



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.