

Property address you are applying for: _____ Apt #: _____

Proposed Rent: \$ _____ Desired Lease Term: _____ Desired Move-in Date: _____



COOK COUNTY COMPLIANT RENTAL APPLICATION

Applicant Information

Full Name:	Social Security #: _____ - _____	Date of Birth: _____ / _____ / _____
Email:	Driver's License #:	State Issued:
Phone (Home): () _____	Work: () _____	Cell: () _____
Current Address:		
City:	State:	Zip:
Month/Year Moved in:	Have you given notice you are moving out: <input type="radio"/> Yes <input type="radio"/> NO	
Owner/Agent:	Phone:	

Co-Applicant

Full Name:	Social Security #: _____ - _____	Date of Birth: _____ / _____ / _____
Email:	Driver's License #:	State Issued:
Phone (Home): () _____	Work: () _____	Cell: () _____
Current Address:		
City:	State:	Zip:
Month/Year Moved in:	Have you given notice you are moving out: <input type="radio"/> Yes <input type="radio"/> NO	
Owner/Agent:	Phone:	

Other Occupants

Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:
Pet Breed: _____ Weight: _____	Is this pet an assistive/ service animal? <input type="radio"/> Yes <input type="radio"/> No
Owner/Agent:	Phone:

Credit History

Have you declared bankruptcy in the past 7 years?	<input type="radio"/> Yes <input type="radio"/> No	Chapter: <input type="radio"/> 7 <input type="radio"/> 13
Have you ever been evicted from a rental residence?	<input type="radio"/> Yes <input type="radio"/> No	Eviction Date: _____
Have you had 2 or more late rental payments in the last year?	<input type="radio"/> Yes <input type="radio"/> No	
Have you ever willfully/intentionally refused to pay rent?	<input type="radio"/> Yes <input type="radio"/> No	
Is there a security freeze on your credit report?	<input type="radio"/> Yes <input type="radio"/> No	
Have you ever been sued or currently in collections for rent, property damage or past due accounts?	<input type="radio"/> Yes <input type="radio"/> No	

Applicant Employment Information			
Your Employment Status: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Student <input type="radio"/> Unemployed <input type="radio"/> Retired			
Employer:		Title/Position:	
Monthly Income:	Hourly Rate:	Start Date:	
Company Phone:		Email/Fax:	
Address:	City:	Zip:	
Co-Applicant Employment Information			
Your Employment Status: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Student <input type="radio"/> Unemployed <input type="radio"/> Retired			
Employer:		Title/Position:	
Monthly Income:	Hourly Rate:	Start Date:	
Company Phone:		Email/Fax:	
Address:	City:	Zip:	
Other Income			
Monthly Amount:		Source:	
Bank Accounts			
Name:		Type of Account:	
Location:			
Name:		Type of Account:	
Location:			
Personal Information			
Does anyone occupying the rental unit smoke? <input type="radio"/> Yes <input type="radio"/> No			
Make/Model/Color of Car:		License Plate #:	
Personal Reference or Emergency Contact			
Name:			
Address:			
City:	State:	Zip:	
Relationship:		Phone:	

Tenant Selection Criteria, Disclosure and Release Authorization

The process will include an evaluation of your credit history, landlord history and performance, employment history and income. Your preapproval will be based on the combination of the factors below:

The criteria listed below may be adjusted and conditionally accepted if applicant is able to pay additional months, (or more) of rent when signing the lease or has a qualified co-signer. **THIS IS SAMPLE CRITERIA DATA**

- Credit score in excess of 650
- DecisionPoint® score in excess of 70
- Employment history of more than 12 months at current position
- Lack of negative landlord reporting for 12 months
- Gross income to rent ratio of 3 to 1

The following criteria are non-negotiable:

- No eviction filing or judgments within the last 7 years
- No pets
- No smoking

In addition to your application, you will be required to submit a minimum of:

- 2 most recent pay stubs from all employers
- Copy of Driver's License or State Issued ID
- 1 copy of most recent bank statement(s)

If based on the above criteria you are preapproved, we will notify you in person, via email or in writing and conduct, at that time, a **Criminal Background Check**. This reporting will include any information about your individual criminal background, including but not limited to information produced by federal, state, and local law enforcement agencies, federal and state courts or consumer reporting agencies.

