

# RENTAL APPLICATION FORM

**Please read the entire application very carefully and provide ALL of the information requested. Incomplete applications will not be processed.**

1. Application fee is \$20 for one applicant or \$30 for two applicants, payable to Manchester Management and mailed to 3423 Church St. Evanston, IL 60203 or by **PayPal** or by **Chase QuickPay** to Rnparris@aol.com
2. **INSTRUCTIONS FOR COMPLETE APPLICATION:** Provide a (1) copy of photo-ID for each applicant, (2) proof of income, (3) proof of rent payment to current landlord within the past 6 months, and a (4) resume, if available. It is also helpful to submit personal or professional letter of reference ... this letter can be prepared by your rental agent. Each adult planning to reside in the unit, must apply. Please include a working mobile number(s) & at least one email address.
3. Confirm NO SMOKING \_\_\_\_\_ (initials). Confirm NO PETS \_\_\_\_\_ (initials)

Address of apartment/unit you are applying for: \_\_\_\_\_

Monthly Rental Amount Offered: \_\_\_\_\_ Proposed Lease Start & End Dates: \_\_\_\_\_ - \_\_\_\_\_

Applicant 1

Applicant 2

NAME(S) including middle initial(s) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DRIVER'S LICENSE NUMBER/STATE \_\_\_\_\_

MOBILE/CELL. PHONE NUMBER \_\_\_\_\_

HOME. PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

CURRENT HOUSING PAYMENT \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

HOW LONG AT current address? \_\_\_\_\_

WHEN DOES YOUR CURRENT LEASE END? \_\_\_\_\_

CAN YOU PROVIDE PROOF OF PAYING YOUR RENT ON TIME FOR THE PAST 12 MONTHS? \_\_\_\_\_  
If requested, please provide proof of rent payment or explain current ownership or residence status, including 'short-sale' and/or foreclosure, or any litigation with current or former landlord.

CURRENT LANDLORD NAME \_\_\_\_\_

CURRENT LANDLORD'S ADDRESS \_\_\_\_\_

CURRENT LANDLORD'S PHONE # \_\_\_\_\_

CURRENT LANDLORD'S EMAIL \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

DATES OF OCCUPANCY \_\_\_\_\_  
(Previous address)

SOURCE(S) OF INCOME  
(List all sources of income)

AMOUNT OF MONTHLY INCOME

(If requested, provide proof of income and list all different amounts, if applicable)

CURRENT EMPLOYER

EMPLOYER'S ADDRESS

EMPLOYER'S PHONE NUMBER

TIME W/PRESENT EMPLOYER

POSITION/TITLE

SUPERVISOR'S NAME

SUPERVISOR'S CONTACT INFO.

PREVIOUS EMPLOYER

PREVIOUS EMPLOYER'S LOCATION

TIME W/PREVIOUS EMPLOYER

POSITION

NAME OF BANK

List types of accounts held at each bank

TYPE OF CREDIT CARDS

NEAREST RELATIVE

NEAREST RELATIVE'S ADDRESS

NEAREST RELATIVE'S PHONE NUMBER

PROFESSIONAL REFERENCES

NAME & TITLE

CONTACT INFORMATION

NAME & TITLE

CONTACT INFORMATION

PERSONAL REFERENCES

NAME & RELATIONSHIP

CONTACT INFORMATION

NAME & RELATIONSHIP

CONTACT INFORMATION

NAMES OF ALL OCCUPANT(S)

AUTOMOBILE(S) TYPE & PLATE#

Please circle the accurate answer for the following questions:

Have you ever been involved in any type of **EVICTION?** YES NO  
Have you ever been involved in any type of **LITIGATION?** YES NO

Have you ever been involved in any type of **FORECLOSURE?** YES NO  
Have you ever been involved in any type of **BANKRUPTCY?** YES NO

By signing below, you are confirming and acknowledging the following:

I hereby grant permission to rental agent and Manchester Management and/or its agent(s) to conduct a credit report check, background check, and verification of information supplied within this application. Furthermore, I hereby grant the information contained herein and supporting information, subsequently obtained to be shared with the owner or Landlord of the residential unit for which I am applying. Occupancy is subject to possession being delivered by present occupant. Any application received by the Landlord, is tendered by the prospective tenant with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by Landlord in its sole discretion. I hereby authorize Landlord to obtain information that deems desirable in the processing of my application, including: credit reports, civil or criminal action records, rental history, employment/salary details, police and vehicle records, and any other relevant information. Furthermore, applicant releases Landlord, its employees, and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information. Upon approval and acceptance, the applicant agrees to execute a lease before possession is given and to pay the security deposit and the first month's rent within five days after being notified of acceptance. The application fee is non-refundable. If the application is denied or tenant and Landlord fail to execute a lease and/or possession of unit, the Landlord shall have no further obligation to the applicant. The applicant hereby waives any claim for damages by reason of non-acceptance of this application, which the Landlord and/or his agent may reject (without stating reasons for so doing.) It is further agreed that if any information herein is false, the lease made on the strength of this application may, at the option of the landlord, be terminated at anytime.

Applicant 1

Applicant 2

SIGNATURE(S)

I certify that the information contained herein is true and correct.

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