

RENTAL APPLICATION FORM

Each co-resident and each occupant over 18 years of age must submit a separate application.

Date Application completed: _____

ABOUT YOU:

Full Name (exactly as on driver's license or govt. ID card) _____

Current address: _____

Phone (_____) _____

Current monthly rent \$ _____

Name of apartment where you live _____

Current owner/manager's name _____

Their phone _____

Date moved in _____

Why are you moving? _____

Your previous home address _____

Apartment name _____

Name of above owner/manager _____

Their phone _____ Previous monthly rent \$ _____

Date moved in _____ Date moved out _____

Your Social Security # _____

Driver's license # and state _____

OR gov't photo ID card # _____

Marital status _____

Birthdate _____ Height _____ Weight _____

Sex _____ Eye color _____ Hair color _____

YOUR WORK: Present employer _____

Address _____

Work Phone (_____) _____

Type of work _____

Your monthly income is over _____

Date you began this job _____

Supervisor's Name _____

Previous employer _____

Address _____

Work Phone (_____) _____

Type of work _____

Your monthly income was over \$ _____

Dates you began and ended this job _____

Previous supervisor's name _____

YOUR SPOUSE: Full name _____

Present employer _____

Address _____

Work Phone (_____) _____

Type of work _____

His/Her monthly income is over \$ _____

Date He/She began this job _____

Supervisor's name _____

Supervisor's phone # (_____) _____

Social Security # _____

Driver's license # and state _____

OR gov't photo ID card # _____

Birthdate _____ Height _____ Weight _____

Sex _____ Eye color _____ Hair color _____

OTHER OCCUPANTS: *Names of all persons under age 18 and other adults who will occupy the apartment without signing the lease.*

Name: _____ DL or gov't ID card _____ Birthdate _____ Sex _____ Relationship _____

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YOUR VEHICLES: *List all vehicles to be parked by you, your spouse, or any occupants (including cars, trucks, motorcycles, RVs, trailers, boats, etc.)*

Make of Vehicle: _____ Year _____ License # _____ State _____

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YOUR CREDIT/CRIMINAL HISTORY:

Your bank's name _____

City/State _____

Active checking account number _____

Active savings account number _____

Other credit information _____

Have you, your spouse, or any occupant listed above ever:

been evicted or asked to move out?

broken a rental agreement or lease contract?

declared bankruptcy?

been sued for nonpayment of rent?

been sued for damage to rental property?

been convicted of a felony?

received deferred adjudication for a felony?

Please explain below, stating year, location and type of each felony:

You represent the answer is "no" to any block not checked above.

OTHER INFORMATION:

Will you or any occupant have a pet? Yes No
If so, indicate kind, weight, breed, age _____

How were you referred?	<input type="checkbox"/> Stopped by	<input type="checkbox"/> Rental Guide
<input type="checkbox"/> Other	_____	
<input type="checkbox"/> Name of rental agency or locator service	_____	
Agent's name	_____	
<input type="checkbox"/> Friend (name)	_____	
<input type="checkbox"/> Newspaper (name)	_____	

EMERGENCY: In emergency, notify (preferably a relative):

Name _____
Address _____

If you become seriously ill or are injured, what doctor should we notify?

Work Phone (_____) _____
Name _____
Home Phone (_____) _____
Address _____
Relationship _____
Phone _____
Important medical information in emergency: _____

If you become seriously ill or die, you authorize the person listed above to enter your dwelling to remove and store all contents, as well as your property in the mailbox, storerooms and common areas.

In case you become seriously ill or are injured, you authorize us to send for an ambulance at your expense. We are not legally obligated to do so.

