



## **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 income must exceed or be equal to the amount of rent on the unit for which an application has been submitted. (Tips and alimony are excluded as they are not guaranteed income.)
7. Proof of verifiable taxable income is required before processing an application. We will not accept an application, application fees or move in fee unless this requirement is met.
8. Guaranteed employment must be within 60 miles of the desired apartment.
9. Co-signers are not accepted.
10. Subletting is not allowed.
11. 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): \_\_\_\_\_

**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 \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>FOR OWNER'S USE ONLY</b>
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<b>Action</b>	<b>Date</b>	<b>Staff Initials</b>
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)	_____	_____

<b>Action</b>	<b>Date/Initials</b>	<b>Approval Y/N</b>
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: \_\_\_\_\_