

Lease Application Packet



Dear Property Owner,

Thank you for the opportunity to coordinate the application process and lease signing for your rental property. Our Processing Department will provide the following:

- Credit information
- Employment verification and past landlord history upon request
- City of Chicago Residential Landlord and Tenant Ordinance Summary
- Separate Summary of Security Deposit Rights
- Protect Your Family from Lead Based Paint Brochure to give to your tenant(s).
- Lease Application Payment & Processing Form
- If you do not already have a preferred lease, our Processing Department can provide you with one
- Please make sure to provide us with your email address and fax number

The fees for this packet are as follows (please check applicable fees):

- ☐ \$100 per applicant (Includes credit check)
- ☐ \$20 criminal background check* per applicant
- ☐ \$100 per cosigner
- ☐ \$100 lease preparation only
- ☐ \$250 lease signing done by the Apartment People
- ☐ \$350 condo lease signing

*We do not run criminal background checks on their own.

All funds are to be paid by credit card from the Owner/Landlord to: The Apartment People.
All paper work must be submitted as one complete packet submitted by the Landlord.

Lease Application Packet

Payment & Processing Form



**Apartment
People**

Attention: PROCESSING

Please begin processing the application(s) for the following prospective tenants:

Owner's Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Tenant's Name(s): _____

Address Rented: _____

_____, IL _____

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- ☐ \$20 criminal background check per applicant
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- ☐ \$100 lease preparation only
- ☐ \$250 lease signing done by the Apartment People
- ☐ \$350 condo lease signing

All funds are to be paid by credit card from the Owner/Landlord to: The Apartment People.

Amount to be charged: _____

Mastercard Visa AMEX Discover (please circle one)

Credit Card Number: _____ V Code: _____

Expiration Date: ____/____ (3-4 digits on back of card)

Credit Card Billing Address: _____

City, State Zip: _____

Signature: _____

APARTMENT PEOPLE does not accept or reject applications by the prospective tenant. It is the sole responsibility of the landlord to accept or reject an application. Lease application service fees are nonrefundable in the event the applicant cancels or is not approved by the owner. Please review the prepared lease, as the owner is ultimately responsible for its contents. APARTMENT PEOPLE is not responsible for false or unverified information. APARTMENT PEOPLE is not an agent for landlord or tenant and cannot be held responsible for any lease terms agreed between landlord and tenant. APARTMENT PEOPLE does not discriminate on the basis of race, color, religion, sex, familial status, national origin, ancestry, handicap, disability, age, marital status, parental status, sexual orientation, transgender status, transsexual military status, unfavorable discharge from military service, source of income or any legally protected class.

Owner(s) Signature: _____

Print Name: _____

Phone: _____

Email: _____

Fax: _____

** Please email or fax to:

Apartment People

Attn: Bertha

Email: processing@apartmentpeople.com

Fax: 773-248-1007

Phone: 773-248-8800

Lease Application Packet



Security Deposit:	Administrative Fee:
Condo Fees (incl. move in/out, elevator):	Move-In Fee:
Parking (if applicable):	Pet Fee/Deposit (if applicable):
BANK (Must be local) Branch: _____ Address: _____ _____ Phone: _____	LESSOR (Owner or Authorized Management Agent) Name: _____ Address: _____ _____ Phone: _____
ADDITIONAL COVENANTS AND AGREEMENTS (if any): 	

Lease Application Packet

Lease Application

Please email or fax this form to:
3121 N. Broadway, Chicago IL, 60657
email: processing@apartmentpeople.com
tel: 773.248.8800
fax: 773.248.1007

For: _____
(owner's name)

Date: _____

Address applied for: _____ Unit #: _____ # of Bedrooms: _____

Rent Amount: _____ Lease Term From: _____ To: _____

Name of Applicant: _____ SS# _____ Birthdate: ____ / ____ / ____

Driver's License #: _____ ST: _____ Telephone #: _____

Email address: _____

Present Address: _____ City, State: _____ Zip: _____

Present Landlord: _____ Landlord's Telephone #: _____

Landlord Address: _____ How Long: _____ Rent: _____

Employer: _____ Telephone #: _____

Business Address: _____ Position: _____ How Long: _____

Monthly Income: _____ Immediate Supervisor: _____

Additional Income/Source: _____

Number to occupy apartment: _____

Pets (include type/size): _____

I hereby authorize APARTMENT PEOPLE to retrieve my credit report, criminal and eviction records and landlord and employment history. I authorize this information to be shared with the management company or property owner. I understand that separate fees are required for each applicant and cosigner. I understand the credit fee is not refundable. The management co./owner solely reviews, accepts, or rejects all applications. APARTMENT PEOPLE complies with all Equal Housing Opportunity Laws. APARTMENT PEOPLE is not an agent for landlord or tenant and cannot be held responsible for any lease terms agreed between landlord and tenant.

Applicant Signature

OFFICE USE ONLY

Landlord Verification/Comments: _____

Employment Verified by: _____

Lease Application Packet

Landlord Verification

Please email or fax this form to:
3121 N. Broadway, Chicago IL, 60657
email: processing@apartmentpeople.com
tel: 773.248.8800
fax: 773.248.1007

To: _____

From: _____

Date: _____

Tenant Name: _____

Current or Previous Address: _____ Unit #: _____

Landlord Name: _____

Phone: _____ Fax/Email: _____

I authorize Apartment People to verify my residency history.

Applicant Signature

To be completed by Landlord or Property Manager

The above named individual has applied for an apartment through our service. Please assist us by verifying the following information:

Rent amount for the unit listed above: \$ _____

Length of tenancy: _____

Rent paid consistently on time? ☐ Yes ☐ No

Verified by: _____ Title: _____ Date: _____

Thank you for your assistance and prompt response. Please return this form to the Processing Department via fax 773.248.1007 or email: processing@apartmentpeople.com.

Lease Application Packet

Employment Verification

Please email or fax this form to:
3121 N. Broadway, Chicago IL, 60657
email: processing@apartmentpeople.com
tel: 773.248.8800
fax: 773.248.1007

To: _____

From: _____

Date: _____

Employee Name: _____

Social Security Number: _____

Employer or Company Name: _____

Supervisor Name: _____ Phone: _____

Fax/Email: _____

I authorize Apartment People to verify my employment history.

Applicant Signature

To be completed by Employer, Personnel or Human Resources

The above named individual has applied for an apartment through our service. Please assist us by verifying the following information:

The above named individual is employed at: _____

Position: _____

Length of employment or hire date: _____

Approximate monthly salary: _____

Verified by: _____ Title: _____ Date: _____

Thank you for your assistance and prompt response. Please return this form to the Processing Department via fax 773.248.1007 or email: processing@apartmentpeople.com.