**For Brunswick Apartments**

The information provided herein is used to determine applicant’s qualifications to become a resident. Applicant understands and acknowledges that material misrepresentation of such information will be sufficient grounds for eviction from Brunswick Apartments.

**It is illegal and against Brunswick policy to discriminate on the basis of one’s membership to a protected class. These classes being race, color, religion, national origin, sex, ancestry, marital status, physical or mental handicap, familial status, unfavorable military discharge, military status, or any other class protected by Article 3 of the Illinois Human Rights Act.**

Each adult desiring to live in the apartment must complete a separate application. Each question must be answered for the applicant to be considered. The information is only for the internal use of Brunswick Apartments.

**Your completed application form should be submitted with your security deposit and your non-refundable application fee (one per applicant) on two separate checks or money orders payable to Brunswick.**

Your application fee is non-refundable if application is denied. You will forfeit your security deposit if you are approved and you decide not to sign the lease.

Your security deposit is refundable only in the case that you are not accepted as a resident.

**All Applicants must include:**

* **Photo ID or Passport**
* **Proof of Income (Pay stub, offer letter, Etc.)**

For Office Use Only

Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment Address Rent Amount Desired Move-In Date

Paid

* Security Deposit $600.00 🞎 APPROVED By: \_\_\_\_\_\_\_\_\_\_\_
* Application Fee ***$30 Per Applicant*** 🞎 DENIED Date: \_\_\_\_\_\_\_\_\_\_
* APPROVED W/Condition

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 APPROVED W/ Condition:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Com Paid (Include initials and date):

Signed Lease: \_\_\_\_\_\_\_\_ Final Inspection: \_\_\_\_\_\_\_\_\_

Move-in: \_\_\_\_\_\_\_\_\_ Follow-up: \_\_\_\_\_\_\_\_\_

**Personal Information:**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (First MI Last) Date of Birth

Current Address City, State & Zip

Current Cell Phone # Office/Work Phone # Email Address

Social Security # Driver’s License State Issued

**Rental Information:**

Current Landlord Phone # & Fax # Length of Residency Rent Amount

Previous Landlord Phone #

Previous Address City, State & Zip Length of Residency Rent Amount

Employment / Income Information:

Present Employer Address City, State & Zip

Present Job Title Net Pay per Month (after taxes) Date Employment Began

Present Supervisor Phone #

Source of Additional Income Monthly Amount

**Vehicle Information:**

Make and Model of Car Color Year License Plate State

**Emergency Contact Information:**

Name Relationship Address Phone

Name Relationship Address Phone

**Others to live in apartment:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been known by another name? 🞎 Yes 🞎 No If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever declared bankruptcy? 🞎 Yes 🞎 No If yes, when: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your previous landlord tell us?

You have been late on one or more rent payments. 🞎 Yes 🞎 No

Other tenants complained about you. 🞎 Yes 🞎 No

Lawsuits were filed to compel you to pay rent. 🞎 Yes 🞎 No

If you answered yes to any of the above, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I HEREBY AUTHORIZE THE HOLDER OF THIS APPLICATION TO VERIFY THE INFORMATION CONTAINED HEREIN IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT.**

Signature of Applicant Printed Name Date

Brunswick Apartments Application Policy:

Our office hours are 10:00 am to 5:00 pm, Monday through Friday.

The office is closed on Saturday and Sunday.

You should plan to telephone the office at 442-1212 or conduct business at the office during these hours.

Financial information is not available on Weekends.

Rent is due on or before the first of the month and should be mailed directly to our address, brought in to the office or deposited in the office payment drop slot in office door after hours.

Rent is a legal obligation to be paid on time each month regardless of other financial obligations the resident may have.

The resident understands that a default in a rent payment can result in a judgment against the resident and a lien filed against resident’s current and/or future assets and/or earnings.

Payments should be made only by check, money order, certified check or credit card – no cash please. A charge of $25.00 will be imposed if a check is returned for any reason. If a check is dishonored and returned unpaid all additional payments must be made by money order or cashier’s check.