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

Names of all residents who will sign Lease Contract _____

Name of Owner/Lessor _____
Property Name and type of dwelling (bedrooms and baths) _____

Complete street address _____

Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) _____

Total number of residents and occupants _____
Our consent necessary for guests staying longer than _____ days
Commencement date and ending date of Lease Contract _____

Total security deposits for all purposes of \$ _____
of keys for _____ unit, _____ mailbox, other _____
Total monthly rent for dwelling unit of \$ _____

Rent to be paid at On-Site Property Manager's office or at _____

Monthly parking (if any) \$ _____
Prorated rent for first month of \$ _____

Monthly rental due date _____
Late charge date _____
Initial late charge of \$ _____
Daily late charge of \$ _____
Returned check charge of \$ _____
Daily pet violation charge of \$ _____

(check one) furnished or unfurnished;

Utilities paid by owner (check): electricity, gas, water,
 wastewater, trash, cable TV, master TV antenna

You will (check one): buy insurance or self-insure

Agreed reletting charge of \$ _____
Your move-out notice will terminate Lease Contract on (check one):

last day of month following next due date for rent, or exact day designated in move-out notice but no sooner than 30 days after notice; Special provisions _____

If dwelling unit is house or duplex, owner will be responsible under paragraph 26 of the Lease Contract for lawn/plant maintenance, lawn/plant fertilization, picking up trash from grounds, garbage service, and/or trash receptacle. If not checked, applicant will be responsible.

Application Agreement

- Lease Contract Information.** The Lease Contract contemplated by the parties is attached. Special information and conditions must be explicitly noted on the Lease Contract or above.
- Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It is nonrefundable.*
- Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. *The application is now considered a security deposit.* It will be either a) credited to the required security deposit under paragraphs 4 or 5 below, b) refunded under paragraph 6 below, or c) retained by us as liquidated damages under paragraphs 7 or 8 below.
- Approval when Lease Contract is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve it, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit

the application deposit of all applicants toward the required security deposit.

5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve it, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **Refund upon Non-approval.** If you or any co-applicant is disapproved, we'll promptly refund all application deposits.
7. **Your Failure to Sign.** You and all co-applicants must sign the Lease Contract within three days after receiving notice of our approval. If you or any co-applicant fails to do so, we may retain the application deposit as liquidated damages, and the parties will have no further obligation to each other.
8. **If you Withdraw.** We have agreed to take the dwelling unit off the market while we consider approval of your application. Neither the application nor the application deposit may be withdrawn by you or any co-applicant. If you or any co-applicant withdraws an application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will have no further obligation to each other.
9. **Keys.** We'll furnish keys only after 1) all parties have signed the contemplated Lease Contract and other rental documents; and 2) all applicable rents and security deposits have been paid in full.
10. **Notice.** Any notice we give you or your co-resident is considered notice to all applicants; any notice from you or your co-resident is considered notice from all applicants.
11. **No Notice from Owner.** If you or any co-applicant has not received notice of approval or non-approval from us within _____ days of the latest date shown below, you'll be responsible for contacting our representative to verify approval or non-approval. You and any co-applicants may not assume approval or non-approval until receiving actual notice of approval or non-approval.
12. **Receipt.** Application fee (nonrefundable): \$_____ Application deposit may or may not be refundable) \$_____ Total amount of money we've received on this date: \$_____ (total of application fee and application deposit).
13. **Signature.** *Our representative's signature is consent only to the above application. It does not bind us to accept applicant or to sign the proposed Lease Contract agreement.*

Acknowledgment by Signing. You declare that all your statements on the first page of this Application are true and complete. You're authorizing us to verify this information through all available means. We're not required to verify or investigate any preliminary findings. If you've failed to answer any questions, we're entitled to reject this Application. If you've given false information, we're entitled to (1) reject the Application, (2) retain all application fees and deposits as liquidated damages for our time and expense, and (3) terminate your right of occupancy. Giving false information may also constitute a serious criminal offense. In any lawsuit relating to this Application, including statutory or regulatory right stemming from any lease, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the losing party. We reserve the right to furnish information to consumer reporting agencies about the performance of our residents on their Lease Contract obligations. This information may be reported at any time and include both favorable and unfavorable information regarding your compliance with the lease, the rules, and your financial obligations.

Applicant's Signature: _____ Date: _____
 Signature of Spouse: _____ Date: _____
 Signature of Owner's Representative: _____ Date: _____

FOR OFFICE USE ONLY

1. Apt name or dwelling address (street, city): _____
2. Person accepting application: _____ Phone (____) _____
3. Person processing application: _____ Phone (____) _____
4. Date that applicant or co-applicant was notified by telephone, letter, or in person of acceptance or non-acceptance: _____
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____
6. Name of owner's representative who notified above person(s): _____

Tanglewood * 2134 South Goebbert * Arlington Heights, IL 60005 * (847) 593-1160 * fax (847) 593-0595

BH MANAGEMENT SERVICES, INC. * STATEMENT OF LEASING POLICIES

BH Management Services, Inc. does not discriminate against any person based on race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classifications.

