



2016 Chicago Lease Application

The Chicago Association of REALTORS® fully supports the practice of equal opportunity in Fair Housing.

As a REALTOR®, following is information which you need to know when using the attached Lease Application to screen of potential tenants.

In response to a disparate impact Fair Housing Act claim which was heard by the Supreme Court, the United States Department of Housing and Urban Development (HUD) issued guidance titled “Office of General Counsel Guidance on Application of Fair Housing Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions.” While persons with criminal records are not a protected class under the Fair Housing Act, in this guidance HUD cautioned that blanket policies could violate the Fair Housing Act if they deny persons housing based on (i) a prior arrest without a conviction or (ii) a prior conviction “no matter when the conviction occurred, what the underlying conduct entailed, or what the convicted person has done since then.” Those using the attached form should review HUD’s guidance carefully before requesting an applicant’s criminal history information.

- Those using the attached Lease Application should also be aware that Cook County’s Human Rights Ordinance also prohibits discrimination against Section 8 voucher holders. Violating federal, state, or local fair housing laws is a serious offense and as a REALTOR®, could also rise to the level of an Article 10 violation of the REALTORS® Code of Ethics, which provides that it is a violation to deny equal professional services to any person for reasons of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.



LEASE APPLICATION

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Each co-applicant and occupant 18 years or older must submit a separate application

Property Address: _____

Requested Lease Start Date: _____ Requested Lease Term: _____ Monthly Rent: \$ _____
Ex: 1 year, 18 months, etc...

Applicant's Name (first, middle, last) _____

Is there a co-applicant? [] yes [] no if yes, co-applicant must submit a separate application

Social Security No. _____/_____/_____ Date of Birth: _____/_____/_____

Driver License No. _____ in _____ (state)

E-mail: _____ Home Phone: _____

Mobile Phone: _____ Work Phone: _____

Name of ALL other persons who will occupy the Property:

Name: _____ Relationship: _____ DOB: _____
Name: _____ Relationship: _____ DOB: _____
Name: _____ Relationship: _____ DOB: _____
Name: _____ Relationship: _____ DOB: _____

Emergency Contact Information:

Name: _____ Relationship: _____ Phone: _____
Address: _____

Applicant's Current Address:

_____(city, state, zip)
Landlord's Name: _____
Landlord's Phone: _____
Landlord's E-mail: _____
*Moved-In Date: _____ Move-Out Date: _____

*If less than two years, also complete Previous Address

Monthly Rent: \$ _____
Reason for moving: _____

Applicant's Current Employer:

Address: _____
Supervisor's Name: _____
Supervisor's Phone: _____
Supervisor's E-mail: _____
*Start Date: _____ Position: _____
Gross Monthly Income: \$ _____
*If less than two years, also complete Previous Employer

Other Income:

Source: _____ Amount: \$ _____ When/How often received: _____

Applicant's Previous Address:

_____(city, state, zip)
Landlord's Name: _____
Landlord's Phone: _____
Landlord's E-mail: _____
Moved-In Date: _____ Move-Out Date: _____

Monthly Rent: \$ _____
Reason for moving: _____

Applicant's Previous Employer:

Address: _____
Supervisor's Name: _____
Supervisor's Phone: _____
Supervisor's E-mail: _____
Start Date: _____ End Date: _____
Gross Monthly Income: \$ _____

List All Pets (if permitted) to be kept on the Property (dogs, cats, birds, etc...):

Type & Breed	Color	Weight	Age	Gender
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Spayed or Neutered?	Declawed?	Rabies Shot Current?
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

	Yes	No	Explanation (If answered yes)
Will any waterbeds or water-filled furniture be on the property?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does anyone who will occupy the property smoke?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has Applicant ever:			
had a notice of eviction filed against them in the last 7 years? <i>if yes, provide year and explanation</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
breached a lease or rental agreement? <i>if yes, provide year and explanation</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
filed for bankruptcy in the last 7 years? <i>if yes, provide year and explanation</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
lost property in a foreclosure? <i>if yes, provide year and explanation</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there additional information Applicant wants considered?	<input type="checkbox"/>	<input type="checkbox"/>	_____

Personal or Professional References:

Name: _____ Relationship: _____ Phone/E-mail: _____
 Name: _____ Relationship: _____ Phone/E-mail: _____

Authorization & Notification: Applicant authorizes Landlord and Landlord’s Representative to: (1) obtain a copy of Applicant’s credit report; (2) obtain a criminal background check related to Applicant; (3) verify any rental, employment, eviction, or criminal history or verify any other information related to this Application with persons knowledgeable of such information; and (4) release this Application and any information contained herein in furtherance of these purposes. Applicant represents that the statements in this Application are true and complete. Applicant understands that submitting this Application does not guarantee acceptance and that providing false or inaccurate information is grounds for rejection and a breach of any lease. Applicant understands lease documents may be signed electronically.

Applicant submits a non-refundable application fee of \$_____ for processing and reviewing this Application.

Paid by Check Paid in Cash
 or
Check One: Visa Master Card American Express Discover

Name as it appears on card	Billing Address
Card Number	Billing City, State Zip
_____ Expiration Date	_____ Security Code

Applicant’s Signature

Date