



CREDIT REQUIREMENTS/RULES FOR LEASING AN APARTMENT

Please review the following and understand the requirements before filling out and signing your application. If you have any questions or concerns, please ask one of our leasing agents.

1. A lease is required. All children or other tenants under the age of 18 must be listed on the credit application. All tenants over the age of 18 must sign the lease agreement.
2. A credit check must be passed by all persons wishing to lease an apartment. The non-refundable application fee is \$40.00, which is for each person applying over the age of 18 years old and \$40.00 for married couples.
3. Credit history must be rated satisfactory. We do not accept any applicants with past due balances.
4. Criminal history must be rated satisfactory. We do not accept any applicants with any criminal offenses.
5. Previous rental history (payment as well as conduct) must prove to be satisfactory.
6. One week's guaranteed gross income must exceed or be equal to the amount of rent on the unit for which an application has been submitted.
7. Guaranteed employment must be within 60 miles of the desired apartment.
8. Co-signers are not accepted.
9. Subletting is not allowed.
10. No more than two unrelated persons may lease a two-bedroom apartment and no more than three unrelated persons may lease a three-bedroom apartment.

When an application is submitted and a move in fee has been paid, this only serves to take the unit off the rental market until the application has been processed and approved by us.

If an application is approved by us and you decide you don't want the apartment, your move in fee is forfeited.

Thank you,

Apartment Mart



Rental Application

912 N. Linden Street ♦ Bloomington, IL 61701 ♦ T: 309.827.8576 ♦ F: 309.827.8578

(NOTE: **Each adult person** that will reside in the rental property (occupants) must complete and sign an application form)
NOTE: All requests for information as set forth in this Application must be provided and any omission or misrepresentation of any information is **automatic grounds** for rejection of this application)

(NOTE: Lessor does not deny or reject applications on the basis of race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by Article 3 of the Illinois Human Rights Act or federal law.)

PLEASE TELL US ABOUT YOURSELF

Applicant #1 Full Name (First/Last) _____ Phone () _____
Date of Birth ____ / ____ / ____ Social Security No. _____ E-mail _____
Driver's License No. /State _____

Applicant #2 Full Name (First/Last) _____ Phone () _____
Date of Birth ____ / ____ / ____ Social Security No. _____ Email _____
Driver's License No. /State _____

PLEASE GIVE YOUR RESIDENCE HISTORY

Applicant #1 Address _____ City _____ State _____ Zip _____
Month and Year Moved In _____ Reason for Leaving _____
Owner or Manager _____ Phone () _____ Monthly Rent \$ _____
Previous Address _____ City _____ State _____ Zip _____
Month and Year Moved In _____ Reason for Leaving _____
Owner or Manager _____ Phone () _____ Monthly Rent \$ _____

Applicant #2 Address _____ City _____ State _____ Zip _____
Month and Year Moved In _____ Moved Out _____ Reason for Leaving _____
Owner or Manager _____ Phone () _____ Monthly Rent \$ _____
Previous Address _____ City _____ State _____ Zip _____
Month and Year Moved In _____ Reason for Leaving _____
Owner or Manager _____ Phone () _____ Monthly Rent \$ _____

PLEASE GIVE US YOUR EMPLOYMENT HISTORY

Applicant #1 status: ☐ Employed Full-Time ☐ Employed Part-Time ☐ Student ☐ Retired ☐ Not Employed

Employer _____
Address _____ Phone () _____
Date(s) Employed/From _____ To _____ Position _____
Supervisor _____ Your Gross Monthly Salary \$ _____

Applicant #2 status: ☐ Employed Full-Time ☐ Employed Part-Time ☐ Student ☐ Retired ☐ Not Employed

Employer _____
Address _____ Phone () _____
Date(s) Employed/From _____ To _____ Position _____
Supervisor _____ Your Gross Monthly Salary \$ _____

PLEASE LIST YOUR INFORMATION

TOTAL NUMBER OF VEHICLES _____

Make/Model _____ Year _____ Color _____ License No. _____

Make/Model _____ Year _____ Color _____ License No. _____

Have you ever been evicted, or a lawsuit filed against you for eviction? Check one ☐ Yes ☐ No

If "yes" please explain date, place, landlord, reason and final outcome (attach additional sheets if necessary): _____

Will you be using a rental assistance program to subsidize your rent? Check one ☐ Yes ☐ No

Have you ever, besides eviction, had a civil lawsuit filed against you (Example: for money owed, etc.)?

Check One: ☐ yes ☐ no. If "yes" please explain date, place, reason and final outcome (attach additional sheets if necessary): _____

Have you ever been arrested, charged or convicted of a criminal offense (excluding parking or traffic citations or juvenile matters)? Check One: ☐ yes ☐ no. If "yes", please explain charge, date, place, and final outcome (attach additional sheets if necessary): _____

Do you have pets? (Circle): **YES** **NO** If "Yes", all the following information for each animal must be provided:

Animal	Type:	Breed:	Name	Color:	Age (Years):	Weight (Lbs.):
No. 1						
No. 2						

IN CASE OF PERSONAL EMERGENCY, NOTIFY: _____ Relationship _____

Full Address: _____

Home Phone: _____ Work Phone: _____

OTHER OCCUPANTS UNDER THE AGE OF 18 YEARS

Full Name: _____ Date of Birth: ____/____/____

Full Name: _____ Date of Birth: ____/____/____

Full Name: _____ Date of Birth: ____/____/____

APPLICATION GIVEN FOR THE FOLLOWING APARTMENT

Address: _____ Apartment #: _____

Rent: \$ _____ Move In Fee: \$ _____ Occupancy Dates: _____ to _____

- By signing this document, I the undersigned applicant consents to and authorizes Apartment Mart Inc., its employees, contractors, and agents, to obtain a copy of my credit report/history from the Credit Bureau or other any other applicable or similar consumer reporting agency and/or obtain any information from my current or any previous lessor or any other source.
- By signing this document, I the undersigned applicant understand that it is not a lease agreement, that no lease agreement is created herein and that I am at most a prospective tenant or occupant.
- **By signing this document, I the undersigned understand my move in fee will not be refunded unless my application is denied.**
- By signing this document, I represent that I have answered the above questions fully and truthfully. I understand that any misrepresentation of information on this application is grounds for eviction pursuant to the terms of the lease agreement.

Signature of Applicant _____ Date Signed ____/____/____

Signature of Applicant _____ Date Signed ____/____/____

FOR OWNER'S USE ONLY

Action	Date	Staff Initials
Received Application	_____	_____
Checked Application for completion of all information	_____	_____
Checked Application for signatures	_____	_____
Checked for other adult occupants' separate application(s)	_____	_____
Collected Application Process Fee (One Fee Per Applicant)	_____	_____

Action	Date/Initials	Approval Y/N
Checked Credit Report	_____	_____
Checked Court Records	_____	_____
Checked Illinois Sex Offender List	_____	_____
Checked Employment	_____	_____
Checked Landlord References	_____	_____

Application Approval (circle) Yes No

Reason for Denial _____

Manager Initial _____

Contacted Date: _____ By: _____