

# ST. CHARLES SQUARE APARTMENT RENTAL APPLICATION

607 E. Gundersen Dr., Carol Stream, IL 60188

P: (630) 665-9800 F: (630) 653-6272

## INFORMATION REGARDING APPLICANT

### Personal Information

Full Name (Last, First, Middle): \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## RESIDENCE HISTORY

### Current

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Residence Start (dd/mm/yy): \_\_\_\_\_ Residence End (dd/mm/yy): \_\_\_\_\_ Own  Rent   
Monthly Rent Amount? \_\_\_\_\_ Reason for Moving: \_\_\_\_\_  
Name of Landlord, Management or Mortgage holder: \_\_\_\_\_ Phone: \_\_\_\_\_

### Previous

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Residence Start (dd/mm/yy): \_\_\_\_\_ Residence End (dd/mm/yy): \_\_\_\_\_ Own  Rent   
Monthly Rent Amount? \_\_\_\_\_ Reason for Moving: \_\_\_\_\_  
Name of Landlord, Management or Mortgage holder: \_\_\_\_\_ Phone: \_\_\_\_\_

## EMPLOYMENT HISTORY

### Current

Employer: \_\_\_\_\_ Work Start: \_\_\_\_\_ Work End: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Salary: \_\_\_\_\_ Annually  Monthly  Bi-Weekly  Weekly  Hourly  Others   
Immediate Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

### Previous

Employer: \_\_\_\_\_ Work Start: \_\_\_\_\_ Work End: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Salary: \_\_\_\_\_ Annually  Monthly  Bi-Weekly  Weekly  Hourly  Others   
Immediate Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

## INFORMATION REGARDING SPOUSE

### Spouse

Full Name (Last, First, Middle): \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

### Current Employment

Employer: \_\_\_\_\_ Work Start: \_\_\_\_\_ Work End: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Salary: \_\_\_\_\_ Annually  Monthly  Bi-Weekly  Weekly  Hourly  Others   
Immediate Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

## OTHER OCCUPANTS

### Occupants

Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Relationship: \_\_\_\_\_

## PET INFORMATION

### Describe your Pet(s):

How Many Pets: \_\_\_\_\_ Kind of Pet(s): \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight (current): \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight (current): \_\_\_\_\_

## VEHICLE INFORMATION

### Automobile(s)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License#/State: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License#/State: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_



# St. Charles Square Apartments

Take a Step UP! Surprisingly Close to Everything!

St. Charles Square, L.P.  
607 East Gundersen Road  
Carol Stream, IL 60188  
630-665-9800 630-653-6257 fax  
stcmgr@konoverresidential.com

## Authorization for the Release of Information

I/We hereby authorized ST. CHARLES SQUARE APARTMENTS to use any consumer reporting agency, credit bureau or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other persons pertaining to my employment history, credit, prior tenancies, characters, general reputation, personal characteristics and mode of living to obtain a Consumer Report and such other credit information which may result therefrom, and to disclose and furnish such other information to the owner agent list above in support of this application. I have been advised that I have the right under Section 606B of the Fair Credit Reporting Act to make a written request within the reasonable time for a complete and accurate disclosure of the nature and scope of any investigation.

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

\_\_\_\_\_  
Signature of Spouse / Co-Applicant

### INFORMATION COVERED INQUIRIES MAY BE MADE ABOUT:

Child Care Expenses	Credit History
Criminal Activity	Residencies and Rental history
Identity and Marital Status	Past Employment
Social Security Numbers	

### INDIVIDUALS OR ORGANIZATIONS THAT MAY RELEASE INFORMATION:

- Bank and other Financial Institutions
- Courts
- Law Enforcement Agencies
- Credit Bureaus
- Employers, Past & Present
- Landlords
- Schools and Colleges
- U.S. Post Office
- U.S. Social Security Administration
- Utility Companies

I agree that photocopies of this authorization may be used for the purpose stated above.

