

THE SHIRE MANAGEMENT GROUP

RENTAL APPLICATION

Primary Applicant's Information: Please print your full name exactly as it appears on your U. S. Government issued ID.

Primary Applicant's Name:

Date of birth:

SSN:

Applicant Marital Status:

Phone:

Cell phone:

Email Address:

Driver License No.:

State:

Co-Applicant's Information: Please print your full name exactly as it appears on your U. S. Government issued ID.

Co-Applicant's Name:

Date of birth:

SSN:

Co-Applicant Marital Status:

Phone:

Cell phone:

Email Address:

Driver License No.:

State:

Applicant's Rental History – Owned Rented (Please circle) *Fill in previous, if less than one year*****

Street address:

Apt#:

City:

State:

Zip Code:

How long?

Landlord/Mortgage Name:

Phone:

Amount: \$

Fax:

Co-Applicant's Rental History – Owned Rented (Please circle) *Fill in previous, if less than one year*****

Street address:

City:

State:

Zip Code:

How long?

Landlord/Mortgage Name:

Phone:

Amount: \$

Fax:

Previous Address:

Street address:

City:

State:

Zip Code:

How long?

Landlord/Mortgage Name:

Phone/Fax:

Amount: \$

Applicant's Employment/Income Information- TWO RECENT PAY STUBS, OFFER LETTER or W2/1099 is required

Name of Employer:

Street address:

City:

State:

Zip Code:

How long?

Supervisor' name:

Phone:

Fax:

Position Held:

Income:

Co-Applicant Employment/Income Information- TWO RECENT PAY STUBS, OFFER LETTER or W2/1099 is required

Name of Employer:

Street address:

City:

State:

Zip Code:

How long?

Supervisor' name:

Phone:

Fax:

Position Held:

Income:

Income from other sources – Select one

Social Security _____

Pension _____

Alimony _____

Other : _____

Emergency Contact -

Name:

Phone:

Relation:

Street address:

City:

State:

Zip Code:

Name:

Phone:

Relation:

Street address:

City:

State:

Zip Code:

Other Occupants-(Minors- 17 years or younger

Name:

Birthday:

Relation:

Phone:

Name:

Birthday:

Relation:

Phone:



How did you hear about us?

Resident Referral: _____ Name & Apt# _____

Sign/Drive By _____ Apartments.com _____ Rent.com _____ Walk in _____ Other _____

Move in Balance:

Application/credit check fee: \$ _____ Village fee: \$ _____ Miscellaneous: \$ _____

Security Deposit: \$ _____ Proration: \$ _____ Balance due: \$ _____

Pet Deposit: \$ _____ Pet proration: \$ _____ Balance due date: _____

Garage Deposit: \$ _____ Garage proration: \$ _____ Payable to: _____

Leasing Agent:

Desired floor plan and/or apartment assigned: _____

Move in date: _____ Price: _____ Move in special: _____

Agreement

1. It is understood that the applicant (s) cannot take possession of the premises until the application is investigated and accepted by the Landlord, the security deposit and other charges are paid, and the lease is signed by all parties.
2. All leases will begin on the first. A move in at any other date will be pro-rated according to the date it is utilized. The undersigned hereby acknowledge and agree that Landlord may make inquiry of the individuals noted hereon.
3. All applicant(s) are required to provide their Utility account number(s) (ComEd, Nicor, and/or water) at time of move-in. Failure to provide account number(s) will result in a delayed move-in date.
4. Once applicant(s) are approved and an apartment has been assigned the applicant(s) have 72 hours to pay half of their security deposit. If the deposit is not received within 72 hours the apartment will be placed back on the availability. However, if applicant(s) cancel after approved then the half deposit is non-refundable. If applicant(s) cancel and no payment is received their account will be placed in collections. The remainder of the security deposit must be paid on or before the scheduled move in date.
5. Once the application date listed below reaches 90 days during the application process this application will become invalid and the applicant(s) will need to reapply. The application process is considered everything up until the applicant(s) sign a lease and receive unit keys for their unit.

