

# Landlord Lease Application Packet

Dear Property Owner,

Thank you for the opportunity to coordinate the application process and lease signing for your rental property. Our Processing Department will provide the following:

- Credit information
- Employment verification and past landlord history when possible.
- City of Chicago Residential Landlord and Tenant Ordinance Summary
- Separate Summary of Security Deposits Rights
- Protect Your Family From Lead Based Paint brochure to give to your tenant/s.
- Landlord Lease Application Payment & Processing Form
- If you do not already have a preferred lease, our Processing Department can provide you with samples to choose from

The fee for this package is \$100 per applicant, \$100 per cosigner and \$100 for lease preparation. All funds are to be paid to The Apartment People by the Owner.

We also offer optional criminal and eviction reports. The cost is \$20 per report per applicant.

\*\* Please email or fax the attached application/s, Consent to Dual Agency Disclosure form signed by both landlord and tenant, along with the Payment & Processing form to Apartment People:

Attention: Annette or Bertha

Email: [Processing@apartmentpeople.com](mailto:Processing@apartmentpeople.com)

Fax: 773-248-1007

Phone: 773-248-1999



**Apartment  
People**<sup>SM</sup>

Chicago's Apartment Rental Experts

**Servicing Property Owners for Over 25 Years**





## Landlord Lease Application

### Payment & Processing Form

Attention: Annette or Bertha

Please begin processing the application/s for the following prospective tenants:

Owner's Name: \_\_\_\_\_

Tenant Name/s: \_\_\_\_\_  
\_\_\_\_\_

Address to be Rented: \_\_\_\_\_  
\_\_\_\_\_, IL \_\_\_\_\_

Fee for Landlord Lease Application services is \$100 per applicant, \$100 per cosigner and \$100 for lease preparation. Optional criminal or eviction report is \$20 per report per applicant. Please signify below your method of payment.

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You must pay by credit card to begin processing the Application

Amount to be charged: \_\_\_\_\_

Master Card      Visa      AmEx      Discover      (Please circle one)

Credit Card Number: \_\_\_\_\_ V Code \_\_\_\_\_

Expiration Date: \_\_\_\_\_ (3-4 digits on back of card)

Credit Card Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

APARTMENT PEOPLE does not accept or reject applications by the prospective tenant. It is the sole responsibility of the landlord to accept or reject an application. Lease application service fees are nonrefundable in the event the applicant cancels or is not approved by the owner. Please review the prepared lease, as the owner is ultimately responsible for its contents. APARTMENT PEOPLE is not responsible for false or unverified information. APARTMENT PEOPLE is not an agent for landlord or tenant and cannot be held responsible for any lease terms agreed between landlord and tenant. APARTMENT PEOPLE does not discriminate on the basis of race, color, religion, sex, familial status, national origin, ancestry, handicap, disability, age, marital status, parental status, sexual orientation, transgender status, transsexual status, military status, unfavorable discharge from military service, source of income or any legally protected class.

Owner/s Signature: \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_

# Lease Application

Please email or fax this form to:  
ATTN: Bertha or Annette  
3121 N. Broadway, Chicago IL, 60657  
email: [processing@apartmentpeople.com](mailto:processing@apartmentpeople.com)  
tel: 773.248.1999  
fax: 773.248.1007

For: \_\_\_\_\_  
(owner's name)

Date: \_\_\_\_\_

Address applied for: \_\_\_\_\_ Unit #: \_\_\_\_\_ Size: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

Lease Term From: \_\_\_\_\_ To: \_\_\_\_\_ Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ SS# \_\_\_\_\_ Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License #: \_\_\_\_\_ ST: \_\_\_\_\_ Telephone #: \_\_\_\_\_

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

Present Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Landlord's Telephone #: \_\_\_\_\_

Landlord Address: \_\_\_\_\_ How Long: \_\_\_\_\_ Rent: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Additional Income/Source: \_\_\_\_\_

Number to occupy apartment: \_\_\_\_\_

Pets (include type/size): \_\_\_\_\_

I hereby authorize APARTMENT PEOPLE to check my credit, landlord and employment history and share that information with the property owner. APARTMENT PEOPLE does not discriminate on the basis of race, color, religion, sex, familial status, national origin, ancestry, handicap, disability, age, marital status, parental status, sexual orientation, transgender status, transsexual status, military status, unfavorable discharge from military service, source of income or any legally protected class. The owner solely reviews, accepts or rejects all applications. APARTMENT PEOPLE does not accept or reject any application. APARTMENT PEOPLE is not responsible for false or unverified information. APARTMENT PEOPLE cannot be held responsible for any lease terms agreed between landlord and tenant or any errors or omissions on the lease.