If I do not sign this authorization, I also understand that my application for employment and housing may be denied or terminated.

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

\_\_\_\_\_  
Signature of Spouse / Co-Applicant



## Qualifying Guidelines St Charles Square Apartment Homes

**Konover Residential Corporation provides** equal opportunity housing. **Konover Residential Corporation** will not discriminate against applicants based on race, color, religion, sexual orientation, ethnic origin, familial status, disability or class membership. Management complies with all Federal, State and local Fair Housing and Civil Rights Laws.

Please note these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; additionally, our ability to verify whether these requirements are met is limited to the information we received from the various resident reporting services.

**Application:** Every future resident that is 18 years or older must complete an application. Please complete application in full. Understand that applications containing any untrue, incorrect, or misleading information will be declined. Each application must be accompanied by a government issued photo ID for each applicant (for example, driver's license, majority card, military ID, etc). All applicants in the United States on a Visa must provide a copy of the Certificate of Eligibility, which is completed upon arrival in the United States.

**Roommates:** Each resident is jointly and severally (fully) responsible for the entire rental payment and must sign the Lease Agreement.

**Occupancy Guidelines:** This site shall follow a two person per bedroom occupancy standard unless otherwise required by Federal, State or local law.

**Landlord Reference/Rental History:** Management requires at least twelve (12) months rental payment history. The rent payment history, to be confirmed with previous landlords, must reflect prompt payment history, compliance with community policies, and return of apartment in good condition. **WE WILL NOT ACCEPT A REFERENCE FROM A RELATIVE AS YOUR ONLY PREVIOUS LANDLORD.** Any legal proceedings or evictions filed by previous landlords will result in the declination of the application for residency. Applicants with no rental history will require a guarantor.

**Pets:** This site [ X ] does [ ] does not accept pets. Please refer the pet policy.

**Income:** Applicants must have verifiable employment and/or income history, such as copies of the two (2) most recent pay stubs, Leave & Earnings Statement or offer letter. Self-employed persons must provide a copy of the prior year's tax return. Unemployed applicants must provide documentation regarding sources of income, e.g. - social security, pension, savings, interest, or provide guarantor/co-signer that meets the guarantor/co-signers qualifying standards below. Notarized documentation must be submitted with your application to support additional sources of income such as alimony, dividends, military housing allowance, child support, interest, retirement income, etc. Copies of all documentation will be retained in the lease file.

Gross annual income for all leaseholders is combined and entered into the credit-scoring model. Household gross monthly income must meet or exceed three times the monthly rental rate or a guarantor/co-signer must be included in the application.

**Credit History:** A credit report will be secured for all occupants of legal age to verify account credit ratings. The results will be entered into the credit-scoring model, which determines applicant eligibility to rent and security deposit level. Unfavorable accounts, which will negatively influence this score, include, but are not limited to: Collection, Charge Off, Repossession, Current Delinquency, & Bankruptcy within the last five (5) years.

**Guarantors/Co-signers:** Guarantors/cosigners must meet all of the above qualifications and must have at least five (5) times the monthly rent of the apartment being applied for. The guarantor must physically sign the lease either in the office or in front of a notary.

**Criminal:** A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided over the previous twenty-four (24) months. Any applicants who have been determined to have criminal conviction or current indictment of the following reported criminal related activities will be denied residency and occupancy:

- Conviction or arrests of any applicant or family member for a violent crime, theft, burglary, assault and battery, robbery, illegal manufacture, use or possession of a controlled and/or illegal substance - Ten (10) years.
- Applicants who have been arrested and/or convicted for sexual or physical abuse (including domestic) - Ten (10) years.
- Any Terrorist related conviction. - Ten (10) years.
- Any cruelty to animals related conviction- Five (5) years.
- Any prostitution related conviction- Five (5) years.
- Misdemeanor conviction involving crime against persons or property
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication" - Five (5) years.
- An active status on probation or parole resulting from any of the above. - Five (5) years.
- Applicant subject to a state sex offender registration requirement. - Prohibited admission.

