



Rental Application

1600 Toronto Rd ♦ Springfield, IL 62712 ♦ tel 217-529-2900 ♦ fax 217-529-2925

(NOTE: Each adult person that will reside in the rental property (occupants) must complete and sign a separate application form)
(NOTE: All requests for information as set forth in this Application must be provided and any omission or misrepresentation of any information is automatic grounds for rejection of this application)

(NOTE: Lessor does not deny or reject applications on the basis of race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by Article 3 of the Illinois Human Rights Act or federal law.)

PLEASE TELL US ABOUT YOURSELF

Full Name _____ Phone () _____
Date of Birth ____/____/____ Social Security No. _____ E-mail _____
Driver's Lisc. No. /State _____
Co-Applicant _____ Relationship _____
Names of All Minor Occupants _____
Total Number of Occupants _____

PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With The Most Current)

CURRENT ADDRESS _____ City _____ State _____ Zip _____
Month and Year Moved In _____ Reason for Leaving _____
Owner or Manager _____ Phone () _____ Monthly Rent \$ _____

PREVIOUS ADDRESS (If within 3 years) _____ City _____ State _____ Zip _____
Month and Year Moved In _____ Moved Out _____ Reason for Leaving _____
Owner or Manager _____ Phone () _____ Monthly Rent \$ _____

PREVIOUS ADDRESS (If within 3 years) _____ City _____ State _____ Zip _____
Month and Year Moved In _____ Moved Out _____ Reason for Leaving _____
Owner or Manager _____ Phone () _____ Monthly Rent \$ _____

PLEASE GIVE US YOUR EMPLOYMENT HISTORY

YOUR STATUS: Employed Full-Time Employed Part-Time Student Retired Not Employed

CURRENT EMPLOYER (Or Most Recent) _____
Address _____ Phone () _____
Date(s) Employed/From _____ To _____ Position _____
Supervisor _____ Your Gross Monthly Salary \$ _____

PREVIOUS EMPLOYER _____
Address _____ Phone () _____
Date(s) Employed/From _____ To _____ Position _____
Supervisor _____ Your Gross Monthly Salary \$ _____

PLEASE LIST YOUR INFORMATION

TOTAL NUMBER OF VEHICLES _____
Make/Model _____ Year _____ Color _____ License No. _____
Make/Model _____ Year _____ Color _____ License No. _____

Have you ever been evicted or a lawsuit filed against you for eviction? (Check Only One): yes no.
If "yes" please explain date, place, landlord, reason and final outcome (attach additional sheets if necessary): _____
Have you ever, besides eviction, had a civil law suit filed against you (Example: for money owed, etc.)? (Check Only One): yes no.
If "yes" please explain date, place, reason and final outcome (attach additional sheets if necessary): _____

Have you ever been arrested, charged or convicted of a criminal offense (excluding parking or traffic citations or juvenile matters)? (Check Only One): yes no. If "yes", please explain charge, date, place and final outcome (attach additional sheets if necessary):

Do you have pets? (Check Only One): yes no NOTE: There is a two (2) animal limit. If "Yes", all of the following information for each animal must be provided:

Animal	Type:	Breed:	Name:	Color:	Age (Years):	Weight (Lbs.):
No. 1						
No. 2						

IN CASE OF PERSONAL EMERGENCY, NOTIFY: _____ Relationship _____
 Full Address: _____
 Home Phone: _____ Work Phone: _____

- By signing this document, I the undersigned applicant consents to and authorizes Apartment Mart of Springfield, Inc., its employees, contractors and agents, to obtain a copy of my credit report/history from the Credit Bureau or other any other applicable or similar consumer reporting agency and/or obtain any information from my current or any previous lessor or any other source.
- By signing this document, I the undersigned applicant understand that it is not a lease agreement, that no lease agreement is created herein and that I am at most a prospective tenant or occupant.
- **By signing this document, I the undersigned understand my move-in fee will not be refunded unless my application is denied. If Apartment Mart of Springfield, Inc. approves this application and a fee is placed then it is non-refundable.**
- By signing this document, I understand that in the event that my application is approved and a lease agreement is signed by me as a tenant that I must comply with all pre-possession conditions of the lease agreement.
- By signing this document, I represent that I have answered the above questions fully and truthfully. I understand that any misrepresentation of information on this application is grounds for eviction pursuant to the terms of the lease agreement.

Signature of Applicant _____ Date Signed ____/____/____

revised 12/08/11

Application Checklist:

(For Owner's Use Only)

Action	Date (MM/DD/YY):	Staff (Initial)
➤ Received Application:	____/____/____	_____
➤ Checked Application for completion of all information:	____/____/____	_____
➤ Checked Application for signature:	____/____/____	_____
➤ Checked for other adult occupants separate application(s):	____/____/____	_____
➤ Collected Application Process Fee (One Fee Per Applicant):	____/____/____	_____

Background Checklist:

Action	Date (MM/DD/YY):	Staff (Initial)
➤ Checked Credit Report	____/____/____	_____
➤ Checked Court Records	____/____/____	_____
➤ Checked Illinois Sex Offender List	____/____/____	_____
➤ Checked Employment:	____/____/____	_____
➤ Checked Landlord References	____/____/____	_____

Application (Check Only One): Approved Denied Manager Initial: _____ Reason for denial (attach all supporting documentation if any): _____