\_\_\_\_\_  
**Applicant Signature**

# Cosigner Application

For: \_\_\_\_\_  
(owner's name)

Please email or fax this form to:  
ATTN: Bertha or Annette  
3121 N. Broadway, Chicago IL, 60657  
email: processing@apartmentpeople.com  
tel: 773.248.1999  
fax: 773.248.1007

Co-signer Application For: \_\_\_\_\_

For Property Located At: \_\_\_\_\_

Unit #: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_ Owner: \_\_\_\_\_

Co-signer's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Length Of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

I hereby authorize APARTMENT PEOPLE to check my credit, landlord and employment history and share that information with the property owner. APARTMENT PEOPLE does not discriminate on the basis of race, color, religion, sex, familial status, national origin, ancestry, handicap, disability, age, marital status, parental status, sexual orientation, transgender status, transsexual status, military status, unfavorable discharge from military service, source of income or any legally protected class. The owner solely reviews, accepts or rejects all applications. APARTMENT PEOPLE does not accept or reject any application. APARTMENT PEOPLE is not responsible for false or unverified information. APARTMENT PEOPLE cannot be held responsible for any lease terms agreed between landlord and tenant or any errors or omissions on the lease.

\_\_\_\_\_  
**Applicant Signature**



[TO BE EXECUTED AT TIME OF EXECUTION OF ANY OFFER OR CONTRACT TO PURCHASE (OR LEASE)]



**CONFIRMATION OF INFORMED CONSENT TO DUAL AGENCY (SAME AGENT TRANSACTION)**

Seller Client(s): \_\_\_\_\_

Buyer Client(s): \_\_\_\_\_

Broker: \_\_\_\_\_

Designated Agent (sometimes referred to herein as Licensee): \_\_\_\_\_

The above named seller and buyer clients previously consented to and authorized Designated Agent to engage in dual agency in accordance with the following:

"The above named Broker and Designated Agent may undertake a dual representation (represent both the seller or landlord and the buyer or tenant) for the sale or lease of your property or properties they may show you. The undersigned acknowledge they were informed of the possibility of this type of representation. Before signing this document, please read the following:

Representing more than one party to a transaction presents a conflict of interest since both clients may rely upon Licensee's advice and the clients' respective interests may be adverse to each other. Licensee will undertake this representation only with the written consent of ALL clients in the transaction.

Any agreement between the clients as to a final contract price and other terms is a result of negotiations between the clients acting in their own best interests and on their own behalf. You acknowledge that Licensee has explained the implications of dual representation, including the risks involved, and understand that you have been advised to seek independent advice from your advisors or attorneys before signing any documents in this transaction.

**WHAT A LICENSEE CAN DO FOR CLIENTS WHEN ACTING AS A DUAL AGENT**

1. Treat all clients honestly.
2. Provide information about the property to the buyer or tenant.
3. Disclose all latent material defects in the property that are known to Licensee.
4. Disclose financial qualification of the buyer or tenant to the seller or landlord.
5. Explain real estate terms
6. Help the buyer or tenant to arrange for property inspections.
7. Explain closing costs and procedures.
8. Help the buyer compare financing alternatives.
9. Provide information about comparable properties that have sold so both clients may make educated decisions on what price to accept or offer.

**WHAT A LICENSEE CANNOT DISCLOSE TO CLIENTS WHEN ACTING AS A DUAL AGENT**

1. Confidential information that Licensee may know about the clients, without that client's permission.
2. The price the seller or landlord will take other than the listing price without permission of the seller or landlord.
3. The price the buyer or tenant is willing to pay without permission of the buyer or tenant.
4. A recommended or suggested price the buyer or tenant should offer.
5. A recommended or suggested price the seller or landlord should counter with or accept.

If either client is uncomfortable with this disclosure and dual representation, please let Licensee know. You are not required to sign this document unless you want to allow the Licensee to proceed as a dual agent in this transaction.

By signing below, you acknowledge that you have read and understand this form and voluntarily consent to the Licensee acting as a dual agent (that is, to represent BOTH the seller or landlord and the buyer or tenant) should that become necessary."

Therefore, the undersigned confirm that they have previously consented to the above named Broker and Designated Agent acting as a dual agent in providing brokerage services on their behalf and specifically consent to Designated Agent acting as a dual agent to the transaction referred to in this document.

Seller client(s): \_\_\_\_\_

Buyer client(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

I authorize The Apartment People to verify my tenant history.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Attention: Property Manager Please fill out information below for verification**

The individual named above has applied for an apartment through our agency.

Please assist us by verifying the following information.

Rent amount for the unit listed above \_\_\_\_\_

Length of applicant's tenancy \_\_\_\_\_

Was rent paid consistently  Yes  No

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

Thank you for your cooperation and prompt response.

Sincerely,

The Apartment People

Processing Department



Apartment<sup>SM</sup>  
People

**Employment Verification**

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

SS# \_\_\_\_\_

I hereby authorize The Apartment People to verify my employment history.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Attention: Personnel/Human Resources Please fill out information below for verification**

The individual named above has applied for an apartment through our agency.  
Please assist us by verifying the following information.

The individual named above is employed at \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

They have been employed with your company since \_\_\_\_\_. If they have not started yet,  
please indicate start date \_\_\_\_\_

Approximate annual salary \_\_\_\_\_.

Information verified by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation and prompt response.

Sincerely,

The Apartment People  
Processing Department