

Fox Run Apartments

145 Walnut Drive, St. Charles, IL 60174
Phone: 630.584.9200 Fax: 630.584.8469

RENTAL APPLICATION

Valid Photo Identification required. This application requires each applicant or occupant over the age of 18 to submit a separate application.

NO TENANCY IS CREATED BY THIS APPLICATION.

APPLICANT INFORMATION

(Please print)

Full Name: _____ SSN: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

Driver's License No. / State I.D. No.: _____ State: _____ Contact No.: (_____) _____ - _____

E-mail address: _____

Name of Other Occupant: _____ D.O.B.: _____ / _____ / _____ Relationship: _____

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Total Number of Occupants to Live in Apartment _____

EMERGENCY CONTACT: _____ **Address:** _____

Phone: (_____) _____ - _____ **Relation:** _____ (SOMEONE WHO WILL **NOT** BE LIVING IN THE APARTMENT WITH YOU)

RESIDENTIAL INFORMATION

Current Address: _____ Unit: _____ City: _____ State: _____ Zip: _____

How long have you resided at this address? _____ RENT OWN OTHER: _____

Monthly Rent / Mortgage: \$ _____ Name of Landlord / Mortgage Lender: _____

Landlord / Lender Address: _____ Phone: (_____) _____ - _____

How many other occupants lived with you? _____ Were you the primary occupant responsible for the rent? YES / NO

If less than two (2) years at current address, please supply previous address information:

Previous Address: _____ Unit: _____ City: _____ State: _____ Zip: _____

How long did you live at this address? _____ RENT OWN OTHER: _____

Monthly Rent / Mortgage: \$ _____ Name of Landlord / Mortgage Lender: _____

Landlord / Lender Address: _____ Phone: (_____) _____ - _____

EMPLOYMENT INFORMATION

Current Employer: _____ Job Title: _____

Address/City/State/Zip: _____ Mo. Salary: \$ _____ Phone: (_____) _____ - _____

How long have you been employed? _____ FULL-TIME PART-TIME OTHER: _____

If less than two (2) years with current employer, please supply previous employer information:

Previous Employer: _____ Job Title: _____

Address/City/State/Zip: _____ Mo. Salary: \$ _____ Phone: (_____) _____ - _____

How long were you employed at this location? _____ FULL-TIME PART-TIME OTHER: _____

SELF – EMPLOYED

Name of Company: _____ How Long? _____

Net Income (after expenses): \$ _____ Are you able to provide proof of Income? YES / NO

If YES, How? CPA Yearly Statement for the past two years 1099 Forms for the past two years Federal Tax Returns for the past two years

ADDITIONAL INCOME

Do you have any additional income? YES / NO (If YES, please fill out the the information below)

Additional Income:\$ _____ Source: _____

How long will this income be available to you? _____ Contingencies, if any: _____

Address/City/State/Zip: _____ Phone:(_____) _____ - _____

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Address/City/State/Zip: _____ Phone:(_____) _____ - _____

FINANCIAL ACCOUNT INFORMATION

Checking Account No.: _____ Savings Account No.: _____

Name of Financial Institution: _____ City: _____ State: _____ Zip: _____

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Name of Financial Institution: _____ City: _____ State: _____ Zip: _____

AUTOMOBILE INFORMATION

Auto Make: _____ Model: _____ Year: _____ Color: _____

License Plate No.: _____ State: _____

Auto Make: _____ Model: _____ Year: _____ Color: _____

License Plate No.: _____ State: _____

Please answer the following questions, to the best of your ability.

YES NO Have you or any other occupant ever been evicted from your present or prior rental apartments?

YES NO Have you or any other occupant ever broken a lease agreement with present or prior landlords?

YES NO Have you or any other occupant ever been in foreclosure?

YES NO Have you or any other occupant ever declared bankruptcy?

YES NO Have you or any other occupant been convicted of a crime?

Please explain any questions marked "YES" above: _____

Do you own a pet? If so, what kind? _____

How did you hear about our property? _____

The fee for the processing of this application is \$45.00. All application costs are **NON-REFUNDABLE**. In addition to the Application Fee, an Apartment Hold Deposit in the amount of \$100.00 dollars will be required to hold an apartment for the first 30 days, unless otherwise specified in writing. An additional \$100.00 will be required for each additional 30 days and will become part of the Apartment Hold Deposit. The Apartment Hold Deposit is only refundable if this application is cancelled within 48 hours of receipt by Fox Run Apartments or if this application is denied. If approved, the Apartment Hold Fee will then go towards the required Security Deposit. **IF THIS APPLICATION IS CANCELLED AT ANY TIME AFTER 48 HOURS OF RECEIPT, A CANCELLATION FEE OF \$100.00 WILL BE CHARGED. THE APARTMENT HOLD FEE WILL BE APPLIED TOWARD THIS FEE.**

