WOODLANDS ON GREENBAY

3500 GREEN BAY RD., NORTH CHICAGO, IL 60064

APPLICATION FOR LEASE

Date of Application:

OFFICE: (847) 689-3200 FAX: (847) 689-3322

Name(s):

Street Address:

City, State, Zip:

Primary Phone: Email:

Applicant #1	Applicant #2
Social Security #:	Social Security #:
Drivers License # / State	Drivers License # / State
Date of Birth:	Date of Birth:

LEASEHOLDERS MUST BE 18 YEARS OF AGE OR OLDER

Present Owner/Agent_____ Phone_____ Time at This Address_____

Previous Address (within last 3 years)_____ Phone_____ Time at This Address_____

☐ Single

☐ Married

☐ Divorced

☐ Separated

Future Occupants and/or Roommates:

Name:_____Age_____ Relationship_____

Name:_____Age_____ Relationship_____

Name:_____Age_____ Relationship_____

Pet(s), please describe:

Applicant #1			Applicant #2		
Employer			Employer		
Supervisor:	Phone:		Supervisor:	Phone:	
Position/Title	Hire Date		Position/Title	Hire Date	
Address			Address		
City	State	Zip	City	State	Zip
Previous Employer	Phone:		Previous Employer	Phone:	
Employment Income	$_____		Employment Income	$_____	
Other Income (Source)	$_____		Other Income (Source)	$_____	
Total Annual Income	$_____		Total Annual Income	$_____	

For Self Employed

Bank Reference - Name of Bank_____

Checking or Savings Account #_____

Checking or Savings Account #_____

For Self Employed

Bank Reference - Name of Bank_____

Checking or Savings Account #_____

Checking or Savings Account #_____

FOR OFFICE USE ONLY

Unit ID _____Style _____

Address:_____

Lease Term: Rental Terms:

From_____ _____

TO_____ _____

FOR OFFICE USE ONLY

Application Fee $_____

Administrative Fee $_____

Security Deposit $_____

Total Paid $_____

Personal Reference _____ Relationship _____ Phone: _____

Address _____ City _____ State _____ Zip _____

Personal Reference _____ Relationship _____ Phone: _____

Address _____ City _____ State _____ Zip _____

In Emergency, Notify:

Nearest Relative _____ Relationship _____ Phone: _____

Address _____ City _____ State _____ Zip _____

AUTHORIZATION TO CHECK CREDIT/BACKGROUND CHECK

I (we) understand all applications will be subject to an investigative consumer report, current and/or prior residency verification and employment/source of income verification. An application that has been falsified will be rejected. If you later determine that this application or documents we submit to you are false, incorrect and/or misleading, I understand that you will be entitled to terminate my lease. I understand that this application is not complete or binding on either party until the information contained herein is reviewed and approved by you. We hereby authorize you to obtain a consumer credit report, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and any other information for the purpose of evaluating this application. We hereby expressly release you, and any furnisher or information, from any liability resulting from the use, procurement, or furnishing of such information.

You reserve the right to refuse to lease if we (or any one of us) has been evicted, broken a prior lease, been declared bankrupt, been sued for non-payment of rent or damage to a rental property, convicted or certain crimes, arrested for certain crimes where a trial is pending or if we (or any one of us) is listed by any police agency as a fugitive or terrorist. Therefore, in furtherance of this application, we (or each of us) affirmatively state that: We HAVE / HAVE NOT been evicted or asked to move out; We HAVE / HAVE NOT broken a rental agreement or a lease; We HAVE / HAVE NOT been declared bankrupt; We HAVE / HAVE NOT have not been sued for non-payment of rent or damage to a rental property; We HAVE / HAVE NOT been convicted of a felony or any crime involving violence, drugs, damage to property or a sex related crime; We HAVE / HAVE NOT have not been arrested for any of the foregoing offenses where a trial is pending; and We HAVE / HAVE NOT been registered (or under consideration for registration) as a sexual predator or offender. (If We have answered "have" to any of the foregoing questions, We agree to state the details on a separate piece of paper to attached to this application.)

By signing this application, I acknowledge the following: (a) you will be relying on the financial information disclosed on this form, and, if the information is found to be materially incorrect or misleading, you may terminate the lease; (b) unless a separate addendum to the lease is agreed to and signed by you, no pets are permitted in the apartment.

