



APPLICATION REQUIREMENTS
Effective September 17, 2020

Thank you for your interest in renting from the Oak Park Residence Corporation. In order to process your application for residency in one of our units we require the following payments and information/ documents at the time of application. REMINDER: WE ARE UNABLE TO HOLD A UNIT OR TAKE IT OFF THE MARKET UNTIL WE RECEIVE THE FOLLOWING PAYMENTS, INFORMATION AND COMPLETED DOCUMENTS.

1. COMPLETED AND SIGNED APPLICATION:

Please make sure you answer all sections of the application completely. Blank or unanswered sections may delay the processing of your application. Please provide both address and phone numbers for current and past landlords. Make sure you sign your application.

2. CREDIT CHECK AND EARNEST MONEY:

- a. \$40 Check, Credit Card, or Money Order for Credit Check
b. \$200 Earnest Money: Check, Credit Card, or Money Order - should you be turned down for the unit, the \$200 earnest money will be refunded to you. If you are approved for the unit and the unit is taken off-market the \$200 deposit is non-refundable but will be applied as credit toward your security deposit. If you are approved but then choose to decide not to rent the apartment you forfeit the \$200.

PLEASE NOTE: WE DO NOT ACCEPT CASH

3. PROOF OF INCOME:

- a. Last two (2) paystubs from any/all current employment
b. In lieu of paystubs you may use a signed letter of job offer and acceptance. This letter must be on company stationery and state hire date and salary.
c. In the case of students who receive housing stipends, copies of student loan statements and bank and savings accounts may be considered as proof of income.
d. Generally, we do not take co-signers unless the applicant is a full-time student.
e. Proof of income subsidy if applicable.

All required information, documents, & payments should be forwarded to:
Oak Park Residence Corp.
21 South Blvd., Oak Park IL 60302 or
Email to: slangley@oakparkrc.com or contact number: 708 386-6061, ext. 130

Staff only:

Form with checkboxes and lines for tracking application completion, payment for credit check & earnest money, and proof of income, including Date Received fields.





RENTAL APPLICATION
21 South Boulevard, Oak Park Illinois 60302
(Phone) 708-386-6061
(Fax) 708-445-2976

This application is required for any person 18 years or older. Please make sure all information is accurate and complete so that your application can be processed. Incomplete applications will delay the process.

I, \_\_\_\_\_ undersigned hereby complete this application to rent
Unit # \_\_\_\_\_ Property address: \_\_\_\_\_.

The anticipated move-in date is, \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, at a monthly rent of \$ \_\_\_\_\_
and security deposit of \$ \_\_\_\_\_. The term of this lease is for \_\_\_\_\_ months. I understand,
parking is not included in the lease amount listed above.

PERSONAL INFORMATION

Full Name: \_\_\_\_\_
First Middle Last
Mobile Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

DEPENDANT INFORMATION

Full Name: \_\_\_\_\_
First Middle Last
Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Full Name: \_\_\_\_\_
First Middle Last
Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PET INFORMATION

What kind of pet do you have? \_\_\_\_\_ Breed of Pet \_\_\_\_\_
How many pounds is your pet? Cannot exceed 40 pounds \_\_\_\_\_

OFFICE USE

Deposit Hold of \$200.00 Check # \_\_\_\_\_
Credit Check Fee of \$40.00 Check # \_\_\_\_\_
Received By: \_\_\_\_\_ Date: \_\_\_\_\_
Leasing Agent: \_\_\_\_\_





**RESIDENTIAL HISTORY-Current Rental information if less than three years fill out next section**

Current Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Landlord Fax # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Landlord Email: \_\_\_\_\_

Move In-Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Move Out Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

**RESIDENTIAL HISTORY-Complete if you have lived at your current address less than 3 years.**

Previous Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Landlord Fax # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Landlord Email: \_\_\_\_\_

Move In-Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Move Out Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

**RESIDENTIAL HISTORY-Complete if you have lived at your current/previous address less than 3 years.**

Previous Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Landlord Fax # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Landlord Email: \_\_\_\_\_

Move In-Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Move Out Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

**VEHICLE INFORMATION**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate Number #: \_\_\_\_\_ License Plate State: \_\_\_\_\_

Night parking is prohibited on all Village streets from 2:30 A.M. to 6:00 A.M. The lessee is responsible for providing off street parking if not provided by the lessor.





