

**LEASE APPLICATION**

1 of 5



**POLICIES & PROCEDURES  
FOR RENTAL APPLICATION**

Security deposits shall equal 1month's rent. Individual circumstances may require additional deposit.

Apartments shall be delivered to the tenant on the date the lease begins. If an apartment can be occupied sooner, then the tenant may be allowed to move in early, but this is not guaranteed.

Applications are accepted when a completed form is delivered to the rental agent or our office with the non-refundable credit check fee, which is \$50.00 per person, along with a deposit fee of \$500.00. Once we have received the completed application, the credit check fee and the deposit, the apartment you are applying for is taken off the market while the application is being processed.

It will take approximately 3 to 5 business days to process an application, provided all requested information is supplied by the applicant.

If credit is approved and a lease is offered to an applicant, the \$500.00 deposit is applied to the tenant's security deposit. If for any reason management does not approve a prospective tenant's application, the \$500.00 is returned to the applicant. If a prospective tenant changes their mind after applying for an apartment, they forfeit the \$500.00

If an applicant has been accepted, and they for any reason fail to sign a lease or take possession of the apartment, they shall forfeit the full security deposit.

Balance of the security deposit is due when the lease is signed, which shall be within seven days after a tenant is approved for the apartment.

**KEYS TO THE APARTMENT WILL BE ISSUED WHEN THE FIRST MONTH'S RENT IS PAID.**

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LEASING AGENT

\_\_\_\_\_  
DATE

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DATE

\_\_\_\_\_  
LEASING AGENT

\_\_\_\_\_  
DATE

LEASE APPLICATION

2 of 5



Property address

Lease Start Date

Today's Date

APPLICANT (Please Print Clearly)

Name ▲ Date of Birth Drivers License # Social Security #

E-Mail Work Phone # Cell Phone # Home Phone #

Address City State Zip How Long Current rent Lease Expires

Present Landlord Address Phone Fax

Previous address (if less than two years)

Previous landlord Address Phone

OTHER PERSONS TO OCCUPY APARTMENT

Full legal name Age Relationship Full legal name Age Relationship

Full legal name Age Relationship Full legal name Age Relationship

EMPLOYER HISTORY

Current employer Monthly salary Position/Title From To

Address City State Zip Phone Contact person

Previous employer Monthly salary Position/Title From To

Address City State Zip Phone Contact person

OTHER INCOME/ASSETS

\$ Amount Type Received from Phone

\$ Amount Type Received from Phone

AUTO

Year Make Model License # State Monthly Payment \$ Paid to

IN CASE OF EMERGENCY, PLEASE CONTACT

Name Address Phone Relationship

(Application must be signed on reverse side)

LEASE APPLICATION

3 of 5



I certify that all of the information in this application is true and correct. I hereby apply for and offer to lease the apartment described for the lease term stated, at the rent and on the conditions set forth herein and in Lessor's standard lease form.

I understand that no pets are allowed without prior written approval.

I understand that, as is customary in the business, in compliance with the Fair Credit Reporting Act, routine inquiries may be made concerning my tenancy. An investigative or credit report will be made which may include information as to my character, general reputation, personal characteristics, and mode of living. The investigation may include information obtained through personal interviews concerning marital status, number of children, employment, occupation, general health, habits, reputation, mode of living, and residence verification.

The deposit noted below is not refundable unless this application is rejected by Lessor for any reason. If the application is accepted, it will be applied to the security deposit under the terms and conditions of the lease.

The credit report fee is not refundable under any circumstances.

How did you hear about us?

Form with checkboxes and lines for: Drive by, Andco website, Newspaper, Personal referral, Search engine, Apartment service, Other.

Applicant's signature \_\_\_\_\_ Leasing Agent's signature \_\_\_\_\_

Notes: \_\_\_\_\_

LEASE APPLICATION

4 of 5



Please sign the top line of this form; print your name on the line below it. Have your employer fill out the balance of the form. We then request that your employer fax the completed form back to our office. Our fax number is 773/477-0479

Thank you in advance for your cooperation. If there are any problems or questions, feel free to contact us at the office.

**I HEREBY AUTHORIZE MY EMPLOYER TO DISCLOSE THE FOLLOWING INFORMATION TO ANDCO MANAGEMENT, LTD.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of applicant

Job Title/Position: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Date Started: \_\_\_\_\_

Signature of Person Providing Information: \_\_\_\_\_

Title: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Thank you again for your assistance!

LEASE APPLICATION

5 of 5



Fax to:

Fax from: Andco Management, Ltd.

Re: \_\_\_\_\_  
\_\_\_\_\_

Hello:

The above named individual has applied for an apartment with Andco Management, Ltd. Therefore, we need to verify the following information.

Current monthly rent \_\_\_\_\_

Beginning and ending date of lease \_\_\_\_\_

Is rent paid on time? \_\_\_\_\_

How many tenants in the apartment? \_\_\_\_\_

Have they given you notice of their move? \_\_\_\_\_

Have you received any NSF checks? \_\_\_\_\_

Have you had any noise/behavior complaints? \_\_\_\_\_

Would you rent to them again? \_\_\_\_\_

Thank you for your cooperation. Please fax this form back to us at 773-477-0479. If we may ever be of assistance to you, please don't hesitate to call.

Person providing information: \_\_\_\_\_ Title: \_\_\_\_\_

**I HEREBY AUTHORIZE YOU TO DISCLOSE THE ABOVE INFORMATION.**

\_\_\_\_\_  
Applicant's signature Date