



**Grand Realty Group, Inc.**  
**Sales & Property Management**

137 Cedar Ave. P.O. Box 814  
Lake Villa, IL 60046-0814

Office: 847-223-0505 Fax: 847-990-0075  
www.GrandRealtyGroup.com

### **Required Paperwork Checklist for Rental Transactions**

- **\$40 Application Fee, per applicant age 18 years of age or older.**  
Fee includes Credit Check, Criminal Background Check, Eviction Check, NSF Screening, Sex Offender Screening, Employment Verification as well as Rental History Verification.  
Acceptable forms of payment are:
  - Cash
  - Credit Card
  - Cashier's Check/Money Order payable to Grand Realty Group, Inc.  
**Sorry, no personal checks can be accepted for Application Fees.**
  
- **Completed GRG Rental Application Package.**  
Can also be found on our website at [www.GrandRealtyGroup.com](http://www.GrandRealtyGroup.com), click on **RENTAL APPLICATION** at the top right of the page.  
The Rental Application Package Includes:
  - Rental Application
  - Verification of Employment
  - Verification of Rental History
  - Credit Check Instruction Sheet
  
- **In addition to the Application Package we will also need:**
  - A legible photocopy of a current **Driver's License** for each applicant age 18 years of age or older
  - **2 most recent pay stubs** for each applicant 18 years of age or older
  - **If self-employed**, please provide copies of 2 most recent tax returns
  - **Letter of Explanation** describing current situation if credit is negative, i.e. Foreclosure or Short Sale. In any case, a letter is always welcome for us to get a better summary of the applicant.
  - **Military Applicants** MUST provide a copy of branch orders

In most cases, pets are considered on a case by case basis. Pet deposits are \$350 **PER PET**, however multiple pet deposits may be negotiated at the owner's discretion.

**Please expect a 72 hour turnaround after ALL documentation has been provided to us. Every page of the application package must be completed in its entirety and requires your signature. Incomplete applications will not only result in a delay but may be rejected or sent back for completion. NO EXCEPTIONS.**

**Grand Realty Group, Inc. reserves the right to reject any application that has been falsified or found to contain false information.**



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**VERIFICATION OF EMPLOYMENT HISTORY**

**Property Applying For:** \_\_\_\_\_

\_\_\_\_\_  
 Name of Current or Former Employer/Supervisor

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Fax Number

**I hereby authorize you to release information regarding my employment to the inquiring landlord.**

\_\_\_\_\_  
**Applicant Signature** **Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
 Email Address

Term of Employment From \_\_\_\_\_ through \_\_\_\_\_

Salary: \_\_\_\_\_ Per: \_\_\_\_\_ If Part Time How many avg hours? \_\_\_\_\_

Is/Was This Position  Full-Time  Part-Time (Week/Month/Year)

Is/Was this a temporary Position:  NO  YES

**We are requesting verification of employment history for the rental applicant named on this document who states they are a current or former employee of yours. Please complete the following information and return via fax or email.**

**Thank you for your cooperation.**  
**Sincerely,**  
**Grand Realty Group, Inc.**

**\*\*This Bottom Portion For Employer Use ONLY\*\***

**EMPLOYER CONFIRMATION:**

Is the information provided above accurate?  NO  YES

If inaccurate information was provided, please note corrections above.

Name of Person Providing Information: \_\_\_\_\_  
**Name** **Title** **Date**

Signature \_\_\_\_\_

Thank you for your cooperation and assistance, your input is very much appreciated.

Are there any additional comments or information you can provide us with to help regarding a decision for this applicant?



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**VERIFICATION OF RENTAL HISTORY**

**Property Applying For:** \_\_\_\_\_

\_\_\_\_\_  
 Name of Current or Former Landlord

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Fax Number

\_\_\_\_\_  
 Email Address

**I hereby authorize you to release information regarding my rental history to the inquiring Landlord.**

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_  
**Print Name**

**We are requesting verification of rental history for the applicant named below who states they are a current or former tenant of yours. Please complete the following information and return via fax or email.**

**Thank you for your cooperation.**

**\*\*This Bottom Portion For Landlord Use ONLY\*\***

Rental History of \_\_\_\_\_

Date Moved in: \_\_\_\_\_ Moved Out: \_\_\_\_\_ Monthly Rent:\$ \_\_\_\_\_

Was rent paid on time? YES NO Number of Times Late? \_\_\_\_\_

Number of People that resided at the property: \_\_\_\_\_

Were there any complaints by neighbors? Please explain \_\_\_\_\_

\_\_\_\_\_  
 Care of Rental Unit: \_\_\_\_\_

Any damages? \_\_\_\_\_ Any Pets? \_\_\_\_\_

Overall rating as a tenant (good, fair, poor, explain) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Did they give notice to move? YES NO If former tenant, did you return full security deposit? YES NO

If no, why? \_\_\_\_\_

Name of Person Providing Information: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Thank you for your cooperation and assistance, your input is very much appreciated.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_