
GLASCOTT & ASSOCIATES

Greetings! Attached please find our apartment application. This application must be completed in its entirety (less the cosigner page unless it is applicable*) or it will not be accepted/approved. All of our criteria and application requirements are listed on page one of the application, please read it very carefully. *If you do not meet the criteria and wish/need to use a cosigner (such as a parent), the cosigner page must be completed and signed. The cosigner must meet the criteria listed on page one.

All applications should be emailed to stephanie@glascottrealty.com and must include the following:

- *The subject of the email must contain the apartment address and unit for which you are applying (ex: "Application for 1234 N Halsted #1");*
- *This email must include each completed page of the application and all supporting documents in PDF format. Do not send multiple emails for one application, and do not send pictures of the application/pages;*
- *If you have rented an apartment in the past 3 years, you must complete the TOP portion of the Landlord Verification and you must ensure that the email address is accurate. Do NOT complete the bottom portion., our team will contact your previous landlord. If you do not provide this information, your application will be automatically denied;*
- *You must check the box that states that you agree to pay the \$300 administration processing fee or your application will be automatically denied;*
- *For proof of income, only the following will be accepted: recent offer letter; recent paystub with YTD salary; if self-employed, a 2022 or 2023 tax return. Neither bank statements nor screenshots will be accepted.*

The application fee (\$50 per person) via check made payable to GLASCOTT & ASSOCIATES must be mailed or hand-delivered to our office before we can process any applications. We do not accept venmo, paypal, etc. Only rent may be paid online. Our address is 2156 N. Halsted. Please drop in our mail slot, which is located in the green apartment door just south of our office windows, marked 2156-3.

If you have any questions, please **EMAIL** stephanie@glascottrealty.com. We often work remotely so email is the best way to reach our team. Thank you!

APARTMENT APPLICATION

TENANT SELECTION CRITERIA

All applicants will undergo a screening process prior to lease signing. Applicant understands and agrees to Glascott & Associates' non-negotiable screening process outlined below. All adults will be screened based on the following: rental history; income; and credit history. As of 2020, we do not include criminal background checks in our criteria. All applicants will be required to submit valid government identification and verifiable proof of income. Factors that may negatively impact the credit screening include but are not limited to: bankruptcies; foreclosures; tax liens; collections.

CONDUCT OF LESSEE

Rent is due in the office by the first day of each month. Rent is considered late on the 2nd day of the month and if received after the 5th day, a late fee will be automatically charged (per city ordinance). Lessee must keep the apartment clean at all times, per city ordinance. Prior to move-in, Lessee must provide a copy of renter's insurance. All maintenance requests must be submitted online at glascottrealty.com and all requests hereby give maintenance staff permission to enter the unit within 48 hours of making request.

CONDITION OF UNIT

The apartment is rented in "AS IS" (but clean, move-in ready) condition (what you see is what you get). Fixtures and major damage will be repaired after the move in. Lessor will not replace or repair flooring unless it poses a danger to Lessee. Lessee is not allowed to paint. All painting will be done at the discretion of Lessor. Lessor does not provide or repair window treatments. However, we will install once Lessee purchases hardware.

RENTAL QUALIFICATIONS FOR EACH APPLICANT

- 1. Residency History:** Applicant must be the legal lessee and have favorable references from the previous landlord(s) or mortgage holder of at least one (1) year. Favorable is defined as: timely payment history; no violations of management rules; no record of repeated disruptive behavior and/or safety or cleanliness issues; fulfillment of lease obligations
- 2. Employment, Income, and Credit History:** Applicant must provide verification of employment for a minimum of two (2) months. Gross monthly rent should not exceed 30% of applicant's gross monthly income. Income must be verifiable by one (1) of the following: current paystub with YTD income or prior year's tax return. New job applicants require a copy of an acceptance letter from the new employer. Verification of income/net worth from a trust fund, financial statements, or court-ordered support, etc.
- 3. Guarantor:** A guarantor (cosigner) may be required if one of the following situations exists: If applicant is a full-time student; if applicant has no verifiable income or does not meet income requirements; if applicant has not established rental history; if applicant has not established one year of employment. The guarantor must complete an application and have verifiable income equal to a combined monthly rent that shall not exceed 30% of his/her gross monthly income. *EXCEPTION:* A guarantor may not be needed if an applicant can verify the income/net worth requirement through an employment contract, trust fund, court-ordered support or financial statements, etc.
- 4. Due at time of Application: Application Fee: \$50.00 / Move In Fee: \$300** All monies paid at the time of application are NON-REFUNDABLE. In the event that the Applicant for any reason cancels this application, Applicant agrees to forfeit all monies paid and understands that Glascott & Associates will retain those monies as liquidated damages. Applicant agrees that the liquidated damages are reasonable. *EXCEPTION:* If Glascott & Associates, rejects this application, the administrative fee and the first month's rent will be returned to the applicant. The credit verification fee will not be refunded. We do NOT accept credit card/debit payments for the application and/or move-in fee.