I hereby knowledge reviewing the above Qualifications provided by **St Charles Square Apartment Homes** and the information that I have provided is true and accurate.

\_\_\_\_\_  
Prospective Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Resident Signature

\_\_\_\_\_  
Date

Management reserves the right to add or delete any or all of the above guidelines and qualifications.



FINANCIAL & CREDIT REFERENCES	Balance	Mo. Payment
Creditor: _____	_____	_____
Auto Loan with: _____	Acct #: _____	_____
Name of Bank: _____	Checking or Savings Account: _____	_____

How did you hear about our property? \_\_\_\_\_

Have you ever:

Been evicted or asked to move out?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Broken a Rental Agreement or Lease?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Been sued for non-payment of rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Been sued for damage to rental property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Declared Bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Been convicted of a Felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**TO NOTIFY IN CASE OF EMERGENCY**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**AUTHORIZATION TO CHECK CREDIT**

In consideration of your apartment application, a consumer or credit agency may be asked to make an investigative consumer or credit report regarding your credit status.

I (Applicant) understand and hereby authorize agent/owner and any consumer or credit reporting agency or bureau employed by it, to investigate my character, general reputation, mode of living, credit and financial responsibility and the statements made within this application. Additionally, to inquire and check with persons and references named herein and also authorize such credit or consumer reporting agency or bureau to provide a consumer or credit report pursuant to said request.

**AGREEMENT AND CAVEAT**

I (Applicant) hereby make application for lease of an apartment at the terms described herein and remit the EARNEST MONEY DEPOSIT and CREDIT CHECK FEE for checking and reviewing credit. I further understand that the location of the apartment could vary. I (Applicant) further understand that the earnest money deposit will be applied to my security deposit amount. I (Applicant) do hereby understand that a Co-Signer may be required after review of my application, and an additional credit history of the co-signer may be required.

I (Applicant) warrant that all information provided in this application is true and complete. Any false statement will result in immediate cancellation of this application and ensuing lease. I hereby acknowledge that I have never been dispossessed from any residence, nor am I now being dispossessed. I also understand that this application, if accepted, becomes binding to the lease as does all credit information provided. Credit application in itself does not guarantee occupancy.

If I (Applicant) cancel beyond 72 hours of application, THE EARNEST MONEY DEPOSIT IS TO BE RETAINED BY YOU (AGENT) AS LIQUIDATED DAMAGES. If the application is denied by agent, applicant will receive a refund of the EARNEST MONEY DEPOSIT only, within four (4) weeks of denial. CREDIT CHECK FEE is non-refundable.

I (Applicant) understand that I must pay all monies due before taking occupancy of the apartment, in the form of a money order or certified check. I further understand that you have no obligation to prepare, execute, or deliver a lease to me (Applicant), unless and until you (agent) have approved this application. VERBALLY OR IN WRITING. Additionally, you also have no obligation to deliver the exact apartment mentioned. You will, however, be obligated to deliver a similar apartment at a similar rental rate. The occupancy date is subject to change due to availability and approval.

*This is a legal document which imposes certain legal obligations on you, falsification or misuse may result in the forfeiture of your EARNEST MONEY DEPOSIT. Please read carefully.*

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)

**For Office Use Only**

**ACCOUNTING STATISTICS (Office Only)**

Occupancy Term: Lease Begin: \_\_\_\_\_ Lease End: \_\_\_\_\_ 1BR 2BR RW SW MW

Monthly Rent (+W/S/T): \_\_\_\_\_ Short Term: \_\_\_\_\_ Pet /Garage Rent: \_\_\_\_\_ Total: \_\_\_\_\_

Address: \_\_\_\_\_ Garage #: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Holding Deposit: \_\_\_\_\_

Leasing Consultant : \_\_\_\_\_

Application Reviewed By : \_\_\_\_\_

Credit Check Reviewed By : \_\_\_\_\_

(initials)

