



Grand Realty Group, Inc.
Property Management • Rentals • Sales
137 Cedar Ave. P.O. Box 814
Lake Villa, IL 60046
Office: 847-223-0505 Fax: 847-990-0075
www.GrandRealtyGroup.com

All complete applications must be emailed to Apply@GRGRents.com or faxed to 847.990.0075 and we must have your Realtor's name and contact information.

We will not review ANY application until ALL documentation has been provided to us in one PDF or faxed package. Sending multiple attachments and/or photos of paperwork will NOT be accepted, the only exception being Driver's License or pet photos. Every page of the application package MUST be completed in its entirety and requires the signature of the applicant. Incomplete applications will not only result in a delay but may be sent back for completion or may be rejected.

APPLICATIONS WITH ANY OF THE FOLLOWING WILL BE REJECTED WITHOUT FURTHER DISCUSSION:

- Any felonies in the past 5 years,
- Any evictions in the past 5 years,
- Any utility collections in the past 5 years,
- Any Registered Sex Offenders, regardless of time frame.

OUR STANDARD REQUIREMENTS:

- \$40 Application fee for each applicant 18 or over plus a completed GRG Rental Application Package,
- 600 Credit Score or better for each applicant 18 or over, lower scores may be accepted at the property owner's discretion with a Letter of Explanation and/or additional lease terms.
- Combined Gross Income Level to be 3x the rent amount

\$40 APPLICATION FEE INCLUDES:

- TransUnion Credit Check,
- Criminal Background Check,
- Eviction Screening,
- NSF Screening,
- Sex Offender Screening,
- Employment Verification (we verify),
- Rental History Verification (we verify).

ACCEPTABLE FORMS OF PAYMENT ARE: *all payment forms require signature of Credit Check Sheet*

- Cash,
- Credit Card (payment information to be filled out on Credit Check Instruction Sheet, transaction will be processed in our office),
- Cashier's Check/Money Order payable to Grand Realty Group, Inc.
Sorry, no personal checks will be accepted for Application Fees.
- PayPal via our website.

ALL ATTACHED PAGES MUST BE SUBMITTED ALONG WITH THE FOLLOWING APPLICABLE ITEMS FOR A COMPLETE PACKAGE: *italicized items are required of ALL applicants*

- A Letter of Explanation/Introduction describing current situation. If credit is negative, i.e. Foreclosure/Short Sale, Bankruptcy, divorce, medical/extenuating life circumstances, this gives you an opportunity to explain.
- *A legible copy of a current Driver's License for each applicant age 18 years of age or older*
- *One month of pay stubs, (most recent) for each applicant 18 years of age or older. If you are starting a new job an offer letter from your employer is required.*
- **OR if Self-Employed**, please provide copies of your tax returns for the past two years along with any further supporting documentation or proof of income. Bank statements may be requested.
- If applicant income or any supplemental income comes from **SSI/Disability, pension, alimony, child support, inheritance or any other form**, we will need a copy of a statement or supporting documents as proof of income.
- **Military Applicants** MUST provide a copy of branch orders and Commanding Officer contact information.
- Pet Photo(s)

PETS:

In most scenarios, pets are considered on a case by case basis at the owner's discretion. Refundable standard pet deposits are \$350 *per pet*, however multiple deposits may be negotiated at the owner's discretion and owner may increase or decrease deposit at will. You **MUST** submit a clear photo of each and every pet along with a description i.e. age, breed, weight.

Please expect a turnaround time ranging between 3-5 business days or more depending on the number of complete applications that have been submitted on this property and property owner availability. If we are looking at multiple applications, you will be notified so you can continue to search elsewhere.

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

THIS APPLICATION DOES NOT CREATE A LEASE

This application even if accepted shall not be considered a lease agreement under any circumstances. A lease will be drafted upon the property owner's approval of this application and no said lease will be executed until both parties have signed and security deposit and first month's rent is received.

USE OF INFORMATION

Grand Realty Group, Inc. respects and protects your privacy and your sensitive information. No documentation containing any such information will be sold or sent to another party outside of the property owner. All sensitive information will be removed prior.

COMMITMENT TO EQUAL HOUSING

Grand Realty Group, Inc. is committed to providing equal housing opportunities to all qualified rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status or any other protected status. We also welcome qualified Section 8 Housing voucher holders who have been approved by the local housing authority. **Each property owner has the right to accept or deny a Housing Voucher for their property.**

REASON FOR DENIAL

If this application is denied, we shall within 10 business days thereafter and upon the written request of the applicant, state the basis for said denial to applicant.

