

**LEASING AGENT/OFFICE USE ONLY**

DATE : \_\_\_\_\_ PROPERTY/APT.: \_\_\_\_\_ MOVE-IN DATE: \_\_\_\_\_  
LEASING AGENT: \_\_\_\_\_ CREDIT APPLICATION FEE PAID: \_\_\_\_ YES AMOUNT PAID: \$ \_\_\_\_\_ NO \_\_\_\_  
RENTAL AMOUNT: \$ \_\_\_\_\_ SECURITY DEPOSIT: \$ \_\_\_\_\_ SECURITY DEPOSIT PAID: \_\_\_\_ YES \_\_\_\_  
SPECIALS: \_\_\_\_\_

**RENTAL APPLICATION**

**A \$40.00 CREDIT CHECK FEE (PER APPLICANT) MUST ACCOMPANY ALL APPLICATIONS. APPLICATIONS WILL NOT BE PROCESSED UNTIL THE CREDIT CHECK FEE HAS BEEN PAID.**

**APPLICATION FEES WILL NOT BE REFUNDED.**

**UPON APPROVAL OF AN APPLICATION, THE APPLICANT MUST PAY THE REQUIRED SECURITY DEPOSIT WITHIN THREE (3) BUSINESS DAYS OF THE APPROVAL NOTIFICATION. ONLY MONEY ORDERS AND CASHIER'S CHECKS ARE ACCEPTED.**

**APPROVAL CRITERIA**

Thank you for your interest in renting an apartment with BeaksCo, Inc. To lease one of our apartments, an applicant must provide adequate information to make it possible to verify:

1. **A stable and adequate income source.** Income must be sufficient to afford the rent by applying a 30% income ratio. The applicant must also provide three (3) of his/her most recent paycheck stubs.
2. **A good credit history.** Credit reports should be without civil judgments, uncollected amounts, chronic slow-pay, bankruptcies, foreclosures, evictions, etc.
3. **A stable and responsible rental history.** An applicant's rental history should be without incidents of property damage, disputes with neighbors, unfulfilled lease obligations, etc.
4. **Accurate information.** You must complete the rental application with accurate telephone and fax numbers so your application can be processed.

We will not refund application fees paid by persons who fail to meet the approval criteria as outlined above.

Failure or inability to complete and properly return any of the requested documents may result in the delay and/or denial of your application.

**IF YOUR APPLICATION IS APPROVED, RENTER'S INSURANCE IS REQUIRED. PROOF OF RENTER'S INSURANCE MUST BE GIVEN TO OUR OFFICE 3 BUSINESS DAYS BEFORE YOUR SCHEDULED MOVE IN.**

**PERSONAL INFORMATION:**

**Applicant #1** Driver's License \_\_\_\_\_  
Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Landlord's name \_\_\_\_\_ Phone \_\_\_\_\_  
Why are you leaving your present residence? \_\_\_\_\_

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**Applicant #2** Driver's License \_\_\_\_\_  
Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Landlord's name \_\_\_\_\_ Phone \_\_\_\_\_  
Why are you leaving your present residence? \_\_\_\_\_

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**LIST ALL PERSONS WHO WILL OCCUPY THE APARTMENT:**

<u>NAME</u> <u>BIRTH</u>	<u>RELATIONSHIP</u>	<u>DATE OF</u>

**NOTE: Any person eighteen (18) years or older who will be living in the apartment MUST be listed on the lease and provide a signature along with Social Security information.**

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**OTHER INFORMATION:**

Do you have a pet(s)?\* \_\_\_\_\_ If yes, what kind? \_\_\_\_\_

\* There is a \$300.00 **non-refundable** pet fee.

\* \* There is a \$450.00 **non-refundable** pet fee for two pets. No more than two pets are allowed in any apartment.

**How did you find us:**

\_\_\_\_\_

**If you have any questions, please speak with the leasing agent.**

No representations, promises or agreements as to date of possession have been made, and this application shall not be construed as a lease or agreement therefore. It is further understood that no pets will be permitted without the Lessors permission and that the premises are to be used as a residence only to be occupied by no more than persons stated on the application and that occupancy is subject to possession being delivered by present occupants (if apartment is occupied). A deposit equal to one month's rental has been made with the clear understanding that this application is subject to approval. When so approved, the applicant agrees to execute a lease and pay any balance within 5 days after being notified, or the security deposit will be forfeited as liquidated damages. If this application is not approved, the deposit will be refunded except for the credit check fee(s); the applicant hereby waiving any claim for damages by reason of non-acceptance of this application. As an inducement to the owner of the property to accept this application, the applicant warrants that all statements above set forth are true and complete and any misrepresentations made herein causing the applicant to be rejected will forfeit the deposit made.

**By my signature (or copy of same), I hereby authorize the release of any and all credit information, employment information, criminal background information and sexual predator information to BeaksCo, Inc. or to the Credit Reporting Agency representing them. Further, I hereby authorize any agent of Beak, Inc. to contact my current landlord for rental verification purposes.**

**APPLICANT #1 SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPLICANT #2 SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EMPLOYMENT VERIFICATION**

**Applicant #1**

Present  
Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Other Income? \_\_\_\_\_ Describe Source \_\_\_\_\_

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**Applicant #2**

Present Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Other Income? \_\_\_\_\_ Describe Source \_\_\_\_\_

**RENTAL VERIFICATION**

**APPLICANT(S) ONLY NEED TO SIGN/DATE THIS SECTION AT THE BOTTOM. THE REMAINDER OF THIS PAGE WILL BE PROCESSED BY BEAKSCO, INC.**

BeaksCo, Inc. has recently received an application for:

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

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

\_\_\_\_\_

**Please provide the following information to our office via facsimile at 847.258.5895.**

Move-in Date: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_

Security Deposit held/paid: \_\_\_\_\_

Monthly Rent Amount: \_\_\_\_\_ Number of Late Payments: \_\_\_\_\_

Amount of Rent in Arrears: \_\_\_\_\_ Number of NSF checks: \_\_\_\_\_

Have (had) you ever begun eviction proceedings for non-payment of rent? \_\_\_\_\_

Does the applicant keep the unit clean? \_\_\_\_\_

Has (had) the applicant caused damage to the unit that exceeded normal "wear & tear"? \_\_\_\_\_

Does (did) the applicant permit persons other than those on the lease to live in unit? \_\_\_\_\_

Does (did) the applicant follow the building's policies and lease requirements? \_\_\_\_\_

Has (had) the applicant or his/her guests' vandalized common areas? \_\_\_\_\_

Does (did) the applicant interfere with the rights/ quiet enjoyment of the other residents? \_\_\_\_\_

Has the applicant given any false information? \_\_\_\_\_

Has Law Enforcement Authority ever been called to the applicant's unit for disturbances? \_\_\_\_\_

Were Warning Notice(s) issued: \_\_\_\_\_ If yes, please state detail(s) for issuance:

\_\_\_\_\_

Would you rent to this person(s) again? \_\_\_\_\_ If no, please state reason(s) for non-renewal:

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Verified by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**By my signature (or copy of same), I hereby authorize the release of any and all credit information, employment information, criminal background information and sexual predator information to BeaksCo, Inc. or to the Credit Reporting Agency representing them. Further, I hereby authorize any agent of BeaksCo, Inc. to contact my current landlord for rental verification purposes.**

**APPLICANT #1 SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPLICANT #2 SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_