



**STATELINE RENTAL PROPERTIES**

6952 Rote Rd. Ste. 200

Rockford, IL 61107

**Rental Application Packet**

**\$25 fee**

Dear Rental Applicant,

**STATELINE RENTALS** thanks you for your interest in leasing one of the units we manage. We have assembled this Packet with Four Simple Steps to first assist you in determining whether it makes sense to you to lease one of the units we manage, and then to assist LESSOR (LANDLORD) in determining whether it makes sense for LESSOR to lease to you.

**STEP ONE**

**Is Home Ownership a Possibility?**

We believe that Home Ownership is the dream of most people. Many people rent for years without knowing whether they might qualify to own a home of their own. We want you to make the best housing decision for your particular circumstances, consistent with your personal desire to either lease or own your residence.

To help you determine if you presently qualify for home ownership, if you would like, we will arrange for a mortgage loan originator to make contact with you, and tell you if you might qualify. If you do qualify, you still have the option of proceeding with the Application, or choosing to explore home ownership if that is possible. If you do not presently qualify for ownership, the mortgage loan originator will be able to suggest steps you can take to eventually qualify for home ownership.

I hereby \_\_\_\_\_ request \_\_\_\_\_ decline to have a mortgage loan originator contact me.

**STEP TWO**

**Will our Rules and Regulations work for you?**

We have developed the following Rules and Regulations in order to help assure all Tenants have quiet and peaceful enjoyment of their Premises, to protect the Premises and LESSOR from unnecessary loss and expense, and to protect the good reputation of **STATELINE RENTALS**. Please read the following, and determine whether our Rules and Regulations will work for you, and whether you wish to proceed to Step Three:

**RULES AND REGULATIONS**

1. Mold can be a serious health problem. LESSEE acknowledges that there are no signs of mold. If signs appear, LESSEE agrees to wash down affected areas with bleach water to kill growth. LESSEE shall use proper protection such as goggles, air ventilation, and gloves when working with bleach or mold (Read and Follow Manufacturer's Label). If problem recurs, LESSEE shall notify LESSOR of problem immediately.
2. Excessive visitors to premises in the sole opinion of LESSOR may also be grounds Termination by LESSOR of the CONTRACT.

3. LESSEE shall not overload the electric wiring in the building or operate any machines, appliances or equipment in such a manner as to cause an unreasonable disturbance to others. LESSEE shall not connect any machines, appliances, or equipment to the heating or plumbing systems of the building except for refrigerators, ranges and air conditioners. LESSEE shall promptly notify LESSOR of any needed repairs or trouble that require attention. Minor Repairs or adjustments such as loose screws in doors, handles, towel racks, etc. will be handled by the LESSEE at LESSEE'S expense.

4. LESSEE shall make no improvements, alterations, or additions to the premises without the prior written consent of the LESSOR. (This includes painting, wallpaper and tacked down carpeting.)

5. LESSEE shall keep all noise at a reasonable level: radios, televisions, and other sound emitting instruments and/or equipment shall be played at a level such that the sound is contained solely within LESSEE'S unit.

6. LESSEE shall properly bag and wrap all garbage and deposit same into the trashcan or dumpsters (if provided), or as otherwise required by the trash service. No trash or garbage shall be left in halls, stairs, or basement.

7. LESSEE should promptly notify LESSOR of any needed repairs or trouble that requires attention. Damage due to carelessness, neglect, vandalism or action of any guest, will not be tolerated, and LESSEE is responsible for all repairs, replacements of property or appliances that have been damaged.

8. The use of space heaters is not allowed.

9. Window air conditioners may be used but must be properly installed so that they drain away from the window and not into the windowsill or against the building. The cost of repairing water damage that results from an improperly installed air conditioner will be charged to LESSEE to be paid with the next rent payment following receipt of notice from the LESSOR of the charges due. LESSOR may also deduct from the security deposit, but is not limited to the amount of the security deposit.

10. LESSOR has the right to evacuate the Leased Premises and/or the building in the event of an emergency or catastrophe.