NEITHER THE MANAGEMENT COMPANY NOR THE OWNER HAS A DUTY TO VERIFY, AND NEITHER REPRESENTS NOR CONVENTS THAT IT WILL VERIFY, THEIR ACCURACY OF THE ANSWERS PROVIDED TO THE FOREGOING QUESTIONS CONCERNING PROSPECTIVE RESIDENTS. FURTHERMORE, THE MANAGEMENT COMPANY AND OWNER HAVE NO DUTY, AND EXPRESSLY DISCLAIM ANY OBLIGATION, TO PERFORM A CRIMINAL BACKGROUND CHECK DOES NOT CONSTITUTE ANY GUARANTEE, ASSURANCE OR REPRESENTATION THAT ALL RESIDENTS HAVE NO PRIOR CRIMINAL RECORD OR BACKGROUND OR THAT MANAGEMENT HAS UNDERTAKEN ANY EFFORT TO VERIFY THE LACK OF A CRIMINAL RECORD OR BACKGROUND IN ITS APPLICANTS.

BY SIGNING BELOW, APPLICANT REPRESENTS THAT THE INFORMATION PROVIDED IN THE APPLICATION IS TRUE AND CORRECT. THE APPLICANT UNDERSTANDS THAT THE MANAGEMENT COMPANY AND OWNER ARE RELYING ON THE INFORMATION PROVIDED IN THE APPLICATION AND ITS ACCURACY AS ATTESTED TO BY THE APPLICANT.

AGREEMENT AND CAVEAT

The undersigned does hereby make application for a Lease for the apartment, services and terms described herein and deposits herewith, the earnest deposit, the administrative fee, and the credit report fee for checking and reviewing credit set forth herein.

The undersigned hereby make application for an Apartment and has placed an Earnest Deposit in the amount of Three Hundred Dollars and 00 cents ($300.00), a non-refundable Administrative Fee of Two Hundred Dollars and 00 cents ($200.00), and a $65.00 non-refundable Application Fee per person payable to Woodlands On Green Bay Apartments. This Earnest Deposit will be refunded if the undersigned should cancel within a 48 hour period after making application. If the undersigned should cancel or fail to move in after the 48 hour period has expired, he/she understands that any monies previously tendered, including but not limited to, the Earnest Deposit may be forfeited as liquidated damages.

If the application for an Apartment is not approved, the Earnest Deposit will be refunded to the applicant.

NOTICE OF NO AGENCY IS BEING PROVIDED AS REQUIRED BY ILLINOIS LAW

Ludwig & Company has previously entered into an agreement with the property owner to provide certain property management and real estate brokerage services to the property owner. Neither Ludwig & Company nor any of its employees will be acting as your agent but will instead be acting as the agent for the property owner.

_____ _____

Occupant Signature Date Occupant Signature Date

_____

Woodlands On Green Bay Apartments Date

WOODLANDS ON GREENBAY RENTAL CRITERIA

Ludwig and Company supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, national origin, sex, handicap, or familial status. The following qualification standards will be required from every prospective resident.

RENTAL APPLICATION: Applicant must be of legal age, eighteen (18) years or over. Everyone who will be residing in the apartment and is over the legal age of (18) years must submit an application and pay the application fee. Management reserves the right to discontinue the verification process of an application once negative and/or derogatory information is found.

In order to help us complete your application in a timely manner, we ask that you fill out the application as completely as possible. There should be no lines left blank. If a line does not apply, please fill it in with N/A. If you need to call us back with more information, please do so within our 72-hour grace period. Be sure to sign the application and date it where indicated. The lease does not become effective until the application is approved by Management.

OCCUPANCY STANDARD: Two person maximum occupancy per bedroom. (Exception: Child less than 12 months of age, unless otherwise dictated by State or Federal law)

AVAILABILITY POLICY: Apartments become available to prelease when the current resident submits a written notice to vacate.

AGE REQUIREMENT: Lease Holder(s) must be 18 years or older. All occupants 18 years or older will be required to complete an application (even if living with parent or guardian.)

