

APPLICANT COPY

Thank you for submitting your Pre-Qualification Residential Application for Rental

PLEASE NOTE – YOU WILL RECEIVE AN EMAIL FROM CORE LOGIC/SAFE RENT/TRANS UNION TO RELEASE THE CREDIT REPORT TO US. YOU MUST CHECK YOUR EMAIL AND SPAM FOLDERS IMMEDIATELY AND COMPLETE THE VERIFICATION IN ORDER FOR THE CREDIT REPORT TO BE PROCESSED.

Please scan the following items that you did not provide with the Pre-Qualification Residential Application for Rental at your scheduled appointment and EMAIL in pdf format (no pictures) to (crsmdocuments@gmail.com):

- ☐ Current unexpired Drivers' License or State ID or Passport MUST BE IN COLOR
- ☐ Last two paycheck stubs from your current jobs, if you are employed
- ☐ Proof of all sources of income **NOT A BANK STATEMENT**
- ☐ Last years' Form W2's from your job, if you are employed

IF YOU ARE SELF-EMPLOYED

- ☐ Schedule "C" from last two years' personal tax return OR
- ☐ Last two years' Federal Corporate or Business Tax Return with all Income Form 1099's

RENTAL QUALIFICATIONS

- **NOTICE OF NO AGENCY:** CRS Management Inc. ("Agent") has previously entered into an agreement with the Landlord to provide certain property management, maintenance and/or real estate brokerage services to the Landlord. Neither the Agent nor any of its employees will act as agent for the Applicant/Lessee but will instead be acting as the Agent for the Landlord.
- Must have Transunion Credit Score of 675 or Higher
- Must have NO Unpaid Evictions, Collections, or Bankruptcies within the last 5 years.
- Must have Current Unexpired State ID, Driver's License or Passport
- Must have Social Security Card
- Must have minimum gross monthly income equal or greater than 3.5 x the rent, Proof of Income [current check stubs, 1099's and/or tax returns - no bank statements accepted] unless governed by current prevailing local, state, and federal guidelines.
- Must have Excellent or Good Housekeeping reference from current landlord.
- Number of occupants is governed by current prevailing local, state, and federal guidelines.
- Lease Agreement Processing is **NON-REFUNDABLE** and can be paid by Zelle or cash at time of application. Processing begins when all documentation is received from all applicants, and are done first come-first serve.
- There is no guarantee the application will be approved.
- Once approved, lease signing and payment must be completed within TWO BUSINESS DAYS – no exception
- Applicant certifies that all information is true and correct.
- Applicant specifically authorizes Landlord and/or Landlord's Agent to make any and all inquiries that Landlord and/or Landlord's Agent is currently permitted under Prevailing Fair Housing Laws and Federal, State, and Local Ordinance(s) to evaluate this Pre-Qualification Residential Application for Rental.

☐ I have received the property criteria and have read the information contained above.

Applicant Signature _____ Date _____

Printed Name _____

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Applicant Signature _____ Date _____

Printed Name _____

NOTICE

APPLICATIONS FOR RENTAL UNITS ARE PROCESSED BY LANDLORD AND/OR AGENT FOR THE LANDLORD IN STRICT COMPLIANCE WITH PREVAILING FAIR HOUSING LAWS. PURSUANT TO THE COOK COUNTY JUST HOUSING ORDINANCE, NO CRIMINAL HISTORY SHALL BE REQUESTED ON THE PRE-QUALIFICATION APPLICATION SCREENING.

ONLY IF APPLICANT IS APPROVED IN THE PRE-QUALIFICATION PROCESS, APPLICANT CONSENTS THAT LANDLORD AND/OR AGENT TO PROCEED WITH A CRIMINAL HISTORY SEARCH AS FOLLOWS. IF THE APPLICATION IS NOT APPROVED IN THE PRE-QUALIFICATION PROCESS, THERE WILL NOT BE A CRIMINAL HISTORY SEARCH CONDUCTED.

CRIMINAL HISTORY

- Any felony or misdemeanor relating to or regarding a person, property or drug related criminal activity in the past 3 years from the date of the investigative report to the date of the conviction including robbery, burglary, theft of any kind, weapons violation, assault of any kind, murder, sexual assault, embezzlement, fraud of any kind, selling or distribution or manufacturing of drugs, trespassing, stolen identity or any other crime they may be demonstrative of harm to a person or property.
- Each crime will warrant an individualized assessment and analyze the appropriate risk based on information received by the applicant to include any rehabilitation or information relevant to the risk.

HOWEVER, NO INDIVIDUALIZED ASSESSMENT WILL BE PERFORMED IF THE APPLICANT HAS A CRIMINAL HISTORY THAT INCLUDES THE FOLLOWING as the Pre-Qualification Residential Application for Rental will not be approved under current Prevailing Fair Housing Laws and Local Ordinances.