11. No waterbeds are allowed without LESSOR'S prior written approval, and proof of insurance acceptable to LESSOR, to be provided by LESSEE for any damage caused by same.

12. No animals shall be brought on the PREMISES without the prior written consent of LESSOR, prior execution of a Pet Lease, and payment of a Pet Deposit.

13. LESSEE is responsible at LESSEE'S expense for all yard maintenance, including landscaping, cleaning of gutters, and snow removal if the PREMISES is a single, detached residence. If said maintenance is not performed, LESSOR will charge LESSEE for the cost of said maintenance to be paid with the next rent payment following receipt of notice from the LESSOR of the charges due. LESSOR may also deduct from the

security deposit, but is not limited to the amount of the security deposit. LESSEE is always responsible for their own sidewalks/patio areas. Cigar and cigarette butts are not allowed on the grounds and need to be disposed of properly.

14. Balconies/Patios/Porches are not intended for storage. Bicycles and patio furniture are the only items that may be placed or stored on the balcony, patio, or porch. Other personal items, including, but not limited to, boxes and general clutter, or trash, must be stored elsewhere or disposed of.

15. Occupancy of the PREMISES is granted specifically only to those person(s) listed in the Rental APPLICATION. No person, regardless of age, may occupy the PREMISES for more than 10 days cumulative, per year, without LESSOR'S prior written approval. Any request by LESSEE for a person 18 years of age or older, including those listed on the Rental APPLICATION, to occupy the PREMISES, shall be accompanied by written authorization from such proposed Occupant(s) on LESSOR'S designated form, for LESSOR to secure a Civil and Criminal Background Investigation of them, together with the non-refundable cost of such Investigation. LESSOR shall have no obligation to approve any Occupant. Caring for children for more than 2-day consecutive days is not permitted. Daycares are not permitted.

16. Do Not Park on Grass. The only vehicles allowed parking are those belonging to the LESSEE and they must be operable and currently licensed. If garages are provided it is for LESSEE use only and cannot be sublet. No Parking or blocking of driveway. If city ordinances are violated and fines or impound fees are charged, these charges are the obligation of the LESSEE.

17. No Recreational Vehicles, Large Trucks, Watercraft, or Trailers may be stored on or about PREMISES. Vehicles that are not in drivable condition, or that do not have current licenses plates will be towed in accordance with the applicable municipal ordinance.

18. Motorcycle owners must be considerate of neighbors and must not cause sounds to disturb tenants. Motorcycles and motorcycle parts are never allowed inside the premises.

19. No Combustible Liquids, such as gasoline are allowed inside PREMISES at any time.

20. LESSEE is responsible for replacement of lost keys. LESSOR is under no obligation to supply replacement keys without a charge. If LESSEE is unable to access the PREMISES, and requests LESSOR to open the door to the PREMISES, LESSEE will be charged a Service Fee of \$35.00 if LESSOR opens the door between 8:30 a.m. and 5:00 p.m. non-holiday weekdays, and \$70.00 at other times. LESSOR will not open doors between the hours of 9:00 p.m. and 8:30 a.m.. LESSOR charges for opening a door shall be paid with the next rent payment following receipt of notice from the LESSOR of the charges due. If LESSEE needs access at other times, LESSEE may call a licensed locksmith at LESSEE'S expense, but shall not authorize or allow the changing of the lock or cylinder, or charge such services to LESSOR.

21. LESSOR and LESSEE shall each be responsible to maintain appropriate insurance for their respective interest in the PREMISES. LESSEE is solely responsible for all

damage or loss to personal property on the PREMISES, whether owned by LESSEE or others. LESSEE is strongly advised to secure rental insurance.

22. If LESSEE schedules an appointment for repair to be done, and LESSEE isn't home to let the repair person in and repairs do not get done, LESSEE will be charged a "No Show Appointment Trip Charge" equal to the amount charged by the repair person plus \$15.00.

23. There is a \$25.00 fee for personal checks that are returned for any reason. Thereafter, LESSOR has the right to require all payments be made by Money Order or Cashier's Check.

