

You may complete this application online, then print and sign. Or print the form and complete by hand. There is a \$15 non-refundable fee to cover the cost of processing the application. To expedite the screening process, please use our convenient PayPal service to pay the application fee, then fax the application form.

## RENTAL APPLICATION

- Each adult (18 or older) must fill out a separate application

<b>Rental Property Address:</b>					
First	Middle	Last	Birth Date	Social Security #	Drivers License #
Any Other Names You've Used In The Past			Home Phone	Cell Phone	
All Other Proposed Occupants		Age	Relationship To Applicant		

## RENTAL/RESIDENCE HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip			
Last Rent Amount Paid			
Owner/Manager and Phone Number			
Reason for leaving			
Is/Was rent paid in full?			
Did you give notice?			
Were you asked to move?			
Names(s) in which your utilities are now billed			
	From/To	From/To	From/To
Dates of Residency			

## EMPLOYMENT HISTORY

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
	From/To	From/To	From/To
Dates of Employment			

## CREDIT HISTORY

	Bank/Institution Name	Balance on Deposit or Balance Owed
Savings Account		
Checking Account		
Credit Card		
Auto Loan		

## VEHICLES (Include vehicles belonging to other proposed occupants also)

Make	Model	Color	Year	License Plate

**REFERENCES & EMERGENCY CONTACTS**

	Doctor	Lawyer	Nearest Relative Living Elsewhere
Name			
Street Address			
City			
State & Zip			
Phone Number			

By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the apartment for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

**GENERAL INFORMATION**

Have you ever been served a late rent notice?	Do any of the people who would be living in the apartment smoke?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? If so, when?	When would you be able to move in?	Have you ever been convicted of a felony?
Have you ever been served an eviction notice? If so, when?	How many pets do you have (list Type, Breed, approx Weight & Age)?	
Have you had any recurring problems with your current apartment or landlord? If yes, please explain:		
Why are you moving from your current address?		
List any verifiable sources and amounts of income you wish to have considered (optional):		
If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address & phone # so we can use them as a reference for you.		
Have you been a party to a lawsuit in the past? If yes, please explain why:		
We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?		
How did you hear about this apartment?	Do you have an e-mail address we can reach you at?	
Do you know of anybody else looking for an apartment? Please provide their name and number. If you refer a friend and you each end up renting separate apartments from us then we will pay you a referral reward.		

**Agreement & Authorization Signature**

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for an apartment and does not constitute a rental or lease agreement in whole or part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the apartment. Any questions regarding rejected applicants must be submitted in writing and accompanied by a self-addressed stamped envelope.

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

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

Applications must be returned to Forever Construction, Inc. by fax, mail or in person.

222 N. Genesee St. Suite 205 / Waukegan, IL 60085  
 Phone (847) 336-9904 / Fax (847) 336-6345



# Residential Selection Criteria

## Fair Housing

It is unlawful to discriminate against any person making an application for rental housing with regards to race, color, religion, sex, national origin, familial status, and handicap status.

## Age

All applicants must be 18 years of age or older.

## Income

Monthly income must meet the following minimum requirements per household. You must make 2.25 times the monthly rent to pre-qualify. For example, take the monthly rent of the apartment you are going to rent and multiply by 2.25. You must make this amount to pre-qualify financially.

- Must have a copy of two most recent pay stubs or W2
- Self – Employment: The 1040 Schedule “C” form.
- If you are starting a new job: A copy of letter of intent.

## Credit

A complete check of credit history will be made concerning information provided on the application for rental. It will include the following:

**Residence:** Applicant shall have at least one year verifiable positive rental or mortgage history. In the case of first time renters, applicant must meet all other qualifications and expect a full month’s market rent security deposit.

**Employment:** Stable employment of at least one year and verifiable, qualifying income are required for each applicant.

**Credit report:** Satisfactory credit report provided by Trans Union.

## **Criminal Background Check**

Immediate basis for non-acceptance:

- Eviction history
- Balance due to a previous landlord or mortgage company
- Important: By signing the application for rental, applicant agrees that once the application is approved and applicant puts the holding fee of \$\_\_\_\_\_ down, the holding fee is not refundable if the applicant changes his/her mind.

I have read and understand the above application policy standards for Forever Construction apartments.

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

As a part of the application and review process for becoming a tenant at \_\_\_\_\_, I/We hereby authorize the landlord or its agent, assign, employee to conduct a background search, including a criminal background and credit background check to verify the validity of the information that I/we further authorized the landlord or its agenda, assign employee to periodically inquire with my/our employers, financial institutions and credit reporting bureaus and authorize those agencies/entities to provide truthful responses.

I/we agree to supply any additional information needed by the landlord or its agent, assign or employee to process the application. I/we fully understand that the security deposit is a deposit for consideration of holding and renting the unit to me/us and protection the landlord against damage to the unit/premises. The security deposit will be applied and use at the end of the lease for reimbursement for damage repair and shall not be used as the last month's rent. ***The security deposit of \$ \_\_\_\_\_ is a non-refundable deposit and will be forfeited if the tenant(s) fail to comply with the lawful requests under this document or fail to move in or sign the lease for the agreed upon terms.*** In the event the tenant brings an action to attempt to obtain the return of the security deposit after failing to comply with the lawful requests under this document or failing to move in or failing to sign the lease for the agreed upon terms, the tenant shall pay to the landlord or its agent or assign all court costs and reasonable attorney's fees of the landlord, regardless of the outcome of the case.

Having read this prior to signing and being in full agreement with its terms, the tenant(s) hereby agree to the above.

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Dated

## LAW ENFORCEMENT REPORT WAIVER

By signing this authorization, I state that I have never been convicted of a felony. I further authorize the city Police Department(s) of and the Sheriffs Department(s) of \_\_\_\_\_ Cities or Counties to give to the following person or company \_\_\_\_\_ or its representative(s) any law-abiding history of information that it might request to qualify me as a prospective resident in their rental home or apartment.

I also understand that any false information I may have give, written or oral, will be sufficient cause for rejection of services from the above named company.

Please note: In many cases, prospective residents are requested to take this form directly to the local police department. I f this is the case, when you present this at the police department, you must show your ID, preferably with your picture on it. Adult applicants must fill out their own form. If you live out in the country, this form must go to the Sheriffs Department.

Name \_\_\_\_\_  
(Full First Name) (Middle Name) (Last Name)

Other Names \_\_\_\_\_  
(Maiden Name or Other Married Names)

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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