1. A CURRENT SEX OFFENDER REGISTRATION REQUIREMENT PURSUANT TO THE SEX OFFENDER REGISTRATION ACT (OR SIMILAR LAW IN ANOTHER JURISDICTION) AND/OR
2. A CURRENT CHILD SEX OFFENDER REGISTRY RESTRICTION.

☐ I have received the property criteria and have read the information contained above.

Applicant Signature _____ Date _____

Printed Name _____

Disclosure Notice of Cook County Human Rights Ordinance

I understand that pursuant to the Cook County Human Rights Ordinance, that I have rights afforded to me concerning criminal background screening. A Landlord may only look at the past 3 years of criminal conviction history from the date of the application.

I have a right to know all the criteria up front including credit, criminal, past residential history, employment history, crime free lease addendums, security deposits, pets, smoking, and any other qualifying criteria.

I also have the right to receive my own copy of the background report and understand the law that says:

“After the Landlord obtains the criminal background check results and provides a copy of the same to the Applicant within five calendar days the Applicant shall have five (5) business days to produce evidence that disputes the accuracy or relevance of information related to any criminal convictions from the last three (3) years. “

I also have the right to file a complaint to the Human Rights Commission at:

human.rights@cookcountyil.gov
69 W. Washington Street
Suite 3040
Chicago, IL 60602
312-603-1100

<https://www.cookcountyil.gov/service/human-rights-ordinances-and-regulations>

☐ I have received this notice and have read the information contained above..

Applicant Signature _____ Date _____

Printed Name _____

ACKNOWLEDGEMENT OF RENTERS INSURANCE INFORMATION

Per the Village of Chicago Ridge Ordinance 25-02-03, this acknowledgement must be returned with each application and new/ renewed lease.

Renters insurance primarily covers your personal belongings and liability if someone gets hurt on your property. It also provides for additional living expenses if you're temporarily displaced due to a covered event. Specifically, it can cover damage or loss of your furniture, clothes, electronics, and other personal property due to fire, theft, vandalism, and certain natural disasters.

Here's a more detailed breakdown:

Standard Coverages:

- **Personal Property:**

This covers damage or loss to your belongings, like furniture, clothing, and electronics, caused by covered perils like fire, theft, vandalism, and water damage (from burst pipes or appliances).

- **Liability:**

This protects you if someone gets injured on your property and sues you, or if you damage someone else's property.

- **Loss of Use (Additional Living Expenses):**

If you can't live in your rental due to a covered event (like a fire), this coverage helps with temporary living expenses, such as hotel stays and meals, according to Progressive.

- **Medical Payments:**

This pays for medical bills if someone gets injured on your property, regardless of fault.

Optional Add-ons:

- **Scheduled Personal Property:** You can add coverage for valuable items like jewelry, electronics, or firearms, often with higher limits than standard coverage.
- **Water Backup Coverage:** This covers water damage from a sink or toilet backup.
- **Identity Theft Coverage:** This helps with expenses related to identity theft.
- **Other Optional Coverages:** Some policies also offer coverage for specific events like flood damage, earthquake damage, or infestations.

What Renters Insurance Generally Doesn't Cover:

- **The building itself:**

Renters insurance doesn't cover damage to the structure of the rental building, as that's covered by the landlord's insurance.

- **Pest or mold damage:**

Standard policies don't cover damage caused by pests or mold, although some add-ons might be available.

- **Flood or earthquake damage:**

These are typically excluded from standard policies, but you might be able to purchase separate policies for them.

WHERE TO SECURE RENTAL INSURANCE:

The best place to start is with the carrier for your Automobile Insurance. There are generally bundled arrangements available. It is best to secure coverage through a highly rated insurance company, for example State Farm, Allstate, Travelers, Geico, Progressive, and others.

RECEIVED AND ACKNOWLEDGED:

Applicant Signature _____ Date _____

Printed Name _____

**PRE-QUALIFICATION RESIDENTIAL APPLICATION FOR RENTAL
REQUIRED FOR EVERY OCCUPANT 18 YEARS OF AGE OR OLDER**

PERSONAL INFORMATION (answer all questions, even if N/A)				
FULL NAME				
ADDRESS				
CITY/STATE/ZIP				
CONTACT PHONE		WORK PHONE		
BIRTH DATE		SOCIAL SECURITY #	XXX-XX-	(last 4)
DRIV LICENSE/STATE ID #				
YOUR EMAIL ADDRESS				
WHY ARE YOU MOVING?		DATE NEEDED		
CURRENT LANDLORD		PHONE NUMBER		
LANDLORD E-MAIL ADDRESS				
SOURCES OF INCOME				
EMPLOYED BY		HOW LONG HAVE YOU WORKED HERE?		
ADDRESS		SUPERVISOR NAME		
CITY/STATE/ZIP		SUPERVISOR PHONE		
POSITION		WORK FAX NUMBER		
GROSS PAY PER MONTH		SUPERVISOR EMAIL		
OTHER INCOME OR BENEFITS	\$	INDICATE SOURCE AND PROVIDE DOCUMENTED PROOF BELOW		
DESCRIPTION OF PETS - Service or Legal Assistance Animals are not Pets and you must provide legal certification or prescription as provided under Prevailing Fair Housing Laws				
DO YOU HAVE ANY PETS?			NO	YES
IF YES, HOW MANY?		BREED/WEIGHT		

