

KAPA REALTY, L.L.C.
REAL ESTATE MANAGEMENT

4156 N. Lincoln Ave.
Chicago, IL 60618
Ph. (312) 280-9700 Fax (312) 280-9702
www.kaparealty.com

POLICIES & PROCEDURES FOR RENTAL APPLICATION

Non-Refundable Administrative Fee \$250 for first occupant, \$200 for each additional occupant
Extenuating circumstances may require additional deposits.

Apartments shall be delivered to the tenant on the date the lease begins at 12 p.m. If the apartment can be delivered sooner, then the tenant may be allowed to move in early, but this is not guaranteed.

Applications are accepted when a completed lease application form is delivered to the rental agent or our office with the non-refundable credit check fee, which is \$50.00 per person, along with the full administration fee, which is not refundable unless this application is rejected by the lessor. Once we have received the completed application (application is complete when all requested information is received), the credit check fee and the administration fee, your application will be processed. Applications are processed on a first come basis and back up applications may be taken and will be held until the first completed application is accepted or rejected.

It will take approximately 3 to 5 business days to process an application, providing all requested information is supplied by the applicant.

If credit and application are approved, a lease will be offered to the applicants to sign within 5 days. If for any reason management does not approve a prospective tenant's application, the administration fee is returned to the applicant.

If the approved applicant fails to sign the lease within the 5-day period, or after lease signing fails to take possession of the apartment, the applicant forfeits the full amount of all deposits.

Keys to the apartment will be issued on the day the lease is to begin, provided the first month's rent is paid in full.

Each apartment is rented in "AS IS CONDITION"; no promises have been made for painting or remodeling unless stated in writing at the time of receiving the lease application.

No dogs are allowed in any apartment at any time. No pets are allowed without written permission of management. A pet deposit may be required.

I specifically authorize Kapa Realty, L.L.C. to run a credit report on me.

Applicant

Date

Agent

Date

Cell Phone Number

Email Address

Property address**Lease Start Date****Today's Date****APPLICANT (Please Print Clearly)**

Name	Date of Birth	Drivers License #	Social Security #
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E-Mail	Work Phone #	Cell Phone #	Home Phone #
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Address	City	State	Zip	How Long	Current rent	Lease Expires
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Present Landlord	Address	Phone	Fax
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Previous address (if less than two years)

Previous landlord	Address	Phone
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OTHER PERSONS TO OCCUPY APARTMENT

Full legal name	Age	Relationship	Full legal name	Age	Relationship
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Full legal name	Age	Relationship	Full legal name	Age	Relationship
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EMPLOYER HISTORY

Current employer	Monthly salary	Position/Title	From	To
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Address	City	State	Zip	Phone	Contact person
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Previous employer	Monthly salary	Position/Title	From	To
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Address	City	State	Zip	Phone	Contact person
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OTHER INCOME/ASSETS

\$ Amount	Type	Received from	Phone
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\$ Amount	Type	Received from	Phone
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AUTO

Year	Make	Model	License #	State	Monthly Payment \$	Paid to
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IN CASE OF EMERGENCY, PLEASE CONTACT

Name	Address	Phone	Relationship
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(Application must be signed on reverse side)

I certify that all of the information in this application is true and correct. I hereby apply for and offer to lease the apartment described for the lease term stated, at the rent and on the conditions set forth herein and in Lessor's standard lease form.

Applicant Signature

Lessor's Signature

Notes:

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Please sign the top line of this form and print your name on the line below it. Please have your employer fill out the balance of the form. We then request that your employer fax or email the signed and completed form back to our office. Our fax number is (312) 280-9702 or you can email it to us at leasing@kaparealty.com.

Thank you in advance for your cooperation. If there are any problems or questions, feel free to contact us at the office.

I HEREBY AUTHORIZE MY EMPLOYER TO DISCLOSE THE FOLLOWING INFORMATION TO KAPA REALTY, L.L.C.

Applicant Signature

Date

Printed name of applicant

Property Address

Company Name: _____

Job Title/Position: _____

Annual Salary: _____

Date Started: _____

Signature of Person Providing Information: _____

Title: _____

Comments: _____

Thank you for your assistance!

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Please write your name and property address on the top of this form. Please also sign and date the bottom of the form. Please have your current landlord fill out the balance of the form. We then request that your landlord fax or email the completed form back to our office. Our fax number is (312) 280-9702 or you can email it to us at leasing@kaparealty.com.

From: Kapa Realty, L.L.C.
Applicant Name: _____
Property Address: _____

The above named individual has applied to rent an apartment from Kapa Realty, L.L.C. Therefore, we need to verify the following information:

Current monthly rent _____
Beginning and ending date of lease _____
Is rent paid on time? _____
How many tenants in the apartment? _____
Have they given you notice of their move? _____
Have you received any NSF checks? _____
Have you had any noise/behavior complaints? _____
Would you rent to them again? _____

Thank you for your cooperation. Please fax or email this form back to us at (312) 280-9702 or leasing@kaparealty.com. If we may ever be of assistance to you, please don't hesitate to call.

Management Company _____
Person providing information: _____
Title: _____

I HEREBY AUTHORIZE YOU TO DISCLOSE THE ABOVE INFORMATION.

Signature

Date