

# RENTAL APPLICATION

Every person applying for a rental property **MUST** fill out a separate application. Please fill out this form **LEGIBLY & COMPLETELY** and sign/date where indicated.

PERSONAL INFORMATION				
FIRST NAME		MIDDLE	LAST NAME	
DATE OF BIRTH / /		DRIVER'S LICENSE #	STATE	HOME PHONE ( )
EMAIL ADDRESS			CELL PHONE ( )	
PRESENT HOME ADDRESS		CITY/STATE	ZIP CODE	WORK PHONE ( )
HOW LONG @ PRESENT ADDRESS / / - / / 200		LANDLORD NAME	LANDLORD PHONE	RELATIONSHIP TO LANDLORD <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER
REASON FOR LEAVING		RENT AMOUNT	IS RENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, WHY
PREVIOUS HOME ADDRESS			CITY/STATE	ZIP
HOW LONG @ PREVIOUS ADDRESS / / to / /		LANDLORD NAME	LANDLORD PHONE	RELATIONSHIP TO LANDLORD <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER
REASON FOR LEAVING		RENT AMOUNT	WAS RENT CURRENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, WHY
WHO WILL OCCUPY THE UNIT				
NAME	RELATIONSHIP	OCCUPATION	<input type="checkbox"/> ADULT (18+) <input type="checkbox"/> MINOR	
NAME	RELATIONSHIP	OCCUPATION	<input type="checkbox"/> ADULT (18+) <input type="checkbox"/> MINOR	
NAME	RELATIONSHIP	OCCUPATION	<input type="checkbox"/> ADULT (18+) <input type="checkbox"/> MINOR	
NAME	RELATIONSHIP	OCCUPATION	<input type="checkbox"/> ADULT (18+) <input type="checkbox"/> MINOR	
NAME	RELATIONSHIP	OCCUPATION	<input type="checkbox"/> ADULT (18+) <input type="checkbox"/> MINOR	
PROPOSED PET(S)				
TYPE/BREED	SIZE/LBS.	AGE	<input type="checkbox"/> INDOOR PET <input type="checkbox"/> OUTDOOR PET	
EMPLOYMENT				
CURRENT EMPLOYER		OCCUPATION	HOURS/WEEK	START DATE
ADDRESS		CITY/STATE/ZIP	SUPERVISOR	PHONE ( ) EXT
CURRENT INCOME \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY		SOURCE (i.e., paystubs, employer statement, etc.)		
CURRENT EMPLOYER (2 <sup>ND</sup> JOB)		OCCUPATION	HOURS/WEEK	START DATE
ADDRESS		CITY/STATE/ZIP	SUPERVISOR	PHONE ( ) EXT
CURRENT INCOME \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY		SOURCE (i.e., paystubs, employer statement, etc.)		
PREVIOUS EMPLOYER		OCCUPATION	HOURS/WEEK	START DATE      END DATE / /      to      / /
ADDRESS		CITY/STATE/ZIP	SUPERVISOR	PHONE ( ) EXT
PREVIOUS INCOME \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY		REASON FOR LEAVING		
OTHER INCOME				
CURRENT INCOME \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY		SOURCE (i.e. SSI ltr., bank statements, food stamps, etc.)		
CURRENT INCOME \$ _____ <input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY		SOURCE (i.e. SSI ltr., bank statements, food stamps, etc.)		
SECTION 8				
DO YOU HAVE YOUR MOVING PAPERS? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		# OF BR'S ON VOUCHER	VOUCHER DEADLINE DATE	VOUCHER AMOUNT/LIMIT \$ _____
UNIT INFORMATION				
ADDRESS : _____		APT. # : _____	CITY/STATE : _____	
RENT AMOUNT : \$ _____ /MO.		SECURITY DEPOSIT : \$ _____	MOVE-IN FEE : \$ _____	MOVE-IN DATE : _____

Initials \_\_\_\_\_

**APPLICANT QUESTIONNAIRE**

Have you ever filed bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____	Have you ever been taken to court by a landlord? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____
Have you ever been found guilty of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____	Have you ever moved owing rent? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____
Have you ever broken a lease? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____	Have you ever caused damage to a property? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____
When will you be ready to move in?	Is the total move-in amount available now (rent & deposit)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, WHEN?

**NON-REFUNDABLE 1<sup>ST</sup> MONTH RENT AND/OR DEPOSIT DISCLOSURE**

Only a full month's rent will hold a unit with UAS Properties. Any lesser amount will be applied toward a full month's rent but will not hold the associated unit. Any monies paid towards the first month's rent to hold a rental unit is **non-refundable** if the application is not cancelled by the applicant within **3 calendar days** of its submission. All applications are subject to owner approval and a full refund (less application fees) will be given if an application is denied. Refunds will be issued **2 business days** after client's request.

