

### POLICIES & PROCEDURES FOR RENTAL APPLICATION

Move-in Fee: \$250 per occupant.  
Extenuating circumstances may require additional fees.

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 move-in 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 move-in 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.

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 move-in 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 fees/deposits.

Keys to the apartment will be issued on the day the lease is to begin, provided the first months 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. Cat Fee: \$100 per cat, maximum of 2 cats per apartment.

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 #

E-Mail Work Phone # Cell Phone # Home Phone #

Address City State Zip How Long Current rent Lease Expires

Present Landlord Address Phone Fax

Previous address (if less than two years)

Previous landlord Address Phone

**OTHER PERSONS TO OCCUPY APARTMENT**

Full legal name Age Relationship Full legal name Age Relationship

Full legal name Age Relationship Full legal name Age Relationship

**EMPLOYER HISTORY**

Current employer Monthly salary Position/Title From To

Address City State Zip Phone Contact person

Previous employer Monthly salary Position/Title From To

Address City State Zip Phone Contact person

**OTHER INCOME/ASSETS**

\$ Amount Type Received from Phone

\$ Amount Type Received from Phone

**AUTO**

Year Make Model License # State Monthly Payment \$ Paid to

**IN CASE OF EMERGENCY, PLEASE CONTACT**

Name Address Phone Relationship

(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:

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

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

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

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](mailto: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!

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

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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](mailto: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](mailto: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