



# **REALTY 2000, INC.**

## **PROPERTY MANAGEMENT DIVISION**

### **APPLICATION PROCESS AND LEASING QUALIFICATIONS**

Thank you for choosing a property offered by Realty 2000, Inc., Property Management as your new home. We appreciate the opportunity to be of service to you. In order to make the application process easier, please follow the directions below.

Each prospective tenant 18 years of age or older must submit an application.

Every adult, age 18 and above (that will be living in the apartment/house) must present 2 pieces of identification (one must be a photo ID) and a current paystub.

Income: You must have a current, verifiable monthly income; generally employment through a temporary service is not considered stable employment. If you are self employed, you must provide one of the following:

- 1. A copy of your previous year's tax return**
- 2. Copies of your previous six months' bank statements indicating a stable income source, or**
- 3. A letter from your attorney or CPA certifying that your income meets our qualification**

Every adult, age 18 and above who will be living in the apartment/house must sign a "Permission and Waiver for Information Release". This allows Property Management to obtain any information regarding criminal or other violations with the law enforcement authorities.

Every adult, age 18 and above who will be living in the apartment/house must sign a "Permission and Waiver for Employment & Landlord Information Release". This allows Property Management to obtain information regarding past and present employment and Landlord history.

The Realty 2000, Inc., Property Manager will verify your employment and landlord history, generally within 2-5 business days.

Initial \_\_\_\_\_

If you qualify, the Property Manager will contact you and set an appointment with you to see any available units that you qualify for.

The first qualified and approved applicant for the property who has completed the above information is eligible for the property.

If your application is not approved, we will notify you by phone or email.

**Automatic Rejection:** Your application will be rejected for any of the following:

- a. Eviction by prior landlord.
- b. Outstanding debt or unpaid damages to a previous landlord.
- c. Undisclosed criminal record, felony or misdemeanor.
- d. Being a registered Sex Offender
- e. Conviction of possession or distribution of a controlled substance.
- f. Bankruptcy in the past 5 years that has not been discharged/released.
- g. Invalid social Security number
- h. False information on your application
- i. Incomplete application, including applicant signature on all pages of the application

Once the applicant(s) selects an apartment/house **non-refundable** application fee (\$30) for each adult and an additional **nonrefundable** applications fee for each adult over the age of 18 **must be paid**. The application fee is charged to help defray the costs of running a credit, eviction and criminal background check. This takes 1-3 business days. Once this is completed and there are any negative problems, an appointment date is set for the applicant to come in and sign a lease.

**Lease Signing:** At the time the lease is signed, the applicant is to pay the Security Deposit and first month's rent and Pet Deposit, if applicable, with cash, Cashier's Check or Money Order. The applicant will also be required to set up with the Village of Rantoul, electricity, water and sewage at the Village of Rantoul at 333 S. Tanner St, (217) 893-1661 ext #1. The Village of Rantoul requires a deposit for electricity and water that will need to be paid at the time of setup. The tenant will be required to take a copy of the lease to the Village in order to put utilities in their name and then bring the receipt back to the Realty 2000, Inc Property Management office before receiving the keys to the apartment/house. If the dwelling has gas heat, the tenant is also required to set up an account with local provider (Nicor Gas) in their own name.

**Regarding Pets:** If the owner permits a pet, a **nonrefundable Pet Deposit** is required. The Pet Deposit is per pet. More than one pet or pets weighing over 20 pounds are approved on an individual basis and with the owner's permission only. Included but limited is a list of dog breeds that are not allowed. **NO PETS ALLOWED IN APARTMENTS.**

Initial \_\_\_\_\_

Pit Bulls & Staffordshire Terriers	Great Danes
Doberman Pinscher	Akitas
Rottweiler	Alaskan Malamutes
German Shepherd	Siberian Huskies
Chows	Wolf-hybrids



**Disclosure:** Illinois real estate brokers and leasing agents are required by law to make properties available without regard to race, color, religion, national origin, sex or familial status.

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Applicant Signature

Date

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Applicant Signature

Date

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Applicant Signature

Date

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Applicant Signature

Date