To be considered for approval, all adults must fully complete a rental application. Any omissions, errors, or falsifications may result in denial of an application or terminate the right to occupy the apartment. All applicants must be eighteen (18) years of age or older. People with a joint credit record may complete one application or apply for credit separately. All applications are subject to approval through an outside Application Processing Agency. Approval/Denial is based on a review of the following criteria:

INCOME

Household income must be at least three (3) times the monthly rent. If income qualifications cannot be met, a qualified guarantor is acceptable (see below).

EMPLOYMENT

Applicant must be employed or provide proof of income. Each applicant must provide written proof of income such as check stubs (two (2) most recent required), offer letter, most recent year's tax record or three most recent bank account statements within seventy-two (72) hours of completing an application. Attending school will be accepted as an alternative to being employed but applicant must still meet criteria with regard to income and credit.

RESIDENT HISTORY

Any applicant with an eviction will be automatically declined.

CREDIT HISTORY

Credit History will be verified by RealPage, Inc., a third party verification service. A complete credit history from a credit bureau is required. Income plus verified credit history will be entered into a scoring model to determine rental eligibility and security deposit levels. The following deposit requirements and concession stipulations will be applied based on scoring model recommendations:

- Normal: Standard Deposit
- Conditional: Standard Deposit plus half (1/2) months rent additional deposit
- Low Accept: Standard Deposit plus one (1) months rent additional deposit

Applicants with no credit history must provide proof of employment (minimum of six (6) months). Applicants who are residents of foreign countries and do not have a social security number, must provide proof of foreign citizenship, written verification of employment, and proof of income (two (2) most recent paycheck stubs).

CHECK WRITING HISTORY

Check writing history will be reviewed for each applicant. An applicant who has negative check writing history, if otherwise approved, may be required to make payments in the form of a Money Order or a Cashier's Check.

CRIMINAL CHECK

Criminal history will be checked. Any applicant whose criminal history cannot be verified will be automatically declined. Applicants with a record of felonies that have occurred within the past ten (10) years will not be accepted. This includes any applicant with a felony conviction, deferred adjudication of a felony, or who has been charged with a felony. Misdemeanors against persons or property, including prostitution and/or drugs, which have occurred within the past five (5) years, will not be accepted. This includes misdemeanor convictions, deferred adjudication of a misdemeanor, or an applicant who has been charged with a misdemeanor.

Any person convicted for crimes of a sexual nature, designated as a sexual predator/offender, or under consideration by any court for being declared a sexual predator/offender will not be accepted. Our decisions are based on the information provided by RealPage, Inc. at the time of application. We are not responsible for inaccurate information obtained.

OCCUPANCY LIMITS (Note: People over the age of twelve (12) months old will be included in the occupancy number for the apartment.)

- Efficiency, Studio: two (2) occupants
- One Bedroom: two (2) occupants
- One Bedroom w/Den: three (3) occupants
- Two Bedroom: four (4) occupants
- Three Bedroom: six (6) occupants

GUARANTOR REQUIREMENTS

A Guarantor may be required if an applicant has one of the following: insufficient income, resident history and/or credit history. A Guarantor's income must be six (6) times the monthly rent, and verifiable through tax returns, check stubs, etc.; perfect credit history, minimum employment of one year and must furnish all necessary information on leasing or mortgage history.

ANIMAL REQUIREMENTS

Animals must be at least six (6) months of age and must have proof of current vaccinations, proof of weight when full grown, and breed documentation. A maximum of two (2) pets are allowed per apartment and each applicant must provide a photograph of each pet. The following breeds and animal types are prohibited and will not be accepted: Dog breeds - Pit Bull Terriers, Chows, Doberman Pinschers, Rottweilers, Huskies, and any other breed generally considered aggressive; Other Prohibited Animals - Rodents and ferrets.

By signing below you state that you have read, understand, and agree to the above listed criteria.

_____	_____	_____	_____
Applicant Signature	Date	Owner's Representative	Date
_____	_____		
Applicant Signature	Date		