify you via email and at that time conduct a criminal background check.** This reporting may include information about your individual criminal background, including but not limited to information produced by federal, state, and local law enforcement agencies, federal and state courts or consumer reporting agencies.

Within five days of obtaining the criminal background check, we will provide it to you via email, text, certified mail, or in-person along with a notice of your right to dispute the accuracy and relevance of the information contained in the report. Within five business days after we provide the criminal background check to you, you may submit evidence disputing the accuracy of the information.

Within three days of your submission of evidence disputing the accuracy of the information, we will conduct an individualized assessment of your criminal convictions to determine whether denial of your rental application is necessary to protect against a demonstrable risk to the personal safety or property of any other person affected by the transaction. “Demonstrable risk” refers to the likelihood of harm to other residents’ personal safety and/or likelihood of serious damage to property. The “individualized assessment” we will conduct will consider all factors relevant to your conviction history from the previous three years. These factors include, but are not limited to, the following: (1) nature and severity of the criminal offense and how recently it occurred; (2) nature of the sentencing;

**APPLICANT NAME(S):****DATE STAMP** \_\_\_\_\_

(3) number of your criminal convictions; (4) length of time that has passed since your most recent conviction; (5) your age at the time the criminal offense occurred; (6) evidence of rehabilitation that you submit; (7) individual history as a tenant before and/or after the conviction; (8) whether the criminal conviction(s) was related to or a product of your disability; and (9) if you are a person with a disability, whether any reasonable accommodation could be provided to ameliorate any purported demonstrable risk.

After conducting an individualized assessment, we will either approve or deny your rental application. If we deny your rental application, we will notify you in writing and explain the reasons why the denial is based on the conviction and is necessary to protect against a demonstrable risk to the personal safety and/or property of others affected by the transaction.

If you are subject to a current sex offender registration requirement pursuant to the Sex Offender Registration Act (or similar law in another jurisdiction), or if you are subject to a current child sex offender residency restriction, no individualized assessment will be performed, and your rental application will be denied.

We are not required to hold the apartment open for you during the criminal background check dispute/decision process if another prequalified applicant is approved for the unit.

The Cook County Commission on Human Rights' website is <https://www.cookcountyil.gov/agency/commission-human-rights-0>. The Commission's address is 69 W. Washington St., Ste. 3040, Chicago, IL, 60602 and phone number is 312-603-1100.

In conjunction with your application for housing, we (**Renaissance Realty Group, Inc.**) will be conducting, with the help of our screening company, a review of your application to determine your qualification for the tenancy for which you are applying. Your background information may be obtained in the form of consumer reports and / or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if approved as a tenant, throughout your contract period. The scope of this reporting will include any information about your individual background, including but not limited to those produced by federal, state, and local law enforcement agencies, federal and state courts or consumer reporting agencies.

**AUTHORIZATION & RELEASE**

I (we) hereby certify that the information given to evaluate my/our application for tenancy is correct and complete. I/we authorize you to make any and all inquiries you feel necessary to evaluate my/our application for housing. I/we further understand that any false or incomplete information is grounds for immediate rejection of this application. I/we specifically authorize and request all consumer reporting bureau/agency, present and previous employers, mortgage holders, landlords, rental agents, credit grantors, banks, accountants, stockbrokers and local, state and federal government agencies to release any requested information in the evaluation of my/our application for rental housing. I/we understand that a criminal background check will not be requested, performed, inquired about, considered, or required until after I/we am/are otherwise approved for tenancy.

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

\_\_\_\_\_  
Co-Applicant Date

\_\_\_\_\_  
Leasing Agent Date