INCOME REQUIREMENT: The gross monthly income of all lease holder(s) will be considered separately, and must equal three (3) times the rental amount on the apartment. All income must be verifiable in the form of the following: copy of the last (2) current paycheck stubs, an acceptance letter indicating salary and a start date on company letterhead provided by the employer, or Student and/or Government Loan or Grant Acceptance Letter reflecting amount of Loan or Grant monies to be received. *Military Exception: Gross monthly income must equal three (3) times the rental amount on the apartment minus five hundred dollars ($500.00).*

EMPLOYMENT VERIFICATION: Lease Holder(s) must have stable and verifiable employment or, if unemployed or retired, will be considered self-employed and must meet the guidelines for self employment.

SELF EMPLOYMENT: Must provide the previous year's personal income tax return and the previous two months personal bank statements as evidence of sufficient income. Persons who hold jobs that are commission only, base salary plus commission, tips, or bonuses will be considered self-employed.

RENTAL HISTORY: Up to one (1) year resident history will be reviewed and must exhibit no derogatory references. Any debt owed to an apartment community must be paid before an application can be approved. A first time renter will qualify for approval if all other qualifying criteria are met. An applicant will automatically be denied if any of their rental history in the past 3 years includes any of the following: evictions, judgments for possession of rent, property damage, failure to pay rent or unlawful detainers.

CREDIT REQUIREMENTS: A Credit Score of 620 or higher is required. Good credit standing is essential. An applicant with no credit history will qualify if all other qualifying criteria is met or with a guarantor. An exception to the no credit requirement will be made with a submission of a letter of introduction from a bank, insurance company or broker institution establishing qualifying credit history in the past 3 years includes any of the following: bankruptcy(ies), lien(s), or judgement(s), outstanding or current collection accounts, profit or loss write off's, repossession(s) or foreclosure(s).

ANIMALS: All animals are subject to management approval and community policy.

APPLICATION FEE: A $65.00 non-refundable application fee is required per application. This should be in a separate check than Security Deposit.

CRIMINAL HISTORY: A Criminal Background check will be completed on all applicants, guarantors, and occupants over the age of 18. A person with a known felony conviction will not be accepted. Person(s) must exhibit no arrest, charge, or conviction involving crimes of violence, firearms, possession, sale, manufacturing or distribution of controlled substances of illegal drugs, prostitution, theft, and /or crime involving the theft or destruction of property, or any crime involving a minor. Person(s) who have been arrested for, charged with, or received deferred adjudication for a felony involving these crimes will not be accepted. Person(s) convicted of a misdemeanor or who have been arrested for, charged with, or received deferred adjudication with respect to an offense that is sexual in nature, involves a minor, crimes of violence, stalking, public lewdness, and indecent exposure or involves weapons will not be considered.

A GUARANTOR MAY BE REQUIRED IN THE CASE OF ONE OF THE FOLLOWING:

1. No verifiable income, loan or grant for full-time student or Senior Citizen
2. Applicant does not have any rental history or credit history

If you do not meet one or more of the above criteria, you may be able to qualify for an apartment with a third party guarantor. The guarantor must pass the same application and screening process that you must pass. The guarantor(s) monthly income must be at least three (3) times the monthly rent. The Guarantor must be the applicants relative and have their signature notarized on all lease documents

I UNDERSTAND AND ACCEPT THESE QUALIFIYING STANDARDS, AND HAVE TRUTHFULLY ANSWERED ALL QUESTIONS, FURTHER, I UNDERSTAND THAT FALSIFICATION OF RENTAL APPLICATION INFORMATION WILL LEAD TO DENIAL OF RENTAL. THESE RENTAL CRITERIA ARE GUIDELINES, WHICH ENABLE US TO ACCEPT AS PROSPECTIVE RESIDENTS THOSE INDIVIDUALS WHO ARE CREDITWORTHY AND DO NOT HAVE A CRIMINAL BACKGROUND. THIS RENTAL CRITERION DOES NOT ENSURE THAT ALL INDIVIDUALS RESIDING ON OR VISITING THE COMMUNITY CONFORM TO THESE GUIDELINES.

Applicant	Date	Applicant	Date
Applicant	Date	Agent for Owner	Date

EQUAL HOUSING OPPORTUNITY