Application Criteria

1. **Income and Occupancy:** All applicants will be evaluated based upon the income guideline set forth by S37 Management, Inc. and the occupancy rate.
 - All occupants over the age of 18 must fill out the application. Only individuals under 18 are considered as occupant only.
 - S 37 Management, Inc., accepts co-signers for income. All Co-signers need to income qualify on his/her own, have a leasing desk score of 750 or higher, and outstanding credit to be approved.
 - Students with no rental/no job, require a Co-signer for approval
2. **Application fees** in the amount of \$35 (non-refundable) can only be accepted in personal checks per applicant; unless married. If married, then only one application fee applies. In addition, co-signers are required to pay the application fee separate. If prospects do not have a checking account a money order will be accepted. However, the money order MUST be filled out before submitting to management. The money order will be payable to the property applicant(s) are applying for.
3. **Identification:** Two forms of proof of legal residency and identity will be required for the primary leaseholder. The following are acceptable forms of identification: driver's license, state ID, social security number, Canadian, permanent resident card or other work visa. Any additional tenants are required to produce only one form of valid ID.
4. **Credit Report:** A credit evaluation will be performed. Unsatisfactory leasing desk score generated by S37 Management, Inc. credit guidelines system may result in a denial of tenancy. Additionally, an applicant may be denied tenancy for any of the following on his/her credit report:
 - Prior history of bankruptcy, judgments, or tax liens in the past one year.
 - Any prior history of repossessions in the past two years.
 - Prior foreclosures pursuant to S 37 Management's discretion.
5. **Criminal History:** S 37 Management, Inc. does not accept applicants who have been found guilty of a felony charge with the exception of felonies related to traffic violations. S 37 Management, Inc. reserves the right to deny an applicant based upon the classification of a misdemeanor violation.
6. **Employment Verification:** An applicant will be required to provide verification of employment. Verifiable income does not include unreported income (i.e. tips).
7. **Rental/Mortgage Evaluation:** S37 Management, Inc. will review and verify rental and mortgage history.
 1. An applicant with less than one year of rental history may be required to provide additional security deposit or require a co-signer.
 2. An applicant may be denied tenancy unless applicant can obtain a qualified co-signer and/or pay an additional security deposit if any of the following are found:
 - Previous landlord refuses to verify tenancy.
 - Previous landlord reports more than two late payments and/or dishonored checks.
 - Any prior foreclosures in the past five years.
 - Mortgage defaults due to non payment.
 3. An applicant may be denied tenancy for the following:
 - Previous rental unit was left damaged.
 - Outstanding payments due to prior landlord.
 - Past or present evictions.
 - False information is provided on application.

S37 Management, Inc. may request additional documentation for the purpose of verification of any of the above criteria.

V 3-10-2012

The undersigned applicant and/or co-signer confirms that all the information provided is true and correct and hereby authorizes verification of the above information.

Signature of applicant: _____ Date: _____

Signature of co-applicant/co-signer: _____ Date: _____

THE SHIRE MANAGEMENT GROUP
1821 W. GOLF RD.
MOUNT PROSPECT, IL 60056
(847) 437-3300

1st Request _____
2nd Request _____
3rd Request _____

VERIFICATION REQUEST

Authorization to release information:

I hereby authorize all third parties indicated on my rental application to furnish all information requested by S37 Management, Inc. I release all third parties, their officers, agents, and employees from any and all claims, demands or liability associated with such disclosures of the requested information.

Primary Applicant's signature: _____ Date: _____

Co- Applicant's signature: _____ Date: _____

For Office Use Only

The following person (s) applied for an apartment with our community and gave you as a landlord reference. Please fill out the following information and fax it back to us at: **(847) 437-4274.**

Leaseholder name: _____

Address: _____

Lease start: _____ Lease end: _____

Rental amount: _____

Late payments: _____ NSF checks: _____

Late payments in the last 12 months: _____

Notice given: Yes No ____ Notice required: _____

Balance due: _____

Ever placed under eviction: _____

Complaints: _____

Condition of apartment: _____

Would you rent to applicant again? _____ If no, please comment:

What type of lease is the tenant on with you?
*Verbal Lease Yes or No Written Lease Yes or No

Signature _____ Title: _____

Date: _____



THE SHIRE MANAGEMENT GROUP

1821 W. GOLF RD.
MT. PROSPECT, IL 60056

Employment Verification

THE FOLLOWING PERSON APPLIED FOR AN APARTMENT WITH OUR COMMUNITY AND
GAVE YOU AS AN EMPLOYMENT REFERENCE. PLEASE FILL OUT THE FOLLOWING
INFORMATION AND FAX BACK TO US AT (847) 437-4274. **THANK YOU.**

Applicants Name: _____

Applicants Signature: _____

*For Office Use Only *

Company _____

Name of Contact: _____

Fax # _____

Please verify the following information:

Social Security #: _____ - _____ - _____

Employment Start Date: _____

Position: _____

Income: *Annually* \$ _____ **OR**
Per hour \$ _____ *Hours per week* _____

Verified By: (PLEASE PRINT NAME) _____

(PLEASE SIGN NAME) _____

(TITLE) _____

(DATE) _____

THANK YOU FOR YOUR PROMPT RESPONSE AND COOPERATION.