CREDIT CHECK AND LANDLORD VERIFICATION

By signing below, I authorize the owner/manager to verify my employment and salary details and contact current and/or previous landlords to verify current and/or previous residency. I understand that all applications for residency will be subject to an investigative consumer report, current and/or prior residency verification and employment/source of income verification. By signing below, I certify that the statements made in this application are true and complete. I understand that any false statement on this application will cause the application to be rejected or immediate termination of any lease. I understand that this application is binding, unless Landlord does not approve this application. I hereby authorize Glascott & Associates to obtain a consumer credit report and other information it deems necessary, for the purpose of evaluating my application. I hereby expressly release and hold harmless Glascott & Associates from liability whatsoever in the use, procurement, or furnishing of such information or for any and all claims and litigation that may arise as a result of the aforementioned information. I have read and understood the terms listed. By signing and dating this form, I agree that these terms are reasonable and will abide by all the terms noted above.

Signature: _____

Date: _____

APPLICATION _____
FOR: Street Address Unit # \$ Monthly Rent (Total) Lease Start Date Lease End Date

REQUIRED FOR PROCESSING *If applicant does not answer in the affirmative, the application will be removed from consideration*
Applicant agrees to pay a nonrefundable \$300.00 administrative move-in fee at time of lease signing, in lieu of a security deposit. YES NO
Applicant understands that every person pays this one-time-only fee and applicant will NOT be refunded when lease ends.

Applicant Information

Full Name: _____ Date of Birth: _____
Last First M.I.

SSN: _____ Email: _____

Cell: _____ Cosigner Name (if applicable): _____ (NOT your Co-Applicant)

Address: _____
(Current) *Street Address Unit # City State Zip*

Have you rented an apartment in the last 3 years? YES NO
If yes, please enter most recent landlord information Landlord Name: _____
Landlord Email: _____ Phone: _____

Lease Start: _____ Lease End: _____ Reason for Leaving: _____

Monthly Rent: \$ _____ # of Roommates: _____

Do you have a Service or ESA Animal? YES NO If yes, do you have the legally required documentation? YES NO
**Lessor is NOT requiring a diagnosis* *(if disability/related need is not readily apparent, as per the A.D.A.)*
**Doctor's note must be included with application*

Do you have any pets? YES NO If yes, describe: _____

Are you also applying for a parking space? YES NO If yes: _____
If applicable; parking is not available with every building *Make Model Color Plate*

Employment

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Job Title: _____ Monthly Salary: \$ _____

Start Date: _____ Additional Monthly Income? \$ _____ Source: _____

Education (Current Full-Time Students Only)

College: _____ Expected Graduation Date: _____
Name City State

Disclaimer and Signature

I certify that all information in this application is true and correct. I understand that in compliance with the Fair Credit Reporting Act, a credit report will be made which will include information as to my character, general reputation, personal characteristics and mode of living. The \$50 credit report fee noted below is not refundable under any circumstances.

Signature: _____ Date: _____

Landlord Verification – Applicant

APPLICANT: _____
Last First

APT ADDRESS: _____
Street Address Unit # Dates of Tenancy

Landlord / Management: _____
Name Contact # Email

I hereby authorize my landlord to release the following information to my broker/management company and would greatly appreciate it if you could return this form as soon as possible to complete my application for an apartment. Thank you.

Signature: _____ Date: _____

*The bottom portion of this page must be completed by your landlord or our Broker/Agent.
Applicants should NOT complete the bottom portion of this page.*

Landlord Verification – Current/Former Landlord

Lease Start Date: _____ Lease End Date: _____

Monthly Rent: \$ _____ Divided by how many tenants: _____

Number of Late Payments _____ Number of NSF Checks: _____

Did Tenant keep unit clean and in good condition? YES NO Add'l comments (if any): _____

Any pest issues due to Tenant's negligence? YES NO Add'l comments (if any): _____

Any noise issues/disturbances? YES NO Add'l comments (if any): _____

Has Tenant or Roommate ever reported bed bugs? YES NO Add'l comments (if any): _____

Would you rent to this tenant again? YES NO Add'l comments (if any): _____

Signature: _____ Date: _____

Name _____ Title: _____

APPLICATION _____ \$ _____
FOR: Street Address Unit # Monthly Rent (Total) Lease Start Date Lease End Date
RELATIONSHIP TO APPLICANT: _____

Cosigner Information

Full Name: _____ DOB: _____
Last First M.I.

SSN: _____ Email: _____

Cell: _____ Name of Applicant: _____

Address: _____
(Current) Street Address Unit # City State Zip

Own or Rent? OWN RENT If Renting, Landlord Name: _____

Landlord Cell: _____

Monthly Rent or Mortgage \$ _____ Landlord Email: _____

Have you ever declared bankruptcy? YES NO If yes, details: _____

Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Monthly Salary: \$ _____

Start Date: _____ Additional Monthly Income? \$ _____ Source: _____

Disclaimer and Signature

I certify that all information in this application is true and correct. I understand that in compliance with the Fair Credit Reporting Act, a credit report will be made which will include information as to my character, general reputation, personal characteristics and mode of living. The \$50 credit report fee is not refundable under any circumstances.

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