

# Lease Application



Complete and sign this application. An incomplete or unsigned application will delay processing. Return the completed application to 35 Chicago Avenue along with a \$40 application fee and a \$300 apartment hold fee, as well as a bank statement and most recent pay stub. If you are approved, the apartment hold fee becomes non-refundable and will be applied toward the security deposit. If you are not approved, the apartment hold check will be refunded to you. Oak Park Apartments requires a minimum security deposit equal to one and a half months' rent. After approval a lease will be prepared for you. Oak Park Apartments requires all leases to be signed within 5 days of acceptance of your application. Failure to sign the lease within this time frame may result in the forfeit of \$300 and loss of the apartment. Before move-in, tenant will be required to pay the remaining balance (money order or cashier's check only). Your move-in date must be within 30 days of the day on which the apartment is vacated or 30 days of approval if it is currently vacant. Several days may be needed to work on apartments before they are ready; check with your agent. Oak Park Apartments requires all tenants to sign a smoke-free agreement before move-in. Only apply if you are certain about the apartment you are applying for, as no switches can be made after applying. If you back out after approval, you will not be able to rent from us in the future.

**Checks may be made payable to OakParkApartments.com.**

Apartment address and number applied for: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Security Deposit (1.5x monthly rent): \_\_\_\_\_ Move-in date: \_\_\_\_\_

## Applicant 1

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

D.O.B: \_\_\_\_\_

SSN: \_\_\_\_\_

Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Present address: \_\_\_\_\_

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

Length of occupancy: \_\_\_\_\_ Agent: \_\_\_\_\_

Agent phone #: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Amount of rent/mortgage: \_\_\_\_\_

Are you currently under lease: No Yes

If yes, expiration date: \_\_\_\_\_

Previous address: \_\_\_\_\_

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

Rent amount: \_\_\_\_\_ Agent: \_\_\_\_\_

Agent phone #: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Position: \_\_\_\_\_

Employed: From \_\_\_\_\_ to \_\_\_\_\_

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

Gross monthly salary: \$ \_\_\_\_\_

Supervisor phone #: \_\_\_\_\_

Previous employer: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Position: \_\_\_\_\_

Employed: From \_\_\_\_\_ to \_\_\_\_\_

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

Gross monthly salary: \$ \_\_\_\_\_

Supervisor phone #: \_\_\_\_\_

## Applicant 2

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

D.O.B: \_\_\_\_\_

SSN: \_\_\_\_\_

Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Present address: \_\_\_\_\_

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

Length of occupancy: \_\_\_\_\_ Agent: \_\_\_\_\_

Agent phone #: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Amount of rent/mortgage: \_\_\_\_\_

Are you currently under lease: No Yes

If yes, expiration date: \_\_\_\_\_

Previous address: \_\_\_\_\_

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

Rent amount: \_\_\_\_\_ Agent: \_\_\_\_\_

Agent phone #: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Position: \_\_\_\_\_

Employed: From \_\_\_\_\_ to \_\_\_\_\_

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

Gross monthly salary: \$ \_\_\_\_\_

Supervisor phone #: \_\_\_\_\_

Previous employer: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Position: \_\_\_\_\_

Employed: From \_\_\_\_\_ to \_\_\_\_\_

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

Gross monthly salary: \$ \_\_\_\_\_

Supervisor phone #: \_\_\_\_\_

How many people will occupy the premises? \_\_\_ Pets (#): \_\_\_ Breed: \_\_\_\_\_ (\$100 one-time pet fee required)

Parking space? Yes No Fee: \_\_\_\_\_ Car Make/Model: \_\_\_\_\_

License plate #: \_\_\_\_\_ Remaining balance: \_\_\_\_\_

**Overnight Parking:** Except in areas specifically designated by the Village for on-street overnight permit parking, night parking is prohibited on all Village streets from 2:30am to 6am. The tenant is responsible for providing a legal parking space for tenant's vehicle during these hours to the extent such parking is not provided by the building owner.

Have you ever been evicted? Yes No Is an eviction suit pending against you? Yes No

Are there any outstanding judgments against you? Yes No Do you have a criminal record? Yes No

### I AGREE TO DEPOSIT \$40.00 FOR A CREDIT CHECK, WHICH IS NON-REFUNDABLE.

#### PLEASE READ ALL TERMS AND SIGN:

It is understood that the premises are to be used as a residence and shall be occupied by not more than \_\_\_\_\_ persons and that occupancy is subject to possession being delivered by the present occupant. An application fee in the sum of \$ \_\_\_\_\_ received on \_\_\_\_\_ (date) has been deposited with Landlord, with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by Landlord at its sole discretion. I hereby authorize Landlord to obtain information it deems desirable in the processing of my application, including: credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information, and release Landlord its employees and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information. Upon approval and acceptance, the applicant agrees to execute a lease before possession is given and to pay the security deposit and the first month's rent within five days after being notified of acceptance (time being of the essence); failing which the application fee shall be retained by Landlord as the agreed compensation for credit investigation, processing and verification of the application, other expenses and/or loss of rent, and the Landlord shall have no further obligation to applicant. In no event is the application fee refundable to the applicant, except in the event that the Landlord fails to deliver possession of the premises as may be required by any lease executed between the parties. The applicant hereby waives any claim for damages by reason of non-acceptance of this application which the Landlord or his agent may reject without stating reasons for so doing. It is further agreed that if any information herein is false, the lease made on the strength of this application may, at the option of the Landlord, be terminated at any time.

Applicant #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<p>Office use only \$40 Application fee Payment method <input type="checkbox"/>Cash <input type="checkbox"/>CC - Last 4 digits _____ <input type="checkbox"/>Check # _____ Payment amount _____ Receipt # _____ ID Received by _____</p>
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