24. A Move-in Inspection Form is provided at time of signing CONTRACT. If LESSEE does not turn this form in within three days, then LESSEE accepts the PREMISES and all appurtenances as being in good working order and repair, and will be responsible for all prior/future damage or loss.

25. If the carpet has been professionally cleaned prior to LESSEE moving in, then LESSEE is responsible at LESSEE'S expense to have the carpet professionally cleaned upon vacating the PREMISES. If LESSEE fails to have the carpet professionally cleaned, LESSOR may have the carpet professionally cleaned, and will hold LESSEE responsible for such charges. If any stains, tears or other damage is done to flooring, which cannot be repaired, LESSEE may be charged for replacement of the flooring.

26. Upon vacating the PREMISES, LESSEE must turn all keys in to LESSOR by the end of the business day LESSEE vacates.

27. LESSEE is responsible for repair or replacement of any existing windows and/or screens that LESSEE or LESSEE'S guests are responsible for damaging. LESSEE accepts storms and screens in current, as is, condition.

28. If anyone has smoked inside the PREMISES during the Term of this CONTRACT, LESSEE shall be responsible at LESSEE'S expense for cleaning/washing and painting the ceiling and walls and cleaning of all ceiling fans before LESSEE moves out. Failure to so clean and paint will result in LESSOR having such work done, and LESSEE will be charged therefore.

29. If the PREMISES has a water softener, LESSEE is responsible for adding salt regularly before the tank is empty.

30. All Holiday Decorations and ornaments must be artificial. (No real trees or wreaths).

31. No roller blading or skateboarding will be permitted on the PREMISES or any common areas owned by LESSOR.

32. No trampolines or swimming pools are allowed on, in or about the PREMISES.

33. If the PREMISES is a single, detached residence, LESSEE agrees to clean out gutters at least once a year, and have professional pest control service at least once a year. All LESSEES, regardless of the type of PREMISES, are responsible for repairs, maintenance, replacing furnace filters every three months if the furnace is located within the PREMISES, and pest control (Pest control includes rodents, bees, ants and wasps) if such items can be completed at a cost of \$25.00 or less per item. If the tasks described in this Paragraph are not performed by LESSEE, LESSOR may hire them done and charge LESSEE for the actual costs incurred without regard to cost, to be paid with the next rent payment following receipt of notice from the LESSOR of the charges due. LESSOR may also deduct from the security deposit, but is not limited to the amount of the security deposit.

34. If the PREMISES is equipped with fire doors, such doors shall be kept closed except when being immediately used to pass through same.

35. If a coin laundry is provided in the building, LESSEE is responsible for the proper operation of such machines, and the security of all belongings. LESSOR is not responsible for any damage or loss of such belongings due to any cause.

36. LESSOR shall have the right to inspect the PREMISES at any reasonable time.

**By placing my initials below this sentence, I acknowledge the above Rules and Regulations are reasonable, and agree to abide by the above Rules and Regulations if my Application is Accepted.**

**INITIAL HERE IF YOU AGREE: \_\_\_\_\_**

**STEP THREE**

**Can you afford this unit?**

The FHA has established some guidelines for home ownership. The general standard is that no more than 31% of a person's household income should be spent for housing expenses, including principal, interest, taxes, insurance and homeowner dues. Our LESSORS and STATELINE RENTAL PROPERTIES want all Tenants to be able to afford the unit they live in, so as to not put undue stress on the Tenants, and to help the LESSOR feel confident the Tenant will make all Rent Payments on time. Our **Selection Criteria of a maximum of 35% just for just Rent**, is more flexible than the FHA guidelines for ownership.

To assist you in making this determination, please insert the RENT AMOUNT for the Unit you would like to lease, and your Total VERIFIABLE HOUSEHOLD INCOME in the indicated spaces provided. Then, using a calculator, divide the RENT AMOUNT by the Total VERIFIABLE HOUSEHOLD INCOME. If the result is .35 (35%) Or Less, please proceed to Step Four. If the result is More Than .35 (35%), please visit with our Leasing Manger to see if we have units available at a lower rental rate that you might qualify for. Otherwise, you may choose to contact us in the future when your percentages work for us. Please note that you will be required to provide documentation satisfactory to LESSOR, to verify the VERIFIABLE HOUSEHOLD INCOME you wish to use.

