

1400 BROADWAY AVENUE - SUITE 2  
MATTOON, IL 61938  
217-234-RENT (7368)



\$10.00 APPLICATION FEE  
PER PERSON 18 YEARS AND OLDER  
CASH ONLY

DATE OF APPLICATION: \_\_\_\_\_ :ANTICIPATED MOVE IN DATE

ADDRESS APPLYING FOR: \_\_\_\_\_  
\_\_\_\_\_

APPLICANT(S) NAME: \_\_\_\_\_  
\_\_\_\_\_

APPLICANT(S) PHONE NUMBER(S): \_\_\_\_\_  
\_\_\_\_\_

Each Applicant over the age of 18 must complete their own application form.  
All Application forms must be turned in before processing can begin.

\*\*\*\*\* DO NOT WRITE BELOW \*\*\*\*\*  
\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

DATE APPLICATION RECEIVED: \_\_\_\_\_

	Approved	Denied	Denied with Counteroffer
<b>1st Contact Attempt</b>	<input type="checkbox"/> Called and contacted	<input type="checkbox"/> Called and contacted	<input type="checkbox"/> Called and contacted
	<input type="checkbox"/> Called and left vm	<input type="checkbox"/> Called and left vm	<input type="checkbox"/> Called and left vm
	<input type="checkbox"/> Called and left msg w/ _____	<input type="checkbox"/> Called and left msg w/ _____	<input type="checkbox"/> Called and left msg w/ _____
	<input type="checkbox"/> Other	<input type="checkbox"/> Other	Other
<b>2nd Contact Attempt</b>	<input type="checkbox"/> Called and contacted		
	<input type="checkbox"/> Called and left vm		
	<input type="checkbox"/> Called and left msg w/ _____		
	<input type="checkbox"/> Other		
<b>Final Status</b>	<input type="checkbox"/> Converted to customer		
	<input type="checkbox"/> Lost - Rejected		
	<input type="checkbox"/> Lost		

APPLICANT: \_\_\_\_\_

EMPLOYMENT: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

VEHICLES: \_\_\_\_\_

PERSONAL REFERENCES: \_\_\_\_\_

CREDIT INFORMATION: \_\_\_\_\_

GENERAL INFORMAITON: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## RENTAL APPLICATION

### APPLICANT

*Each Applicant over the age of 18 must complete their own application form*

**PLEASE PRINT**

<i>First, Middle, Last Name</i>	<i>Date of Birth</i>	<i>Social Security #</i>	<i>Driver's' License #</i>
<i>Other Names Used In The Last 10 Years</i>	<i>Home Phone</i>	<i>Cell Phone</i>	<i>Email Address</i>

### ADDITIONAL OCCUPANTS

*List everyone who will live with you*

<i>First, Middle, Last Name</i>	<i>Relationship to Applicant</i>

### EMPLOYMENT

	<i>Current Employment</i>	<i>Prior Employment</i>
<i>Employer</i>		
<i>Address</i>		
<i>Employer Phone</i>		
<i>Job Title</i>		
<i>Name of Supervisor</i>		
<i>Dates of Employment</i>	<i>From:                      To:</i>	<i>From:                      To:</i>
<i>Income Per Month</i>	\$	\$

### RESIDENCE

	<i>Current Residence</i>	<i>Previous Residence</i>	<i>Previous Residence</i>
<i>Street Address</i>			
<i>City</i>			
<i>State &amp; Zip</i>			
<i>Dates of Stay</i>			
<i>Owner/Manager &amp; Phone No.</i>			
<i>Reason for Leaving</i>			
<i>Last Rent Paid</i>	\$	\$	\$

### VEHICLES

<i>Automobiles</i>	<i>Make</i>	<i>Model</i>	<i>Color</i>	<i>Year</i>	<i>License No.</i>
<i>Motorcycles</i>					

### PERSONAL REFERENCES

<i>In Case Of Emergency, Notify</i>	<i>Address/City</i>	<i>Phone</i>	<i>Relationship</i>
<i>Close Friend</i>			
<i>Nearest Relative Living Elsewhere</i>			

**CREDIT INFORMATION**

*Please list all of your financial obligations*

Name of Bank or Savings & Loan		Branch or Address		Account No.		Balance
				Checking		\$
				Savings		\$
Credit Accounts	Account No.	Address/City	Phone	Balance	Due Monthly	

**GENERAL INFORMATION**

*Check Answer That Applies*

- \* Do you smoke?  NO  YES
- \* Do you have any pets?  NO  YES
- \* Have you ever filed for bankruptcy?  NO  YES
- \* Do you have any musical instruments?  NO  YES
- \* Do you have any water-filled furniture or do you intend to use water-filled furniture in the apartment?  NO  YES
- \* Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime?  NO  YES
- \* Have you ever been evicted for non-payment of rent or any other reason?  NO  YES

Please explain any "yes" answers to the above questions:

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Why are you leaving your current residence? \_\_\_\_\_

The applicant hereby applies to rent/lease \_\_\_\_\_ for \$ \_\_\_\_\_ per month, and upon owner's approval agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

An application fee of \$10.00 per person over 18 years of age is hereby submitted for the cost of processing this application, to obtain credit history and other background information.

**Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.**

NOTE - STATE LAW: Obtaining lodging by trick or fraud; failure and refusal to pay; "Every person who shall obtain occupancy of any house, duplex, or apartment by means of fraud, statements or pretense who shall gain occupancy without permission of owner or his agent, or who shall give in payment for rental a worthless check or who shall stop payment on a check for rent when due, shall be guilty of a misdemeanor and shall be fined not exceeding \$200.00 or be imprisoned in the county jail not exceeding 20 days or both."

**THIS APPLICATION IS RECEIVED WITHOUT RESPECT TO RACE, CREED, COLOR OR NATIONAL ORIGIN.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature Required)*