TOTAL AMOUNT DUE TODAY: \$ _____

FOX RUN APARTMENTS IS AUTHORIZED TO CONTACT ANY CURRENT OR PREVIOUS LANDLORD(S), EMPLOYER(S), AND CREDIT AND PERSONAL REFERENCES THAT HAVE BEEN GIVEN IN THIS APPLICATION. FOX RUN APARTMENTS IS ALSO AUTHORIZED TO OBTAIN A CONSUMER CREDIT REPORT FOR THE PURPOSE OF PROCESSING THIS APPLICATION. **TO THE BEST OF APPLICANT'S KNOWLEDGE, ALL INFORMATION STATED IN THIS APPLICATION IS TRUE AND CORRECT.**

APPLICANT SIGNATURE _____ DATE ____/____/____

APPLICATION RECEIVED BY: _____ DATE ____/____/____
TIME _____ AM/PM

<u>OFFICE USE ONLY</u>		Date of Application: ____/____/____	Agent _____
Application Fee \$ _____	<input checked="" type="checkbox"/> Document # _____	Received by: _____	
Apartment Hold Deposit \$ _____	<input checked="" type="checkbox"/> Document # _____	Received by: _____	Time: _____
<input type="checkbox"/> Residency Verified on _____ by _____	<input type="checkbox"/> Employment Verified on _____ by _____		
APPLICATION DENIED? <input type="checkbox"/> YES Denial Letter Sent: _____	Hold Deposit Return on: _____	by: _____	
APPLICATION APPROVED? <input type="checkbox"/> YES Date: _____	Letter Sent: _____	Lease Signing Date: _____	
Monthly Rent: \$ _____	Security Deposit: \$ _____	Total Due at Move in \$ _____	
Building Name / Address: _____		Unit No. _____	
Lease Start Date: ____/____/____	Lease End Date: ____/____/____	Concession _____	MGR: _____



Statement of Rental Policy

It is Fox Run's policy to offer equal housing for all people regardless of race, color, religion, sex, national origin, handicap status, familial status, or any other state or locally protected classifications.

Applicants for apartment homes will be accepted on a first come, first serve basis and are subject to the availability of the particular apartment type requested. "Available" apartments include those for which we have notice that an existing resident intends to vacate on or about a certain date. Circumstances not necessarily under management's control may delay the date of availability of an apartment which management may believe would be ready for a new resident. Whether a particular apartment is available can vary significantly within several hours or days.

To be considered for approval, all adults must fully complete the rental application. Any omission, errors or falsifications may result in denial of an application or terminate the right to occupy the apartment. All applicants must be 18 years of age or older.

All applications are subject to approval through an outside application procession agency. The approval process is based on a review of the following criteria:

Income: Household income must be satisfactory to the community's scoring criteria. Generally, gross monthly income should equal three times the monthly rent (five times for co-signers). If bank statements are being used as a source of income, the average available balance must be equal to a full year's worth of rent for the last three months.

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 48 hours of completing an application. Attending school will be accepted as an alternative to being employed but applicant must still meet criteria with regards to income and credit; co-signers may be used in this instance.

Resident History: Satisfactory rental history is required.

Credit: A complete credit history from a credit bureau is required. An acceptable accounts payable history, debt to income history, and FICO score satisfactory to the community is required.

Criminal: No felony convictions and /or convictions regarding a sex-related crime.

Pets: Pets are limited by size and breed. There is a limit of two pets per apartment. A refundable pet deposit of \$200 and monthly pet fee of \$15 is required for all pets in the apartment. In general, only common, domestic, nonaggressive animals will be accepted. No rabbits, ferrets, chinchillas, pot belly pigs or exotic pets are permitted. Birds, if permitted, must be caged at all times. Fish tanks, if permitted, may not exceed 40 gallons and must be properly supported. Dogs, if permitted: at a minimum, residents will not be allowed to have a dog that is a Pit Bull, Rottweiler, Doberman, Malamute, Bull Terrier, wolf-dog hybrid, Chow-Chow, Great Dane, Akita, any Mastiff breed, and any dog that manager believes, in its sole discretion, is a cross breed of or related to any of these breeds. We may also restrict any breed that becomes known as aggressive, in our sole discretion. Other animals may be excluded. We may require the removal of any pet that shows aggressive behavior. Pet rules apply to all pets at the Community, including those pets that are visiting or are temporary. We will authorize a support animal for a disabled person. We may require a written statement from a qualified professional verifying the need for the support animal.

Co-Signers: Co-signers may be used for students only. In this event, he/she must complete the rental application, meet all of the resident selection criteria and sign the Guarantor Addendum. The co-signer will be fully responsible for the Lease Agreement in the event the occupying resident(s) default.

Applicant _____ Date _____

Applicant _____ Date _____

Authorized agent on behalf of Owner _____ Date _____