

## RESIDENTIAL LEASE RENTAL CRITERIA

HP Ventures Group LLC-Development Services supports The Fair Housing Act-as amended, prohibiting discrimination in housing based on race, color, religion, national origin, sex, handicap, or familial status. The following qualification standards will be required from every prospective resident.

A Rental Lease Application shall be completed by every applicant and occupant eighteen years of age and over who will be occupying the apartment without falsifications. Valid, Current State or U.S. Government issued picture identification is required. This includes a state issued Driver's License or State identification card. Management reserves the right to discontinue the verification process of an application once negative and/or derogatory information is found.

In order to help us complete your application in a timely manner, we ask that you complete every section of the application. There should be no lines left blank. If a line does not apply, please fill it in with "N/A". If you need to call us back with more information, please-do so as quickly as possible. Be sure to sign the application and date it where indicated. The lease does not become effective until the Residential Lease Application is approved by Management and the Residential Lease Agreement has been fully executed by both Landlord and all Tenants.

**APPLICATION FEE/ADMINISTRATIVE FEE:** A \$40.00 fee per applicant is due when the application is submitted, this is non-refundable and paid to Chicago Apartments and Condos. When you sign your lease you will need to pay the \$400 non-refundable move-in fee, the first month's rent and any pet fees that are required. HP Ventures Group LLC-Development Services does not take security deposits.

**OCCUPANCY STANDARD:** TWO PERSON **MAXIMUM OCCUPANCY** PER BEDROOM.

**AGE REQUIREMENT:** All occupants 18 years or older will be required to complete an application (even if living with parent or guardian).

**INCOME REQUIREMENT:** The gross monthly income of all lease holder(s) will be considered jointly, and must equal 3 times the rental amount on the apartment. All income must be verifiable.

**EMPLOYMENT VERIFICATION:** Lease Holder(s) must have stable and verifiable employment or, if unemployed or retired, will be considered self-employed and must meet the guidelines for self employment.

**SELF EMPLOYMENT:** Applicant must provide the previous year's personal income tax return and the previous two months personal bank statements as evidence of sufficient income. Persons who hold jobs that are commission only, base salary plus commission, tips...or...bonuses will be considered self-employed.

**RENTAL HISTORY:** One (1) year resident history will be reviewed and must exhibit no derogatory references. Any debt owed to an apartment community or a utility company must be paid before an application can be approved. First-time renters or applicants with less than one year landlord reference will be accepted with a qualified cosigner with guaranty if income and employment requirements are met.

**CREDIT REQUIREMENTS:** Credit history will be reviewed and no more than 50% of the total accounts reported can be over 60 days past due, or charged to collection in the past two (2) years.

**ANIMALS:** All animals are subject to management approval and apartment community policy.

**CRIMINAL HISTORY:** A person with a known felony conviction will not be accepted. Person(s) must exhibit no arrest, charge, or conviction involving crimes of violence, firearms, illegal drugs, theft, crime involving the theft or destruction of property, or any crime involving a minor. Person (s) who have been arrested for, charged with, or received deferred adjudication for a felony involving these crimes will not be accepted Person(s) convicted of a misdemeanor or who have been arrested for, charged with, or received deferred adjudication with respect to an offense that is sexual in nature, involves a minor, crimes of violence, stalking, public lewdness, and indecent exposure or involves weapons will not be considered.

**A COSIGNER MAY BE REQUIRED IN THE CASE OF ONE OF THE FOLLOWING:**

1. No verifiable income, full-time students or Senior Citizen.
2. Unsatisfactory credit rating
3. Rental history of less than one year.

If you do not meet one of the above criteria, you may be able to qualify for an apartment with a third party cosigner. The cosigner must fill out and pass the same application and screening process that you must pass, except that we will deduct the cosigner's own housing costs before applying his or her income to our income standard. Co-signors must live in the same state as the apartment and sign all lease documents.

**AVAILABILITY POLICY:** Apartments become available to prelease when the current resident submits a written notice to vacate.