There is a four-day grace period of rent payment. If rent is not received before 5:00 pm on the fifth day, a late charge of ten percent (10%) will be imposed. If payment is made after the fifth of every month, payment must be made in person to the office. The grace period is to accommodate the rare case where a tenant is out of town or has an exceptional circumstance and should not be abused.

Absolutely no unauthorized pets are allowed in apartments. This applies whether the pet is owned by the resident or another individual. Where pets are permitted, the resident must adhere to the pet agreement policies.

No boats, motor homes, campers, or trailers may be parked in the parking lot. No non-functioning vehicles or unlicensed vehicles are permitted on the property and the resident agrees that any such vehicle after a two day written notice to the resident may be towed or stored at the resident’s expense.

No musical instruments may be played in the apartment. The volume of sound from audio equipment or television must be kept at a level, which does not disturb resident’s neighbors.

Resident agrees to keep his apartment in a clean and sanitary condition. To comply with public health laws and fire codes. Resident agrees: 1) To regularly clean oven and under burners 2) Not to allow garbage to accumulate in the apartment but as often as necessary to deposit garbage in the facility supplied 3) To not leave food exposed anywhere in the apartment for unreasonable length of time as to cause a health hazard in the building.4) No Aluminum foil allowed on stove or other appliances.

The resident is expected to always have a working phone number, whether it’s a cellular phone or landline phone installed in the apartment/home. Resident also agrees to notify the Brunswick office within two days of any change in the number.

Applicant recognizes that all facilities are for the exclusive use of the residents of Brunswick. If accepted as a resident, applicant agrees to abide by these policies and regulations as well as all the terms set forth in the lease to be signed and any additional standards set by the landlord from time to time.

If the resident leaves the apartment unoccupied for seven days without paying rent in advance for that month or while owing rent from a previous month, Brunswick management has the right to consider the apartment abandoned and to take immediate possession of the apartment and to prohibit the resident from re-taking possession. Brunswick management also has the right to remove any furniture or other property in the apartment and store it at the expense of the resident for a period of thirty (30) days at its discretion.

If resident decides to vacate his apartment at the expiration of the lease, resident must submit written notice of intent to vacate to Brunswick office at least thirty (30) days prior to such expiration date; no later than the first of the month of intent to vacate. Failure to give this notice automatically results in forfeiture of the entire security deposit. The security deposit is not a rent payment and cannot be used as a partial rent payment for the rent due in the last month of the lease.

The basic security deposit is $600.00. Payment of the basic security deposit reserves a specific apartment for the resident until the application is approved or rejected. Application will be accepted or rejected within three business days. Whether application is accepted or rejected, the $30.00 application fee will not be returned. If applicant is accepted but decides not to occupy the apartment, the security deposit will be retained by Brunswick to compensate for the time and service given to the applicant.

Provided that all other terms have been met, the basic and any supplemental deposit will be returned at the expiration of the lease provided that there has not been damage to the apartment other than normal wear and tear, and the apartment has been properly cleaned by the resident. All and any moneys due on the apartment must be paid in full.

***I understand and agree to the terms of these policies.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of Applicant Printed Name Date

Brunswick Apartments

Release Information Permission

*I, the undersigned, certify that to the best of my knowledge, the above statements are true and complete. I authorize Brunswick Apartments., to obtain credit reports, rental / mortgage verification and / or employment verification, as necessary to verify all information in the application. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.*

Signature of Applicant Printed Name Date

Illinois Association Of Realtors

Notice Of No Agency Relationship

***(To be completed by a staff member)***

Name of Leasing Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Brokerage Company: Brunswick Apartments

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice of No Agency Relationship

Thank you for giving our leasing agent the opportunity to describe and/or to conduct a tour of available apartments.

Leasing agent’s broker has previously entered into an agreement with a client to provide certain real estate brokerage services through a leasing agent who acts as the client’s designated agent. As a result, leasing agents will not be acting as your agent but as the agent of Brunswick Apartments.