RENT AMOUNT \_\_\_\_\_ = \_\_\_\_\_ = \_\_\_\_\_  
VERIFIABLE HOUSEHOLD INCOME

IF YOU DO NOT HAVE A CALCULATOR, AND NEED ASSISTANCE IN COMPLETING THIS COMPUTATION, PLEASE CALL OUR LEASING MANAGER AT 815-636-2000.

**STEP FOUR**

**Complete the Following Application**

Fully complete and sign the following Rental Application, and submit same to our Leasing Manager, together with the non-refundable Background Investigation Cost, and Deposit. Please be sure to provide true and complete information, as the information you submit will be evaluated according to LESSOR'S Selection Criteria, to determine whether it makes sense for LESSOR to lease to you.



**STATELINE RENTAL PROPERTIES**

**Rental Application**

**(If additional space is needed to submit information, please attach additional sheets as necessary)**

The undersigned hereby makes Application for a rental unit located at: \_\_\_\_\_ (ADDRESS)

Beginning on \_\_\_\_\_ (Desired Start Date) at a monthly rent rate of \$ \_\_\_\_\_, and Security Deposit of \$ \_\_\_\_\_  
(DATE & YEAR) (RENT)

**TELL US ABOUT YOURSELF:**

Full Name of Applicant: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Other Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord name \_\_\_\_\_ Ph.# \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

How long at Current Address: \_\_\_\_\_ Rent-Own-Parents-Other Current Rent:\$ \_\_\_\_\_

Co-Applicant Name (Must Fill Out Own Application): \_\_\_\_\_

Full Names of All Other Persons Who Will Occupy The Premises: \_\_\_\_\_

List All Pets (State: Number, Type, Age, Weight, Neutered, and if Licensed)

**IF LESSOR ALLOWS PETS, A SEPARATE PET APPLICATION MUST BE COMPLETED AND APPROVED.**

**TELL US ABOUT YOUR RESIDENTIAL HISTORY FOR THE LAST 2 YEARS:**

(If less than 2 yrs at current address list all for last 2 years)(If less than 2 yrs at current address list all for last 2 years):

Previous address \_\_\_\_\_ Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord name \_\_\_\_\_ # \_\_\_\_\_ Landlord name \_\_\_\_\_ # \_\_\_\_\_

Dates of Occupancy \_\_\_\_\_ Rent:\$ \_\_\_\_\_ Dates of Occupancy \_\_\_\_\_ Rent:\$ \_\_\_\_\_

**TELL US ABOUT YOUR EMPLOYMENT HISTORY FOR THE LAST 2 YEARS:**

Employer/Income: \_\_\_\_\_ Employer/Income: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Type of Work: \_\_\_\_\_ Dates Employed \_\_\_\_\_ Type of Work: \_\_\_\_\_ Dates Employed \_\_\_\_\_

Weekly/Monthly Income \_\_\_\_\_ Weekly/Monthly Income: \_\_\_\_\_

Supervisor Name & Phone \_\_\_\_\_ Supervisor Name & Phone \_\_\_\_\_

If you have other sources of income that you would like for us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it as a part of this application.

Amount of Other Income \$ \_\_\_\_\_ Source/Contact Name & Phone \_\_\_\_\_

**LIST YOUR REFERENCES WE MAY CONTACT:**

Banking Accounts:

Name \_\_\_\_\_ Type of Account \_\_\_\_\_ Account # \_\_\_\_\_ Amount in Acct \$ \_\_\_\_\_

Name \_\_\_\_\_ Type of Account \_\_\_\_\_ Account # \_\_\_\_\_ Amount in Acct \$ \_\_\_\_\_

Personal References and Emergency Contacts:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**IDENTIFY THE VEHICLES THAT YOU WILL HAVE AT THE PROPERTY:**