VEHICLE INFORMATION			
MAKE & MODEL		COLOR	
REGISTERED OWNER		LICENSE PLATE # AND STATE	
MAKE & MODEL		COLOR	
REGISTERED OWNER		LICENSE PLATE # AND STATE	

NAMES AND AGES OF ALL OTHER OCCUPANTS WHO WILL BE LIVING WITH YOU. IF APPLICATION IS APPROVED, ALL NAMES WILL BE LISTED ON THE LEASE (IF APPROVED) AS OCCUPANTS			
FULL NAME		DATE OF BIRTH	
FULL NAME		DATE OF BIRTH	
FULL NAME		DATE OF BIRTH	
FULL NAME		DATE OF BIRTH	
FULL NAME		DATE OF BIRTH	

FINANCIAL AND RENTAL HISTORY (CIRCLE YOUR ANSWER PLEASE)		
HAVE YOU HAD AN EVICTION LAWSUIT FILED OR COURT RECORD SEALED BY ORDER OF THE COURT?	NO	YES
HAVE YOU EVER FILED BANKRUPTCY?	NO	YES
IF YES, PROVIDE CASE NUMBER, YEAR, AND DISPOSITION		
HAVE YOU EVER BEEN THROUGH A FORECLOSURE?	NO	YES
IF YES, PROVIDE CASE NUMBER, YEAR, AND DISPOSITION		
HAVE YOU EVER BEEN SUED FOR DAMAGE TO RENTAL PROPERTY?	NO	YES
IF YES, PROVIDE CASE NUMBER, YEAR, AND DISPOSITION		

EMERGENCY CONTACT INFORMATION

PROVIDE THE NAME OF AN EMERGENCY CONTACT WHO IS **NOT LIVING WITH YOU**

NAME			
ADDRESS			
CITY/STATE/ZIP			
HOME PHONE		WORK PHONE	
CELL PHONE		RELATIONSHIP TO YOU	
EMAIL ADDRESS			

APPLICANT CERTIFICATION

I Hereby certify that under the penalties of perjury, all information contained herein is true, complete and correct. I agree that Landlord and/or its agent may verify any and all the information contained herein, check references and run credit reports as applicable. I fully understand that any monies paid for credit processing are non-refundable. I fully understand that this application is preliminary only and does not oblige Landlord and/or its Agent to execute a lease or deliver possession of the proposed premises. I fully understand that Landlord and/or its Agent may terminate any agreement entered into upon reliance of any misstatement contained herein. A separate application must be submitted and signed by each adult 18 years of age or older before it will be considered by Landlord. A non-refundable credit and rental history processing fee in the amount of \$50.00 is due when the application is submitted. By signing this application, Applicant acknowledges receipt of Just Housing Ordinance disclosure.

APPLICANT SIGNATURE

DATE

**NON-REFUNDABLE LEASE AGREEMENT DOCUMENTATION
PROCESSING FEE AGREEMENT**

Landlord	5630 Apartments
Address City/State/Zip	5630-5642 107 th Street Chicago Ridge, Illinois 60453
Apartment Number	
Applicant	
Date	

Applicant wishes to lease the subject residential premises from Landlord for and in consideration of the mutual promises and obligations as set forth below, the undersigned parties hereby agree as follows:

Applicant has fully completed Landlord and/or Landlord's Agent's written Pre-qualification Residential Application for Rental and has provided Landlord and/or Landlord's Agent will all requested supporting information and documents.

Applicant has paid to Landlord and/or Landlord's Agent a **Non-Refundable Processing Fee** in the amount of \$50.00 as and for the fee paid for and charged by Landlord and/or Landlord's Agent to procure Applicant's credit, tenancy, employment, and/or criminal history (if applicable) which sum is a Non-Refundable Processing Fee. The Non-Refundable Processing Fee is paid to Landlord and/or Landlord's Agent to process, review, and confirm the Applicant's rental application.

