



### RENTAL APPLICATION

DATE: \_\_\_\_\_

**Applicant's Full Name:** \_\_\_\_\_

Present Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Co-Applicant D/L Number \_\_\_\_\_

**Co-Applicant Name:** \_\_\_\_\_

Present Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

How many persons will occupy this apartment (including self)? \_\_\_\_\_ Please List Below.

Name	Age	Relationship	Name	Age	Relationship
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### EMPLOYMENT HISTORY

**Current Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_ week / month / year

**Co-Applicant Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_ week / month / year

If less than 1 year at current employer, list previous employers and phone numbers:

### RENTAL HISTORY

*(Previous Rental History is Required)*

**Current Landlord:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ How long at this address: \_\_\_\_\_

If Current Landlord is Less Than One Year or Currently Not Renting, Please Give Previous Landlord:

Address Rented: \_\_\_\_\_ Dates Rented: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Co-Applicant Landlord:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Landlord's Address: \_\_\_\_\_ How long at this address: \_\_\_\_\_

If Current Landlord is Less Than One Year or Currently Not Renting, Please Give Previous Landlord:

**PROPERTY INTERESTED IN:** \_\_\_\_\_ **DATE NEEDED** \_\_\_\_\_

Preferred floor of unit? \_\_\_\_\_ If available, do you want a garage (Westport and Richport only)? \_\_\_\_\_

Do you have a pet? \_\_\_\_\_ What type? \_\_\_\_\_ Weight? \_\_\_\_\_ Age? \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Been evicted from tenancy? \_\_\_\_\_

Late on your rent payments? \_\_\_\_\_ Refused to pay rent when it was due? \_\_\_\_\_

Been convicted of a felony? \_\_\_\_\_ Who referred you to Laing Management? \_\_\_\_\_

**Applicant: Who to contact in case of emergency** \_\_\_\_\_ **phone #** \_\_\_\_\_

**relationship** \_\_\_\_\_ **address** \_\_\_\_\_

**Co-Applicant: Who to contact in case of emergency** \_\_\_\_\_ **phone #** \_\_\_\_\_

**relationship** \_\_\_\_\_ **address** \_\_\_\_\_

*Please sign the Verification of Residency/ Employment release on the back of application.*

**For Office Use**  
Credit fee paid \_\_\_\_\_

# Verification of Residency/ Employment

Phone # 815-758-1100

Fax # 815-758-1115

I hereby authorize my Landlord/ Employer and/or credit agency to disclose the information requested below to Laing Management Corp.

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
SS#

\_\_\_\_\_  
Co-Applicant name (print)

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
SS#

***Please return the application to Laing Management. We will contact your landlord/employer for further information. Thank you.***

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From: Laing Management Corp.

The applicant referenced above has applied for an apartment and has indicated you as their Landlord/ Employer. Please complete the following information and return it to us at your earliest convenience.

**I. Landlord**      **Address:** \_\_\_\_\_

1. Lease dates \_\_\_\_\_
2. How many people signed to the lease? \_\_\_\_\_
3. Rent amount \$ \_\_\_\_\_ Security Deposit amount \$ \_\_\_\_\_
4. Amount of past due balance \$ \_\_\_\_\_
5. Number of late payments: \_\_\_\_\_
6. Number of NSF checks in last 12 months \_\_\_\_\_
7. Have any unauthorized persons lived in this unit? \_\_\_\_\_
8. Has this resident been found with a pet? \_\_\_\_\_ Is it permitted? \_\_\_\_\_
9. Have there been any noise problems? \_\_\_\_\_
10. Have the police been called regarding the applicant or guests? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_
11. Has the applicant or guests acted in a physically violent or verbally abusive manner toward neighbors or staff? If yes, please explain \_\_\_\_\_
12. Amount of security deposit refunded to tenant \$ \_\_\_\_\_ Please explain \_\_\_\_\_  
\_\_\_\_\_
13. Would you rent to this resident again? \_\_\_\_\_
14. Other problems? \_\_\_\_\_
15. Are you related to this applicant? \_\_\_\_\_ If yes, how? \_\_\_\_\_

**II. Employer**      **Employee Name:** \_\_\_\_\_

1. Starting date \_\_\_\_\_
2. Salary \_\_\_\_\_
3. Seasonal   Part time   Full time (please circle)- If part-time, how many hours/week? \_\_\_\_\_
4. Continued Employment expected?      Yes   No
5. Are you related to this applicant? \_\_\_\_\_ If yes, how? \_\_\_\_\_

**III. Landlord/Employer** Thank you for your assistance!

\_\_\_\_\_  
Signature

\_\_\_\_\_  
title

\_\_\_\_\_  
date