

## GRAND REALTY GROUP RENTAL APPLICATION PACKAGE

All complete applications must be emailed to [Apply@GRGRents.com](mailto:Apply@GRGRents.com) or faxed to 847.469.3101.

We must have your Realtor's name and contact information.

Please expect 3-5 business days for an acceptance or a denial based on the number of complete applications that have been submitted on this property and property owner availability.

We will not review any application until **ALL** documentation has been provided to us in one PDF or faxed package. Incomplete applications will result in a delay and/or may be rejected. Every page of the application must be completed and pages that require signatures **MUST** be signed or application will be returned for signature(s). We cannot accept photos of documents, (**NO JPG attachments**) photos of driver's licenses and/or pets are the only exception. Multiple emails, attachments and/or faxes will not be accepted. Incomplete applications **WILL NOT** be processed or presented to the property owner until they are complete. Grand Realty Group, Inc. reserves the right to reject any application containing false information.

### 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:

- 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 or better
- \$40 Application fee for each applicant 18 or over PLUS a completed GRG Rental Application Package
  - A \$15 Student Fee may be considered for non-income contributing applicants age 18 or over that WILL NOT be Leaseholders. If applying for a Student Fee, please submit only page 1 of the application filling out the top portion including **Name, Social Security Number, Birthdate and Driver's License Number**. Only a background check will be performed. This will not apply to spouses/life partners.

### \$40 APPLICATION FEE INCLUDES:

- TransUnion Credit Check
- Criminal Background Check
- Eviction Screening
- NSF Screening
- Sex Offender Screening
- Employment Verification, we will verify
- Rental History Verification, we will verify- no application will be accepted without a satisfactory rental reference

### ACCEPTABLE FORMS OF PAYMENT ARE:

- Cash
- Cashier's Check/Money Order Made Out to Grand Realty Group, Inc. – sorry, no personal checks will be accepted
- PayPal via our website [GrandRealtyGroup.com](http://GrandRealtyGroup.com)
- Credit Card (Payment information to be filled out on Credit/Background Check Authorization Form)

### ALL ATTACHED PAGES MUST BE SUBMITTED ALONG WITH THE FOLLOWING APPLICABLE ITEMS FOR A COMPLETE PACKAGE:

- 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 or letter of intent from your employer is required.
- 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 Photos**
- 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.

### PETS:

In most scenarios, pets are considered on a case by case basis at the owner's discretion. Pet deposits are \$350 *per pet*, however multiple deposits may be negotiated at the property owner's discretion and property 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, gender and weight.



**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 from all documentation prior to sharing with any property owner.

**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, repossessions, 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.

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**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.**

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**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?	YES NO	YES NO	YES NO
Did you give notice?	YES NO	YES NO	YES NO
Were you asked to Move?	YES NO	YES NO	YES NO
Names in which your utilities are now billed:			
	From/To	From/To	From/To
Dates of Residency			

**EMPLOYMENT HISTORY**

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

**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**

	Reference	Lawyer or 2nd Reference	Nearest Living Relative
Name			
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? YES      NO Why?	Do any of the people who would be living in the property smoke?      YES      NO How many?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? YES      NO If so, when?	When would you be able to move in?	Have you ever been convicted of a felony? YES      NO Please explain:
Are you or any other proposed occupants a registered sex offender?      YES      NO If yes, please identify which applicant:		
Have you ever been served an eviction notice? YES      NO If so, when?	How many pets do you have (list Type, Breed, approx Weight & Age, Male or Female)?	
Have you had any reoccurring problems with your landlord?      YES      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?      YES      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? YES      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 VERIFICATION OF EMPLOYMENT HISTORY**

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

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

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax Number

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

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

Salary: \_\_\_\_\_ Per: \_\_\_\_\_ OR Hourly Wage: \_\_\_\_\_ Hours Worked Weekly: \_\_\_\_\_

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

Is/Was this a temporary Position:  NO  YES

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

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

**We are requesting verification of employment history for the rental applicant named above 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.**

Is the information provided above accurate?  NO  YES

If inaccurate information was provided, please note corrections above.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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**GRAND REALTY GROUP VERIFICATION OF RENTAL HISTORY**

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

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax Number

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

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

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

**We are requesting verification of rental history for the applicant named above 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.**

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

Was Rent Paid on Time? YES NO Number of Times Late? \_\_\_\_\_

Are they behind on rent or do they owe you money? YES NO \$ \_\_\_\_\_ # of people that resided at the property? \_\_\_\_\_

Any complaints by neighbors? If yes, please explain. \_\_\_\_\_

Care of rental unit: \_\_\_\_\_

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

Overall Rating as a tenant GOOD FAIR POOR, please explain. \_\_\_\_\_

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

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

Would you rent to them again? YES NO

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

\_\_\_\_\_  
Signature

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**GRAND REALTY GROUP INC. CREDIT/BACKGROUND CHECK AUTHORIZATION FORM**

Application fees are charged for the performance of a service, not solely for a credit/background check. \*

An Application Fee of \$40 is required of each applicant age 18 or older:

- Individual, \$40
  - Individual Plus Spouse/Partner, \$80
  - Student Application Fee, \$15\*\*
  - Any Additional Adults, Total of \$\_\_\_\_\_
- TOTAL \$\_\_\_\_\_

\*\* A Student Application Fee will be considered if proposed occupant is 18 years old or older and WILL NOT be a Leaseholder or will not be contributing to the family income. Only a background check will be performed.

Choose a Payment Option:

- CASH \$\_\_\_\_\_.00
- CERTIFIED CHECK MADE OUT TO GRAND REALTY GROUP (Sorry, no personal checks accepted) \$\_\_\_\_\_.00
- SUBMITTED THROUGH PAYPAL on \_\_\_\_/\_\_\_\_/20\_\_\_\_ in The Amount of \$\_\_\_\_\_.00
- CREDIT CARD:

Please charge my Visa/Master Card/Discover/American Express in the amount of \$\_\_\_\_\_.00

Name as it Appears on Card: \_\_\_\_\_ Charge Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Debit/Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

3 Digit Security Code on Back of Card: \_\_\_\_\_

Zip Code Where Billing Statement is Sent \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_

\*\*\*THIS SUM IS NOT REFUNDABLE \*\*\*

\*This application fee covers the processing and reviewing of all paperwork, interviewing of landlord(s) and references, verification of employment, credit/background report and summarization of application to the owner of the property. Grand Realty Group, Inc. will present every application to the owner of the property however, the owner of the property reserves the right to right to accept or deny any application based on the applications received and the information collected in the application process.

By signing this form and submitting this application I am authorizing and permitting Grand Realty Group, Inc. to perform a credit/background check and to obtain information from credit reporting sources, current and previous landlords, personal and professional references, employers, banks and law enforcement agencies. I also authorize and give permission for all parties listed to disclose any information requested about me to Grand Realty Group, Inc.

\_\_\_\_\_/\_\_\_\_/20\_\_\_\_  
Applicant Date

\_\_\_\_\_/\_\_\_\_/20\_\_\_\_  
Applicant Date

\_\_\_\_\_/\_\_\_\_/20\_\_\_\_  
Applicant Date