**WATER CONSERVATION:** Residents at sub metered communities will be required to pay water.

I UNDERSTAND AND ACCEPT THESE QUALIFYING STANDARDS AND HAVE TRUTHFULLY ANSWERED ALL / QUESTIONS FURTHER I UNDERSTAND THAT FALSIFICATION OF RENTAL APPLICATION INFORMATION WILL LEAD TO DENIAL OF RENTAL. THESE RENTAL CRITERIA ARE GUIDELINES, WHICH ENABLE US TO ACCEPT AS PROSPECTIVE RESIDENTS THOSE INDIVIDUALS WHO ARE CREDITWORTHY AND DO NOT HAVE A CRIMINAL BACKGROUND. THIS RENTAL CRITERIA DOES NOT ENSURE THAT ALL INDIVIDUALS RESIDING ON OR VISITING THE COMMUNITY CONFORM TO THESE GUIDELINES.

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Applicant \_\_\_\_\_ Date \_\_\_\_\_

## HP Ventures Group LLC – Development Services

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### Lease Application

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

Expected Move in Date: \_\_\_\_\_ Rental Price: \_\_\_\_\_ # of Additional Parking Spaces: \_\_\_\_\_

Pets to Occupy the Premise: YES: \_\_\_\_ NO: \_\_\_\_ If YES, please fill out **Pet Application**

#### 1<sup>st</sup> Applicant:

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

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

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

Street

City

Zip

How Long At Current Address? \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Street

City

Zip

Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Current Income: \_\_\_\_\_ Circle One:      Hourly      Salary

#### 2<sup>nd</sup> Applicant:

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

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

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

Street

City

Zip

How Long At Current Address? \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City Zip  
Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Current Income: \_\_\_\_\_ Circle One: Hourly Salary

**Other Persons to Occupy Unit:**

1) Full Name: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
2) Full Name: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Primary Emergency Contact Information:**

Emergency Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**PLEASE READ:**

The applicant hereby applies for and offers to execute a Lease as provided by Owner/Owner's Agent. The undersigned applicant warrants that the statements contained herein are true. The purpose of this application is to assist Owner/Owner's Agent in deciding whether to rent to applicant. Receipt of this application does not obligate Owner/Owner's Agent to deliver occupancy of any Property. Every person that will occupy the Property must fill out a separate Application except if they are under the age of 18. The applicant agrees that if any information provided is false, the lease made on the strength of this application may, at the option of the Owner/Owner's Agent, be terminated at any time. **The undersigned agrees to pay an application fee (as described above) for the review of this application and acknowledges that it is nonrefundable.**

By the execution of this Rental Application, the applicant hereby authorizes Owner/Owner's Agent (Acrant or similar background screening services) to interview applicant's references and/or previous landlords, conduct a police records check, department of motor vehicles, prior eviction, unlawful detainer records, past tenancy report, current and previous employers, and a credit check (as defined in the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 a(d)), seeking information on the credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living of applicant and other proposed occupants. The applicant hereby authorizes any individual listed in this application to speak with Owner/Owner's Agent regarding applicant data presented in this application. Applicant further releases any and all individuals who provide information to Owner/Owner's Agent. The applicant also authorizes release of information based upon reliance upon either photocopies or facsimiles of this authorization.

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

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

## LANDLORD VERIFICATION

(Complete one for each applicant)

### Applicant's Contact Information:

Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Landlord Information:\*

**\*1 year landlord verification required. If verification is needed from more than 1 landlord, please fill out multiple forms**

Landlord's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

I have applied for an apartment with HP Ventures Group LLC-Development Services as Owner, or Owner's agent. Please furnish them with the information needed to process my application. Thank you for your prompt attention to this matter.

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

### Current Landlord Response:

Please provide information for the tenant information/address listed above under current landlord information.