Make, Model Year: \_\_\_\_\_ Make, Model, Year \_\_\_\_\_

License Plate State and # \_\_\_\_\_ License Plate State and # \_\_\_\_\_

**ADDITIONAL BACKGROUND INFORMATION:**

Have you Ever Changed Your Name?	_____ Yes	_____ No
Have you filed you filed for Bankruptcy in past 7 years?	_____ Yes	_____ No
Have you Ever Been Served an Eviction Notice?	_____ Yes	_____ No
Have you Even Been Evicted from Tenancy?	_____ Yes	_____ No
Are you Presently being Evicted from Tenancy?	_____ Yes	_____ No
Have you Ever Willfully Refused to Pay Rent when Due?	_____ Yes	_____ No
In the past 2 years have you had 2 or more late rents?	_____ Yes	_____ No
Have you Ever Been Convicted of Any Crime?	_____ Yes	_____ No
Are any Criminal Charges Now Pending against you?	_____ Yes	_____ No

**IF ANY BOXES WERE CHECKED "YES", PLEASE ATTACH COMPLETE DETAILS:**

I hereby apply to lease the above-described premises for the initial Term of one year, at the rental rate, and with the security deposit amount listed above. I acknowledge that this is a Rental Application, and no promise or commitment has been made to me that I will be permitted to lease said Premises. As an inducement to LESSOR to lease to me, I hereby warrant that all statements contained herein are true and correct. I hereby deposit \$ \_\_\_\_\_ herewith. If this Application is not approved and accepted in 3 business banking days, said deposit will be returned to me, and I hereby waive any claim for damages against LESSOR and LESSOR'S Agents by reason of non-acceptance. I further agree that if this Application is approved, and I fail to sign the Rental Contract within 24 hours of approval, or any extensions granted by LESSOR, then I will have forfeited all monies deposited as liquidated damages for lost rent and expenses incurred. If this Application is approved and I move into said Premises, said deposit will be credited to my Security Deposit.

I hereby authorize LESSOR and LESSOR'S Agents to conduct by all available means, a full, thorough credit, character, civil and criminal background, and rental history investigation of me, and to contact, interview, and/or secure written or verbal documentation from any person or entity, including consumer reporting agencies, relative thereto to secure information to assist in making a decision on whether or not to accept this Application and lease to me, and to repeat all or a portion of said investigation at any time before, during and after my tenancy on matters relating to my lease, and/or collection of any sums due thereunder. I hereby further authorize all persons and entities having any such information about me, to release such information to LESSOR and/or LESSOR'S Agents, and hereby waive any right, claim or action as a result of such investigation against LESSOR, LESSOR'S Agents, and any and all persons and entities supplying information.

I hereby acknowledge that the above-stated Background Investigation Cost is non-refundable under any circumstances.

\_\_\_ ATTACHED COPY of Driver's License or Government Issued Identification

\_\_\_ ATTACHED COPY of Current W-2 or Pay Stub

\_\_\_ ATTACHED COPIES of any Additional Income Documentation, described above, you want considered

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL AUTHORIZATION TO RELEASE INFORMATION

I respectfully request and authorize all persons and entities to which this General Authorization to Release Information is provided, to provide **STATELINE RENTAL PROPERTIES** with any and all information requested.

The information requested will be used to assess my qualifications to rent and occupy rental residential housing, and to assist in making a determination of whether or not to approve my residential Rental Application that I have on file with **STATELINE RENTAL PROPERTIES**

I understand that such requested information may include credit, character, rent payment and occupancy history, financial history, employment history, any civil and/or criminal records, and other confidential information.

I further understand that all information obtained by **STATELINE RENTAL PROPERTIES** under this release will not be made available to me, and further hereby release **STATELINE RENTAL PROPERTIES** and **LESSOR** from any duty or obligation to release same..

A copy of this release shall be valid since **STATELINE RENTAL PROPERTIES** holds the original authorization document.

I hereby release all persons, entities, and others who rely upon this Authorization, and provide information to **STATELINE RENTAL PROPERTIES**, from any liability or damage which may result, and request full cooperation with said Background Investigation.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_