**EMPLOYMENT INFORMATION - Current employer information.**

Employment Status:  Full Time  Part Time  Student  Unemployed

Current Employer Name: \_\_\_\_\_

Title of Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Unit # \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Gross Annual Salary: \$ \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Human Resource Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**ADDITIONAL INCOME-Other sources of income**

Gross Annual Amount: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Gross Annual Amount: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**ADDITIONAL INFORMATION**

Have you ever been evicted?	No _____	Yes _____
Do you owe any current or previous landlord money?	No _____	Yes _____
Have you ever refused to pay rent?	No _____	Yes _____
Have you filed for bankruptcy, what year?	No _____	Yes _____
Do you have any collections over \$500?	No _____	Yes _____

**HOW DID YOU FIND US**

- Our website
- Oak Park Housing Center
- Apartments.com
- Apartment Guide
- Other
- Building Signage
- Resident Referral \_\_\_\_\_

I warrant all statements are true. I understand any false information or misrepresentations on this application will cause this application to be denied. The \$40.00 credit check fee is non-refundable. The \$200.00 deposit is to hold the apartment and is non-refundable unless the application is declined. When the application is approved the \$200.00 deposit will be applied towards the security deposit and a property manager will contact me to sign my lease and pay the remainder of the security deposit within 5 business days or I will forfeit the deposit. I also understand I have 48 hours to submit all required documents or this application will be rejected and I will lose my \$200 deposit.

X \_\_\_\_\_  
Applicant Signature

X \_\_\_\_\_  
Date





Oak Park  
Residence  
Corporation



oak park  
residence corporation

**OAK PARK RESIDENCE CORPORATION**  
**21 South Boulevard, Oak Park, Illinois 60302**  
**Phone 708-386-6061**  
**Fax 708-445-2976**

**AUTHORIZATION**

**To Release Information**

I, \_\_\_\_\_ (**PRINT NAME**), do hereby authorize the Oak Park Residence Corporation to obtain any employment and/or residency information necessary to complete my rental application and to perform a credit and criminal background history. Furthermore, I authorize any prior landlord or employer to release information to the Oak Park Residence Corporation.

X \_\_\_\_\_  
**Applicant Signature**

X \_\_\_\_\_  
**Date**



Tenant Selection Criteria

Application Criteria:

- All applicants must be 18 yrs. of age or older and present a photo ID.
- Co-signers are allowed if the applicant is a student and the co-signer is an immediate member of the family.
- A \$40.00 non-refundable fee is required for a single application 18 years of age or older. Funds must be in the form of money order, cashier's check or personal check. Cash will not be accepted.
- A \$200.00 deposit is required to hold an apartment. If the applicant is approved, the holding deposit will go towards the security deposit. If the applicant is denied, the holding deposit will be refunded with-in 5 business days.
- 2 most current pay stubs are required within 24 hours of submitting the application. Credit Check

Criteria:

- Application will be denied if any or all of the following: bankruptcies (bankruptcy must be discharged 3 years ago), any collections above \$500.00 except medical bills (no collections over the last 3 years), no excessive credit owed, any evictions or money owed to a current or past landlord.
- We will not accept a credit report provided by you. Income

Criteria:

- Your rent cannot exceed 1/3rd of your monthly gross income.
  - If you are self-employed, we will need your last year's income tax returns.
  - Unverifiable income cannot be used to qualify an applicant. Pet Policy:
- All pets are subject to management approval and will require a pet addendum to the lease. The maximum weight limit is 50 lbs.
- We do not accept Pit Bulls, Rottweilers, Mastiffs, Dobermans, Chows or any aggressive breed, please inform your leasing agent the type of pet you have prior to viewing an apartment.
- Up to Two dog (s) are allowed per apartment and there is a \$100.00 pet deposit.
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Consideration of criminal history information: The Oak Park Residence Corporation considers an applicant's criminal history according to the guidelines of federal, state, and local law. Pursuant to the Cook County Human Rights Ordinance, [Landlord name] does not inquire about, consider, or require disclosure of an applicant's criminal history prior to determining whether the applicant has satisfied all other application criteria for housing. Applicant has the right to provide The Oak Park Residence Corporation with any and all evidence demonstrating inaccuracies within any conviction history of Applicant, or evidence of rehabilitation and/or other mitigating factors. Applicant may produce any evidence that disputes the accuracy or relevance of information related to any criminal conviction(s) of Applicant. Below is the link to part 700 of the Commission's procedural rules along with the address and phone number.

<https://www.cookcountyil.gov/agency/commission-human-rights-0>

69 W. Washington Street Suite 3040  
Chicago, IL 60602  
(312)603-1100

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date