1. Name(s) on lease: \_\_\_\_\_
2. Date of occupancy: From \_\_\_\_\_ To \_\_\_\_\_
3. Monthly rental amount: \_\_\_\_\_
4. Has (had) he/she ever paid late? \_\_\_\_\_ How late? \_\_\_\_\_ # of late payments: \_\_\_\_\_
5. Have (had) you ever had to begin eviction proceeding for nonpayment? \_\_\_\_\_
6. Is their account in good standing? \_\_\_\_\_ If not, how much do they owe? \_\_\_\_\_
7. Does (did) the applicant interfere with the rights and quiet enjoyment of other residents? \_\_\_\_\_  
If Yes, Describe: \_\_\_\_\_
8. Did he/she give you proper notice of intent to move? \_\_\_\_\_
9. Would you rent to this residential again? \_\_\_\_\_

Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

Thank you for taking your time to furnish us the above information. This information will be kept confidential and will be used to determine acceptance for residency.

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

## EMPLOYMENT VERIFICATION

(Complete one for each applicant)

### Applicant's Contact Information:

Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Company Contact Information:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Supervisor's Phone: (    ) \_\_\_\_\_ Supervisors Email: \_\_\_\_\_

Does someone other than your supervisor need to be contacted to verify employment? If so, please enter the information below:

Name & Title: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

I have applied for an apartment with HP Ventures Group LLC-Development Services, as Owner or Owner's agent. Please furnish the information to process my application. Thank you for your prompt attention to this matter.

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

### Employer Response:

What is the aforementioned employee's position or title?

\_\_\_\_\_

How long has the aforementioned employee been employed by your company?

\_\_\_\_\_

What is the aforementioned employee's salary? \_\_\_\_\_ per: hour/week/month/year

Additional Comments: \_\_\_\_\_

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

Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for taking your time to furnish us the above information. This information will be kept confidential and will be used to determine acceptance for residency.

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Pet Application

## Screening/Registration Fees

Pet owners must complete this form and be approved by Management prior to keeping a pet in the rental home. This form must be submitted with a photo of each pet to be considered for approval. If approved, a one-time non-refundable pet privilege fee must be paid for each pet. The pet privilege fees are \$200 for each dog and \$100 for each cat.

No animal(s) may be kept in the Apartment without prior written consent of Landlord. Landlord's right to consent shall be unconditional, with the following factors being taken into consideration with regard to the animal: size and weight, breed/pedigree and general personalities of the same, past history, and personality/disposition of the subject animal. No animals over 100 pounds will be permitted.

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

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

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

## Pet Information:

Please list all pets separately

<u>Pet's Name</u>	<u>Breed</u>	<u>Weight</u>	<u>Age</u>	<u>Date of Last Rabies Shot</u>	<u>License or ID Number</u>

A current color photograph must be attached.

## Pets Emergency Caretaker (someone who does not live in your household):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

I have read over the Pet Application and agree to the terms to submit an application for my pet(s). I attest that all the information provided in this application is truthful and understand that providing false information will result in my pet privilege being revoked.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

## HPVG-DS Lease File Checklist

- \_\_\_\_\_ Residential Lease Criteria (2 pages total)
- \_\_\_\_\_ Tenant Application
- \_\_\_\_\_ Landlord Verification Form
- \_\_\_\_\_ Employment Verification Form
- \_\_\_\_\_ Pay stubs (1 month worth)/ W-2 or both)
- \_\_\_\_\_ A copy of a government issued photo ID
- \_\_\_\_\_ Bank Statements (if necessary)
- \_\_\_\_\_ Heating Cost Disclosure
- \_\_\_\_\_ Pet Application (if necessary)

### If Self-Employed:

\*\*Persons who hold jobs that are base salary plus commission, commission only, tips...or...bonuses will be considered self-employed.

- \_\_\_\_\_ Previous year's personal income tax return
- \_\_\_\_\_ Previous two months personal bank statements

### Office check list

- \_\_\_\_\_ Background Check
- \_\_\_\_\_ Credit Check
- \_\_\_\_\_ Eviction Search

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

Signature to verify that this has been reviewed and is complete:

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