Section 8 applicants are required to pay \$500, which will be applied toward the security deposit or move-in fee (if applicable) to hold a unit while the unit undergoes inspection. Any lesser amount will be applied toward the deposit but will not hold the associated unit. The balance of the security deposit is due immediately upon the unit passing the inspection. All applications are subject to owner approval and a full refund (less application fees) will be given of the deposit if the application is denied or if the unit does not pass the final inspection process. Refunds will be issued **2 business days** after client's request.

**APPLICANT'S CERTIFICATION AND AUTHORIZATION**

I, the undersigned, represent that all the above statements are true and correct and hereby authorize UAS Properties, its agents and/or its landlords and owners to contact past and present landlords, employers, creditors, credit bureaus, neighbors and any other sources deemed necessary to verify the information included in this application.

I further accept that landlords have the right to disqualify my application if the information provided is not as represented.

\_\_\_\_\_  
Applicant Name (print)

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have met with this applicant and witnessed that the person completing and signing this application is the applicant as indicated on this document.

\_\_\_\_\_  
Leasing Agent

\_\_\_\_\_  
Date



# EMPLOYMENT VERIFICATION

**UAS Properties, Inc.**  
9204 S. Commercial Ave., Ste. 200  
Chicago, IL 60617  
(773) 734-4501 x111  
(773) 341-7373 FAX  
www.uasproperties.com

**Please RUSH!  
Apartment Pending.  
Thank You!**

**TO:**  
Employer Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax#: \_\_\_\_\_

**FROM: UAS Properties, Inc.**  
Closing Manager: Daarina Cyprian  
Phone #: (773) 734-4501 x111  
Fax #: (773) 341-7373

I hereby authorize my landlord to disclose the information listed below to UAS PROPERTIES, INC.

\_\_\_\_\_  
Applicant's Name (print)                      Applicant's Signature                      SSN                      Date

Dear Supervisor or Personnel Department,

Please complete the following information and fax back to UAS Properties ASAP. This information is needed in order to process a rental application for the above named applicant.

Employee Start Date: _____	Employee's Position/Title: _____
Full-time employee? Yes _____ No _____ If no, how many hours/week? _____	
Current Salary/Wage Rate: \$ _____ per _____	
Additional compensation (bonuses, overtime, commission): \$ _____ per _____	
Probability of continued employment: _____ %	
Comments: _____ _____ _____	
Completed By: _____	Title/Position: _____
Supervisor's name (if different from above): _____	
Company Name: _____	
Signature: _____	Date: _____
<b>Please fax this form back to UAS Properties, Inc. at (773) 341-7373 ASAP. Thanks in advance!</b>	



# Rental Verification

**UAS Properties, Inc.**

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 Chicago, IL 60617  
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 www.uasproperties.com

**Please RUSH!**  
**Apartment Pending.**  
**Thank You!**

TO:  
 Property Mgr./ Owner Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax#: \_\_\_\_\_

FROM: **UAS Properties, Inc.**  
 Closing Manager: Daarina Cyprian  
 Phone #: (773) 734-450 x111  
 Fax #: (773) 341-7373

I hereby authorize my landlord to disclose the information listed below to UAS PROPERTIES, INC.

\_\_\_\_\_ Applicant's Address \_\_\_\_\_ Unit # \_\_\_\_\_

\_\_\_\_\_ Applicant's Name (print) \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Currently Monthly Rent \$ _____		Security Deposit \$ _____
Lease term: From: ___/___/___ To: ___/___/___ Move Out Date: ___/___/___		
Rental Payments Always on Time? ( Yes / No ) If no, please describe how late and how often: ( ___x's 1-5 days ) ( ___x's 6-10 days ) ( ___x's 11-30 days ) ( ___x's 31+ days ) ( ___x's ___ days )		
Will/Was Security Deposit Refunded? If not, why? _____		
Balance Owed at Move Out: \$ _____	Paid in Full (Yes / No)	Current Balance: \$ _____
Police Calls: (Yes / No)	Noise Complaints: (Yes / No)	Unauthorized Tenants: (Yes / No)
Unauthorized Pets: (Yes / No)	Other Lease Violations: (Yes / No)	Please describe: _____
_____		
Would you rent to this tenant again? (Yes / No) If no, please explain: _____		
_____		
Completed By: _____		Title/Position: _____
Owner/Management Company Name: _____		
Date Verification Completed: _____		
<b>Please fax this form back to UAS Properties, Inc. at (773) 341-7373 ASAP. Thanks in advance!</b>		

