

**RENTAL APPLICATION**



DATE: \_\_\_\_\_

**Applicant's Full Name:** \_\_\_\_\_

Present Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**How many persons will occupy this apartment (including self)?** \_\_\_\_\_ **Please List Below.**

Name	Age	Relationship	Name	Age	Relationship
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**EMPLOYMENT HISTORY**

**Current Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_ week / month / year

**Previous Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_ week / month / year

**RENTAL HISTORY**

*(Previous Rental History is Required)*

*Please list all rental references within the last three years*

**Current Landlord:** \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Address Rented: \_\_\_\_\_ How long at this address: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ Dates Rented \_\_\_\_\_

**Previous Landlord:** \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Address Rented: \_\_\_\_\_ How long at this address: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ Dates Rented: \_\_\_\_\_

**Previous Landlord:** \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Address Rented: \_\_\_\_\_ How long at this address: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ Dates Rented: \_\_\_\_\_

**PROPERTY INTERESTED IN:** \_\_\_\_\_ **DATE NEEDED** \_\_\_\_\_

Preferred floor of unit? \_\_\_\_\_ If available, do you want a garage (Westport and Richport only)? \_\_\_\_\_

Do you have a pet? \_\_\_\_\_ What type? \_\_\_\_\_ Weight? \_\_\_\_\_ Age? \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ When? \_\_\_\_\_

Been evicted from tenancy? \_\_\_\_\_ Late on your rent payments? \_\_\_\_\_

Refused to pay rent when it was due? \_\_\_\_\_ Been convicted of a felony? \_\_\_\_\_

Who referred you to Laing Management? \_\_\_\_\_

**Applicant: Who to contact in case of emergency** \_\_\_\_\_ **phone #** \_\_\_\_\_

**relationship** \_\_\_\_\_ **address** \_\_\_\_\_

***Please sign the Verification of Residency/ Employment release on the back of application.***

**For Office Use**

Please return the application to Laing Management.

We will contact your landlord/employer for further information. Thank you

\_\_\_\_\_ Credit fee paid



# Verification of Residency/ Employment

Phone # 815-758-1100 Fax # 815-758-1115

Your submitted application will be processed immediately.

I hereby authorize my Landlord/ Employer and/or credit agency to disclose the information requested below to Laing Management Corp.

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Applicant signature

Initial Here

**I understand that a unit is currently not available but request that you process my application.**

- **A minimum credit score of 675 (NO EXCEPTIONS!) per applicant (co-sign not allowed for credit score) with favorable credit information and favorable criminal background check.**
- **Please list all non-related rental references within the past three years. All references must be positive. (one year minimum required)**
- **Rent can not exceed 28% of your total income is required. (ex: if rent is \$1125, total income should be a minimum of \$48,215/year) . **\*\*Please return the application to Laing Management. \*We will contact your Landlord/ Employer for further information. \*\* Thank you****

***From: Laing Management Corp. The applicant referenced above has applied for an apartment and has indicated you as their Landlord/ Employer. Please complete the following information and return it to us at your earliest convenience.***

## **I. Landlord**

### **Address:**

1. Lease dates \_\_\_\_\_
2. How many people signed to the lease? \_\_\_\_\_
3. Rent amount \$ \_\_\_\_\_ Security Deposit amount \$ \_\_\_\_\_
4. Amount of past due balance \$ \_\_\_\_\_
5. Number of late payments: \_\_\_\_\_
6. Number of NSF checks in last 12 months \_\_\_\_\_
7. Have any unauthorized persons lived in this unit? \_\_\_\_\_
8. Has this resident been found with a pet? \_\_\_\_\_ Is it permitted? \_\_\_\_\_
9. Have there been any noise problems? \_\_\_\_\_
10. Have the police been called regarding the applicant or guests? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_
11. Has the applicant or guests acted in a physically violent or verbally abusive manner toward neighbors or staff? If yes, please explain \_\_\_\_\_
12. Amount of security deposit refunded to tenant \$ \_\_\_\_\_ Please explain \_\_\_\_\_
13. Would you rent to this resident again? \_\_\_\_\_
14. Other problems? \_\_\_\_\_
15. Are you related to this applicant? \_\_\_\_\_ If yes, how? \_\_\_\_\_

## **II. Employer**

### **Employee Name:**

1. Starting date \_\_\_\_\_
2. Salary \_\_\_\_\_
3. Seasonal Part time Full time (please circle)- If part-time, how many hours/week? \_\_\_\_\_
4. Continued Employment expected? Yes No
5. Are you related to this applicant? \_\_\_\_\_ If yes, how? \_\_\_\_\_

## **III. Landlord/Employer** Thank you for your assistance!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
title

\_\_\_\_\_  
date