Within five days of obtaining the Criminal Background Check, we will provide it to you via email, text, certified mail, or in-person along with a notice of your right to dispute the accuracy and relevance of the information contained in the report. Within five business days after we provide the Criminal Background Check to you, you may submit evidence disputing the accuracy or relevance of information related to any criminal convictions from three years before the date of your rental application. Additionally, you have the right to submit evidence of your rehabilitation.

Within three days of your submission of evidence disputing the accuracy or relevance of any criminal convictions from within three years of the date of your rental application, we will conduct an individualized assessment of your criminal convictions to determine whether denial of your rental application is necessary to protect against a demonstrable risk to the personal safety or property of any other person affected by the transaction. "Demonstrable risk" refers to the likelihood of harm to other residents' personal safety and/or likelihood of serious damage to property. The "individualized assessment" we will conduct will consider all factors relevant to your conviction history from the previous three years. These factors include, but are not limited to, the following: (1) nature and severity of the criminal offense and how recently it occurred; (2) nature of the sentencing; (3) number of your criminal convictions; (4) length of time that has passed since your most recent conviction; (5) age of the individual at the time the criminal offense occurred; (6) evidence of rehabilitation that you submit; (7) individual history as a tenant before and/or after the conviction; (8) whether the criminal conviction(s) was related to or a product of the applicant's disability; and (9) if the applicant is a person with a disability, whether any reasonable accommodation could be provided to ameliorate any purported demonstrable risk.

After conducting an individualized assessment, we will either approve or deny your rental application. If we deny your rental application, we will notify you in writing and explain the reasons why the denial based on the conviction is necessary to protect against a demonstrable risk to the personal safety and/or property of others affected by the transaction.

If you are subject to a current sex offender registration requirement pursuant to the Sex Offender Registration Act (or similar law in another jurisdiction), or if you are subject to a current child sex offender residency restriction, no individualized assessment will be performed, and your rental application will be denied.

We are not required to hold the apartment open for you during the Criminal Background Check dispute/decision process if another prequalified applicant is approved for the apartment.

The Cook County Commission on Human Rights' website is available here: <https://www.cookcountyil.gov/service/human-rights-ordinances-and-regulations> The Commission's address is 69 W. Washington St., Ste. 3040, Chicago, IL, 60602. The Commission's phone number is 312-603-1100.

In conjunction with your application for housing, we **(landlord name)** will be conducting, a review of your application to determine your qualification for the tenancy you are applying for. Your background information may be obtained in the form of consumer reports and / or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if approved as a tenant, throughout your contract period. The scope of this reporting will include any information about your individual background, including but not limited to those produced by federal, state, and local law enforcement agencies, federal and state courts or consumer reporting agencies.

The application processing fee is \$_____ per applicant and is nonrefundable.

I (we) hereby certify that the information given to evaluate my application for tenancy is correct and complete. I authorize you to make any and all inquiries you feel necessary to evaluate my application for housing. I (we) further understand that any false or incomplete information is grounds for immediate rejection of this application. I (we) specifically authorize and request all present and previous employers, mortgage holders, landlords, rental agents, credit grantors, banks, accountants, stockbrokers and local, state and Federal Government Agencies to release any requested information in the evaluation of my application for rental housing. I (we) understand that a Criminal Background Check will not be requested, performed, inquired about, considered, or required until after I (we) am (are) otherwise approved for tenancy.

Date:	Applicant Signature:
Date:	Co-Applicant Signature:

Landlord Use Only: Landlord Name Landlord Number	
Pre-Qualification Processing: <input type="radio"/> Credit Check <input type="radio"/> Eviction Check <input type="radio"/> Landlord Verification <input type="radio"/> Employment Verification	Date Notified: _____
IF Pre-Qualified: <input type="radio"/> Multistate Criminal – Cook County/JHO Compliant	Date Notified: _____
Deliver Results Via: <input type="radio"/> email _____ <input type="radio"/> Fax (_____) _____ - _____	