FALSIFICATION OF APPLICATION

Any falsification in this application process will result in an automatic denial. In the event that an applicant falsifies or alters application paperwork, owner has the right to hold all deposits and fees to apply towards liquidated damages.

AGE

Applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts. In respect to property jurisdiction within state law, some applicants will be required to provide current proof of emancipation.

CREDIT/BACKGROUND SCREENING

A credit/background check will be completed on all applicants to verify credit ratings. Income, rental history and employment history along with credit score will determine rental eligibility and security deposit levels. Unfavorable accounts which will negatively influence this score include, but are not limited to: collections, account charge-offs, repossession, current and recent delinquency and open bankruptcies will result in an automatic denial of the application.

ADDITIONAL APPLICATION DEPOSITS MAY BE REQUIRED FOR ALL CREDIT RECOMMENDATIONS BELOW AN ACCEPTABLE LEVEL, NOT INCLUDING A DENY RECOMMENDATION. IF APPLICANT HAS INSUFFICIENT RENTAL HISTORY AN ADDITIONAL DEPOSIT MAY BE REQUIRED.

A criminal background check will also be performed on a national and county level. Grand Realty Group, Inc. reserves the right to deny an applicant with a background check that reveals any of the following: Worthless and/or bogus related check fraud or theft by check related offenses, sex related offenses, terrorism related offenses, drug related offenses, crimes against a person or property, prostitution, weapons, cruelty to animals or any other felony.

RENTAL HISTORY

Some credit scoring results will necessitate an evaluation of verifiable rental or mortgage payment history for the last 24 months. In these such cases, applicant must have a minimum of 6 months cumulative verifiable rental or mortgage payment history within the last 24 months. In these such cases, if a previous landlord cannot be contacted, 6 consecutive months of proof of payment must be verified and copy of the lease contract must be provided. Applicants not having verifiable rental or mortgage history will have to pay an additional deposit equal to one month's rent. When applications also depend on the results of a rental history investigation for an approval/denial determination, applications for residency will automatically be denied for outstanding debts to a previous landlord (outstanding NSF checks must be paid in full), a breach to a prior lease, an eviction or an applicant in the process of an eviction. More than one late payment and/or if the applicant has had 1 NSF within 6 months or late payments and/or NSF checks within a year.

GUARANTORS

Guarantors will be accepted for applicants who do not meet the required rent to income ratio or denied on credit. Only one guarantor per house is permissible. For guarantor-supported applications, an additional application deposit will be required. The deposit level will be based on the credit analysis. The guarantor will be required to complete an application and pay a full application fee. Guarantors must have a gross monthly income of 4 times the monthly market rent and meet all other qualifying criteria identified in this screening policy. The guarantor must sign all leasing paperwork and must be on the lease. Guarantors may be relatives or employers; friends may not serve as a guarantor.

PETS

All pets will be considered on a case by case basis at the owner’s discretion.

VEHICLES

Vehicles must be operational and have current registration and inspection. Boats or trailers are not allowed at any time unless approved in writing by landlord.

RENTERS INSURANCE REQUIREMENT

Renter’s insurance is a requirement and proof thereof is required and must be current at all times. Failure to do so is a violation of the lease agreement should you be approved. We strongly suggest a minimum of \$100,000 Personal Liability coverage. In addition, we ask that you identify the home as a “party of interest” or similar interest may be available. Proof of renter’s insurance is required at the time of lease signing and prior to possession and will be required to show proof as policy expires and renews.

DEPOSIT LEVELS

The results of the application evaluation could determine the amount of the security deposit.

INCOME

Gross income for all applicants in one home will be combined and entered into the credit scoring model for income eligibility. All applicants will be asked to produce 2 to 4 consecutive and most recent pay stubs for the past month from the application date. If handwritten paystubs are supplied, the documents must be validly notarized to be deemed sufficient. Applicants must have a combined gross income of 3 times the monthly rent. Additional sources of income may be considered. These sources may include: child support, grants, pensions, GI benefits, disability, trust funds or social security. Proof of these sources will be required. The applicant must supply 6 consecutive months of bank statements if any of the additional sources of income listed above cannot be provided directly from the supplier.

Some credit scoring results will require further income verification.

EMPLOYMENT

If applicant is to begin work in the near future, a “letter of intent” to hire will be required from the employer.

