

# HERITAGE GREEN APARTMENTS EMPLOYMENT VERIFICATION

REGARDING \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

HIRING DATE \_\_\_\_\_

APPLICANTS POSITION \_\_\_\_\_

SALARY \_\_\_\_\_ WEEKLY HOURS \_\_\_\_\_

COMMENTS \_\_\_\_\_

NAME OF VERIFIER \_\_\_\_\_

POSITION OF VERIFIER \_\_\_\_\_

Thank you for your cooperation. Please fax back to us at 847-949-0170. And if we may ever be assistance to you, please don't hesitate to call at the same number: 847-949-0170.

I HEREBY AUTHORIZE YOU TO DISCLOSE THE ABOVE INFORMATION.

signature: \_\_\_\_\_ date: \_\_\_\_\_

# HERITAGE GREEN APARTMENTS

## LANDLORD VERIFICATION

Please sign and submit this form to your landlord or return to us, so that we may call landlord on your behalf. Once completed, it may be faxed back to our office for our approval process. Feel free to contact us with any questions.

Address\Unit: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

I hereby authorize my current landlord to release the following information to The Legend Group, for the purpose of processing my lease application.

x \_\_\_\_\_  
Applicant's Signature Date

Information below completed by: \_\_\_\_\_

Date of Lease Expiration: \_\_\_\_\_

Has tenant given notice of intention to move? \_\_\_\_ YES \_\_\_\_ NO

Does\Did Tenant pay rent on time? \_\_\_\_ YES \_\_\_\_ NO

Has the tenant ever been 30 days delinquent? \_\_\_\_ YES \_\_\_\_ NO

Would you rent to tenant again? \_\_\_\_ YES \_\_\_\_ NO

Additional Comments (Please include information that you feel may effect our application)

---

---

---

We appreciate your prompt attention to this request, for the application is pending this request. You may fax this request to: 847-949-0170

Thank you for your assistance  
Heritage Green Apartments

Please Print Clearly

APPLICATION FOR LEASE

Please Print Clearly

Heritage Green Apartments

50-60 S. Shaddle Lane
Mundelein, IL 60060
Phone: 847-949-0170
Fax: Same as phone

Date of Application \_\_\_/\_\_\_/\_\_\_
Building Address: \_\_\_ Apartment # \_\_\_
Lease from: \_\_\_ to \_\_\_
Move in Date \_\_\_
Rent \$ \_\_\_ Administration Fee \$ \_\_\_
Bedrooms 0 1 2 (circle one)
Pet Fee \$ \_\_\_

APPLICANT

How heard about us? Rent.com \_\_ ForRent.com \_\_ Craigslist \_\_ Other \_\_

Last Name First Middle Home #
Birth Date Social Security # Drivers License #
Email address Best tel # to reach you Circle: cell or work or home?
Spouse's Last Name First Middle
Birth Date Social Security # Driver's License #

RESIDENCE HISTORY

Address City, State Zip Rent/Own Yrs. Monthly Pmt
Landlord Person to Contact Phone
Previous Address City, State, Zip Rent/Own Yrs. Monthly Pmt.
Previous Landlord Phone

EMPLOYMENT HISTORY

Employer Person to contact Their title Phone #
Employer Address City, State, Zip
Your Position How Long? Salary
Previous Employer Phone Yrs.? Salary
Spouse Employment Person to Contact Their Title
Your Position How Long? Salary
Employer Address City, State, Zip Phone #
Previous Employer Phone How Long? Salary
Additional Income Explain
How many people to occupy Apartment? Adults Children
Children's Names Ages Sex
Do you have any pets? Describe

Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?
If yes, explain

Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)?
If yes, explain

In Emergency Notify Phone Relationship
Full Address

Car 1 info: Make Model Year Lic#
Car 2 info: Make Model Year Lic#

I represent to you that I have read this entire application and that all of the above information hereon is true and correct. I further represent that my rental and credit records are in good standing with no judgements or liens against me. I also agree that if I am accepted and fail to complete this transaction by signing your lease and paying the appropriate funds, my entire administration fee will be forfeited to you. I understand that this application is subject to your approval, and if my application is not accepted, my administration fee will be returned in full. I agree to be bound by the rules and regulations of the building. I understand that waterbeds are not allowed. I understand that my \$30 credit check fee is non-refundable. I also understand that this is not a lease and should my application be accepted, I agree to sign your lease form currently in use. If for any reason whatsoever, you are unable to make the apartment, which is the subject of this application, available at the beginning of the lease term, I hereby waive any and all rights actual, punitive or consequential damages. IT IS POLICY NOT TO DISCRIMINATE RENTALS ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, ANCESTRY, AGE, SEX, FAMILIAL STATUS, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAP, MILITARY HISTORY OR SEXUAL ORIENTATION.

I hereby authorize my employer/landlord to release any information to Heritage Green Ltd. Partnership for the purpose of processing my lease application. I also authorize Heritage Green Ltd. Partnership to perform a criminal background check.

Payment Method. Check one. \_\_\_ Check/Money Order \_\_\_ On-line Check Payment

Signature Applicant

Signature Applicant

COMMENT:

# Heritage Green Apartments

## Rental Policies

**Equal Housing:** The Legend Group has a comprehensive policy of compliance with the Federal Fair Housing Act, as well as state and local statutes, codes and ordinances.

**Income:** The monthly rent cost cannot exceed 40% of your monthly income. Our current rental ranges and minimum income requirements are as follows. Please note, if there is more than one applicant, the minimum income requirement can be met by combining the incomes of the applicants.

	Rent*	Minimum Monthly Income
Studios	\$750	\$1,875
One Bedroom	\$795 - \$815	\$1,988 - \$2,038
Two Bedroom	\$895 - \$915	\$2,238 - \$2,288

**Applications:** An application is to be filled out by each person occupying the apartment as well as any Guarantors, if required. You must be at least 18 years old to apply for an apartment. The application fee is \$30.00 for the first person and \$25 for each additional person.

**Credit Check:** An investigative consumer report (credit check and criminal background check) will be obtained for each applicant and must have a satisfactory rating. The main focus of the report will be for the past three years. A high level of collections, judgments, charge-offs, or bankruptcies in the last two years is unacceptable.

**Residence:** Your present and previous residency must have prompt payment record, sufficient notice given, and all obligations fulfilled in accordance with the agreement.

**Valid Identification:** All persons must have a valid Illinois Drivers license if here over 90 days and driving **or** an Illinois id. We will make copies and put in our files.

**Employment:** All Applicants must have a record of full-time employment with verifiable income. The applicant's employer will be telephoned and/or the most recent pay stub will serve as confirmation. The applicant's employer will be interviewed by telephone. If the applicant is self-employed, the most recent tax returns are required. No other evidence or proof is acceptable. If you are a full time student, a copy of a current transcript is also required.

**Public Records:** All applicants will be subject to a background check for evictions and criminal history.

**Occupancy:** The Legend Group has established specific occupancy standards with respect to each of the size of apartments:

Studio	Not more than 2 individuals
One Bedroom	Not more than 2 individuals
Two Bedroom	Not more than 4 individuals

**Roommates:** Each applicant/leaseholder is fully responsible for the entire rental payment and must execute the lease.

**Administrative Fee:** A \$175\* Administrative Fee must be paid before move-in.

**Pets:** A maximum of two cats or one dog are allowed per apartment. There is a \$150 non-refundable fee for each cat and a \$275 fee for a dog. Ask about size and breed restrictions.



\*Rents and Administrative Fees are subject to change.