



Housing Depot Inc

175 N. Harbor Drive
Chicago, IL 60601
Phone: 773-345-8723
Fax: 773-345-5623

WELCOME PROSPECTIVE TENANT(S)

Thank you for choosing Housing Depot for your rental choice. Please read the following very carefully. If you agree to our requirements, please sign below and complete the attached rental application.

Rental application packages are processed on a first-come, first-serve basis. Housing Depot does not discriminate on the basis of race, color, religion, sex, national origin, familial status, handicap or sexual orientation. Housing Depot is an equal opportunity housing provider. Approval to rent an apartment is based on rental, employment, earnings and credit histories. The following is our criteria for renting:

APPLICATION: The application form is to be completed and signed by all adults, eighteen (18) years or older, who will be residing in the rental unit. The application authorizes Housing Depot to procure a credit report and background check on each adult.

EARNINGS: Applicants must provide proof of earnings (where applicable) for each per person on lease as follows:

- One (1) month's recent paystubs
 - If paid weekly, provide four (4) paystubs
 - If paid bi-weekly, provide two (2) paystubs
 - If paid semi-monthly, provide two (2) paystubs (1st & 15th or 15th & 30th)
- Previous year's tax return and/or last two (2) years' w2s
- If you received Social Security, please provide a copy of your awards letter
- If you are self-employed, please provide a copy of your business license, a business card, six (6) months' bank statements, last two (2) years' tax returns (1040), along with six (6) references: three (3) personal and three (3) business

Your gross earnings/income must be three (3) times the monthly rent of the unit you are interested in. Please note management can allow for exception(s) on a case-by-case basis.

EMPLOYMENT: You must have been employed with your present employer for one (1) full year or six (6) months, if employed within the same line of work. If you have not been employed for one (1) full year with your present employer, your move-in cost would be the first and last months' rent plus a security deposit equal to two (2) months' rent.





VERIFICATION OF EMPLOYMENT/INCOME: This verification must be in writing and on your employer's letterhead stationery. This letter must state a) present gross earnings per month, b) date hired, and c) current position. The employment verification letter must be signed by either a) immediate supervisor, b) payroll department supervisor, or c) personnel department supervisor. The person who signs the employment verification letter must identify him/herself by position or job title, and provide a valid contact number.

VERIFICATION OF CURRENT TENANCY: By signing below you authorize Housing Depot to obtain information relevant to your tenancy from your current landlord. You must provide a written reference from your current landlord stating your current address, length of residency and payment history along with a contact number. Or you can provide your landlord's contact information and Housing Depot will verify directly.

MOVE-IN COST: Upon approval of application, all monies must be paid with certified funds only: Money-Order or Cashier's Check. NO PERSONAL CHECKS ACCEPTED. Your move-in cost will amount to the first and last months' rent. Please note a security deposit may be required, management will let you know upon approval. These move-in costs are deemed reasonable for the unit in which you are renting.

IDENTIFICATION: Housing Depot requires a valid photo ID or driver's license for each adult and children ages 16 and up. In addition, the primary and secondary tenants must provide a social security card.

Upon completion you may forward all documentation along with application via email or fax listed above.

PLEASE SIGN BELOW SIGNIFYING THAT YOU HAVE READ AND AGREE TO THE ABOVE RENTAL CRITERIA

X _____
Signature of Applicant

X _____
Signature of Co-Applicant

Date

Date





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RENTAL APPLICATION

The undersigned hereby makes an application to rent the following property: _____

Anticipated move date of _____ at a monthly rent of \$ _____ and security deposit of \$ _____

TELL US ABOUT YOURSELF	
Full Name:	Home Phone:
Date of Birth:	Social Security #:
Email Address (optional):	Alternate Phone:
Co-Applicant Name:	Home Phone:
Co-Applicant Date of Birth:	Social Security #:
Email Address (optional):	Alternate Phone:

PROVIDE YOUR RESIDENTIAL HISTORY (LAST 3 YEARS)			
Current Address:	Apt#:	City, State:	Zip:
Month/Year Moved In:	Reasons for Leaving:		
Rent Amount:	\$		
Property Owner/Agent:			Phone:
Previous Address (last 3 yrs):	City, State:		Zip:
Property Owner/Agent:			Phone:

DESCRIBE YOUR CREDIT HISTORY	
Have you declared bankruptcy in the past seven (7) years?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Have you ever been evicted from a rental residence?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Have you had two or more late rental payments in the past year?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Have you ever willfully or intentionally refused to pay rent when due?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

PROVIDE YOUR EMPLOYMENT INFORMATION	
Employment Status:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed
Employer Name:	Supervisor's Name:
Employer Address:	Phone:
Dates Employed:	From: To: Job Title:
Salary:	\$ per Phone:
<i>(If employed by above less than 12 months, provide name & phone of previous employer or school on the next page)</i>	



PREVIOUS EMPLOYMENT INFORMATION			
Employment Status:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Unemployed
Employer Name:	Supervisor's Name:		
Employer Address:	Phone:		
Dates Employed:	From:	To:	Job Title:
Salary:	\$	per	Phone:

ADDITIONAL SOURCES OF INCOME	
<i>If you have additional sources of income that you would like us to consider. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application</i>	
Income Type:	Source:
Contact For Verification:	Phone:
Amount:	\$ per
Misc Information:	

REFERENCES		
Bank Accounts:		
Bank Name:	Type of Account:	Account Number:
Bank Name:	Type of Account:	Account Number:
Personal Reference or Emergency Contact:		
Name:	Phone:	
Address:	Relationship:	
Driver's License:		
Your Driver's License Number:	State:	
Address:	Relationship:	
Vehicle Information:		
Make / Model:	Year:	Licence Plate#: State:

ADDITIONAL INFORMATION
<i>Please provide any additional information that might help owner/management evaluate this application?</i>

WHERE MAY WE REACH YOU TO DISCUSS THIS APPLICATION?
Day Phone: Night Phone:





I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application. I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

I hereby deposit \$ _____ as earnest money to be refunded to me if this application is not accepted in 3 business banking days. Upon acceptance, this deposit shall be retained as part of the security deposit. When so approved and accepted, I agree to execute a lease for _____ months before possession is given and to pay the balance of the security deposit prior to the move in date. If the application is not approved or accepted by the owner or agent, the deposit will be refunded, the application hereby waiving any claim for damages by reason of non-acceptance which the owner or agent may reject. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

AUTHORIZATION

Release of Information

I contest, to the best of my knowledge, the information above is true and correct. I authorize an investigation of my credit, tenant history, banking and employment for the purposes of renting a house, apartment, or condominium from this owner/manager.

Print Name of Applicant	Print Name of Co-Applicant
X	X
Signature of Applicant	Signature of Co-Applicant
Date	Date

Instructions:

Once you complete the form in its entirety, print out a copy and sign it. Please note, both the applicant and co-applicant must sign the application (if applicable). The completed form can be sent to:

Email: tenants@housingdepotinc.com

Fax: 773-345-5623

APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)

Deposit Of:	\$	Received By:	Date:
Office Notes:			