SELF EMPLOYMENT, RETIRED or UNEMPLOYED

Such applicants must provide the previous 2 year’s income tax return and the previous two month’s bank statements, or 12 months of financial statements and must exhibit no negative references. Seasonal employment must be verified by providing the prior year’s tax return.

I understand and agree to the terms of the Grand Realty Group, Inc. application process and hereby submit my application.

Applicant

Date

Applicant

Date

GRAND REALTY GROUP, INC. RENTAL APPLICATION

Property Applying For: _____

• Each adult (18 or older) must fill out a separate application

<u>First</u>	<u>Middle</u>	<u>Last Name</u>	<u>Birth Date</u>	<u>Any Other Names You've Used in The Past</u>	
<u>Social Security #</u>		<u>Drivers License #</u>		<u>Home Phone:</u>	<u>Cell Phone:</u>
<u>Email Address</u>				<u>Work Phone:</u>	
<u>All Other Proposed Occupants</u>			<u>Birth Date</u>	<u>Relationship To Applicant</u>	

RENTAL/RESIDENCE HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip			
Last Rent Amount Paid	\$	\$	\$
Owner/Manager and Phone Number			
Reason for leaving			
Is/Was rent paid in full?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Did you give notice?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Were you asked to Move?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Names in which your utilities are now billed:			
Dates of Residency	From/To	From/To	From/To

EMPLOYMENT HISTORY

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
Dates of Employment	From/To	From/To	From/To

CREDIT HISTORY

	Bank/Institution/Name	Balance on Deposit or Balance Owed
Savings Account		
Checking Account		
Credit Card (s)		
Auto Loan		

VEHICLES (Include vehicles belonging to other proposed occupants also)

Make	Model	Color	Year	License Plate

REFERENCES & EMERGENCY CONTACTS

Name	Reference	Lawyer	Nearest Living Relative
Street Address			
City			
State & Zip			
Phone Number			

By signing this application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the property for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

GENERAL INFORMATION

Have you ever been served a late rent notice? <input type="checkbox"/> YES <input type="checkbox"/> NO Why?	Do any of the people who would be living in the property smoke? <input type="checkbox"/> YES <input type="checkbox"/> NO How many?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?	When would you be able to move in?	Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO Please explain:
Are you or any other proposed occupants a registered sex offender? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please identify which applicant:		
Have you ever been served an eviction notice? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?	How many pets do you have (list Type, Breed, approx Weight & Age)?	
Have you had any reoccurring problems with your landlord? <input type="checkbox"/> YES <input type="checkbox"/> NO Please explain:		
Why are you moving from your current address:		What is your Realtor's name & Phone Number?
List any verifiable sources and amounts of income you wish to have considered (optional):		
Have you ever been party to a lawsuit in the past? <input type="checkbox"/> YES <input type="checkbox"/> NO Please explain:		
If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address & phone # so that we can use them as a reference for you.		
We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check etc. to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is a residential application for a residential property and does not constitute a rental or lease agreement in whole or part.

Signature

Date



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

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: Month 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?



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

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:** _____



CREDIT CHECK INSTRUCTION SHEET

Please Note: This form to be used by Brokers only.

INSTRUCTIONS FOR BROKER :

Have this page completed and signed: (If payment is by check, please have consumer make check payable to: Grand Realty Group, Inc. (Must be in the form of a cashier's check or money order. Sorry, no personal checks accepted.)

Choose a Payment Option: [] Individual Credit Check - \$ 40.00 * [] Individual Plus Spouse - \$ 80.00 ** (Both Signatures are Required)

Form with checkboxes for CASH, certified check, Visa/Master Card/American Express/Discover, and PayPal. Includes fields for name, charge date, debit/credit card number, expiration, and 3 digit security code.

*** This fee is charged for performance of a service. It is not to be considered the cost of the credit report.

\$_____ has been paid for this credit check. THIS SUM IS NOT REFUNDABLE.

Signature: _____ Date: _____

PLEASE NOTE: A COPY OF CREDIT REPORT TO CONSUMERS IS PROHIBITED.

Signature: _____ Individual Date: _____

Signature: _____ Spouse Date: _____

I certify that I have read the above application; that the information therein is true and correct. I understand that this application shall be incorporated in and become a part of the lease of the premises sought and if incorrect or untrue shall be grounds for cancellation of the lease.

Consumer(s) Printed Name(s): _____

KEEP ALL ORIGINALS IN FILE