THE SHIRE MANAGEMENT GROUP
Pet Policies and Regulations

Pet Information:

Type of Pet:	How many:	Weight:	Breed:
Type of Pet:	How many:	Weight:	Breed:

Pets

S37 Management, Inc. has designated pet buildings for pets. Pets are allowed in certain rental units with the landlords written approval on the lease agreement. Pets are only allowed with proper additional pet deposit and in compliance with all applicable pet rules and regulations. The company requires that all pet owners provide a picture of their pet(s) to the management office as soon as they move in. The company also requires a letter from a veterinarian stating that the pet (s) has been spayed and/or neutered, and that all of its shots are up to date.

A pet is defined as any living thing that is not a human or a plant. Fish are considered one pet.

Each pet requires an additional \$300.00 refundable (minus and damages) pet deposit. An additional monthly fee in the amount of \$50.00 is assessed for each cat and dog between the weight of 41 to 100 lbs and \$25.00 is assessed for each cat and dog between the weight of 40 lbs or less. Weight is also determined by the breed of animal i.e. puppies and kittens fall under breed weight. However, dogs weighing 41 lbs to 100 lbs will only be accepted at Redwood, 1st floor Mt. Shire pet buildings, and 1st floor Alpine pet buildings. Pets weighing 101 lbs and over are not permitted. Each apartment is limited to 2 pets.

If the pet is a fish, the water container shall not exceed 30 gallons and will be placed in a wise location in the rental unit.

Violation of the pet rules and regulations will result in a fee being assessed against the resident and the landlord will declare the lease to be in default.

Unauthorized Pet Rules

If it is reported that a resident(s) has a pet in a non-designated pet building, a 24 hour written notice will be issued to the resident(s) to notify him/her that an inspection will be conducted regarding the complaint. If evidence is found at the time of inspection, or if any other reports are received regarding an unauthorized pet on the premises, the resident will be asked to do one of the following:

- Remove the unauthorized pet from the premises.
- Transfer to one of the company’s pet buildings (if an apartment/townhome is available.)

*If the resident decides to transfer and his/her current lease term has not been fulfilled entirely, he/she will be subject to pay the company’s early termination fee (for that property) and any additional fees.

Pet Waste Removal

If you are a pet owner, it is important that you clean up your pet’s waste immediately and dispose of it responsibly. In addition, common areas, balconies, and patios can not be used as your pet’s restroom. Failure to do so could result in fines to your rental account and/or possible eviction. Pet owners need to make sure that litter boxes are kept fresh and disposed of properly. Failure to comply with the rules and regulations regarding pets can result in fines to your rental account and/or possible eviction.

Leash Requirements

If you are a pet owner, it is important that you make sure your pet is kept on a leash and attended at all times. Failure to do so could result in fines to your rental account and/or possible eviction.

Initials _____

THE SHIRE MANAGEMENT GROUP

Parking Requirements

Car Information:

Make:	Model:	Year:	Color:	License Plate/State:
Make:	Model:	Year:	Color:	License Plate/State:

Outdoor parking spaces have been provided for residents and their guests. All vehicles should be parked with the keys removed, convertible tops closed and fastened, all windows and sunroofs should be shut tight, and all doors should be locked.

Parking lots should not be used for a playground. Children should be accompanied by an adult.

Semi-trucks, stretch limousines, busses, campers, boats, trailers, and other similar vehicles are not permitted. Motorbikes, motor scooters and other similar vehicles are to be driven only on the streets. They are to be parked in the property parking lots. Specifically, they are not to be parked in building entranceways, fire lanes, halls, patios, apartments or on the grounds or sidewalks. The landlord reserves the right to refuse parking of any vehicle, which may endanger life or property. Tenants agree to abide by all normal parking regulations. In particular: not to double park, park in fire lanes, obstruct the flow of traffic, park in a prohibited area, park on landscaped areas or violate any other parking provisions as set by the company. In the event that parking decals shall be required, the tenant agrees to display such a decal as instructed. If the tenant fails to display the required decal, the tenant's vehicle may be subject to being towed at the tenant's expense, or to fines put in force by the landlord. Any illegally parked or unauthorized vehicles may be towed at the discretion of management and at the expense of the vehicle owner. Automobile plates and vehicle stickers must be up to date, and displayed in the proper areas. Vehicle stickers are inspected on a daily basis, and failure to display a current sticker will result in a vehicle tow without warning. The landlord and/or its agent reserves the right to remove and store any vehicle which may violate this rule at the tenants expense.

NO...

Washing vehicles and performing mechanical work in the parking lots is strictly prohibited.

Towing

The towing company servicing our complexes is called **Redmon Towing Company**. They can be reached 24 hours a day at **(847) 895-6162**. Vehicles that sit in one parking stall (without moving, i.e. damaged, inoperable, etc.) for 7 or more days will be towed at the vehicle owner's expense.

Initials _____