Once Landlord and/or Landlord's Agent approves the Pre-Qualification Residential Application for Rental and the subject residential premises have been offered to the Applicant, Applicant shall pay to Landlord and/or Landlord's Agent, a Non-Refundable Lease Agreement Documentation preparation fee in the amount of \$500.00, which sum shall be retained by Landlord and/or Landlord's Agent and no security deposit shall be required with the Lease Agreement. The Non-Refundable Lease Agreement Documentation preparation fee is paid to Landlord and/or Landlord's Agent for showing of the premises, preparing lease documentation and premises, and neither fee is in any way a refundable security deposit, prepaid rent, or pre-payment or deposit of any kind.

This Agreement is for the completion of the Pre-Qualification Residential Application for Rental process only and is not in any way a rental agreement or lease contract between the parties.

SIGNATURE:

SIGNATURE:

Landlord and/or Landlord's Agent

Applicant

REQUEST FOR EMPLOYMENT VERIFICATION

TO:	(HR, SUPERVISOR)		
DATE:			
PHONE NUMBER		FAX NUMBER	
EMAIL ADDRESS			

The person named below has applied for a rental unit with us and provided the following employment history to us. You were listed as currently (or formerly) employing this person. This applicant, by his/her signature, has authorized you to release and verify this employment information. Your assistance in providing this information as quickly as possible would be sincerely appreciated. Thank you.

Employee Name	
Social Security # (last 4 digits)	***_**_
Department/Position	
Length of Employment	
I Hereby certify that under the penalties of perjury, all information contained herein is true, complete and correct. I agree that Landlord and/or its agent may verify any and all the information contained herein and check references and run credit reports as applicable. I fully understand that any monies paid for a processing fee are non-refundable. I fully understand that this application is preliminary only and does not oblige Landlord and/or its Agent to execute a lease or deliver possession of the proposed premises. I fully understand that Landlord and/or its Agent may terminate any agreement entered into upon reliance of any misstatement contained herein.	
SIGNATURE	DATE

<<< APPLICANT – DO NOT FILL OUT ANYTHING MORE ON THIS PAGE >>>

EMPLOYER VERIFICATION	
Dates of Employment (FROM)	_____ (TO) _____
Position Held	_____
Gross Salary or Wage	\$_____ per <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Hour
Average Hours Worked Per Week	_____
Continued employment look	<input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Are you Related to this employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE: _____	DATE: _____
PRINTED NAME: _____	TITLE: _____

REQUEST FOR EMPLOYMENT VERIFICATION

TO:	(HR, SUPERVISOR)		
DATE:			
PHONE NUMBER		FAX NUMBER	
EMAIL ADDRESS			

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SIGNATURE	DATE
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EMPLOYER VERIFICATION

Dates of Employment (FROM) _____ (TO) _____

Position Held _____

Gross Salary or Wage \$_____ per ☐ Month ☐ Week ☐ Hour

Average Hours Worked Per Week _____

Continued employment look ☐ Poor ☐ Fair ☐ Good ☐ Excellent

Are you Related to this employee? ☐ Yes ☐ No

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

REQUEST FOR RESIDENCY VERIFICATION

TO:	(CURRENT LANDLORD YOU PAY RENT TO)		
DATE:			
PHONE NUMBER		FAX NUMBER	
EMAIL ADDRESS			

The person named below has submitted an application for a rental unit with our firm. This signed release from the applicant(s) authorizes our firm to check this information. Your prompt attention to this request is greatly appreciated – Thank you.

Applicant Name:	
Address:	
I Hereby certify that under the penalties of perjury, all information contained herein is true, complete and correct. I agree that Landlord and/or its agent may verify any and all the information contained herein and check references and run credit reports as applicable. I fully understand that any monies paid for a processing fee are non-refundable. I fully understand that this application is preliminary only and does not oblige Landlord and/or its Agent to execute a lease or deliver possession of the proposed premises. I fully understand that Landlord and/or its Agent may terminate any agreement entered into upon reliance of any misstatement contained herein.	
SIGNATURE	DATE

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Length of Residency: _____	On Lease Individually? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Apartment Size: _____	Current Monthly Rent \$ _____
Are Any Utilities Included? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Balance Due \$ _____
Current # of Occupants: _____	Any Pets? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does Resident Have a Lease? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has (was) proper notice been given? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does/Did Resident pay rent on time? <input type="checkbox"/> Yes <input type="checkbox"/> No	# Of Late Payments over rental period _____
# Of NSF Checks over rental period _____	
Has Resident Ever Been Taken to Court for Non-Payment of Rent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Case #: _____ Outcome: _____
Lease Violations? <input type="checkbox"/> Yes <input type="checkbox"/> No	Case #: _____ Outcome: _____
Were there any problems with this resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(If yes, please explain): _____	
Would you rent to this resident again? <input type="checkbox"/> Yes (Indicates Positive Rental History) <input type="checkbox"/> No	
CLEANLINESS AND HOUSEKEEPING HABITS <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Not Acceptable	
ARE YOU RELATED TO THIS RESIDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Information provided by:

Signature: _____ Date: _____

Printed Name/Position: _____