

**Kass Management Services Inc.**  
2000 North Racine Ave.  
Suite 4400  
Chicago, IL 60614  
Office: (773) 975-7234  
Fax: (773) 935-4608

\$50.00 credit check \_\_\_\_\_  
Amount to hold \_\_\_\_\_  
Date \_\_\_\_\_  
Received by: \_\_\_\_\_

**Pre-Paid Rent Is Required To Hold Unit**  
**VALID STATE-ISSUED IDENTIFICATION IS REQUIRED**  
**APPLICATION FOR CREDIT CHECK**

Application Type: New \_\_\_ Sublet \_\_\_ Relet \_\_\_  
Applying for the Apartment located at: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Beginning: \_\_\_\_\_ Expiring \_\_\_\_\_  
MINIMUM DEPOSIT Equal to 1 months rent +\$100

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ How did you find out about this unit? \_\_\_\_\_  
Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone number(s) where we can contact you: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Email: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Drivers License No.: \_\_\_\_\_ State Issued in: \_\_\_\_\_  
Number of Apartment Occupants: Adults: \_\_\_ Children: \_\_\_ Ages of Children: \_\_\_\_\_ Pets: Additional \$250 deposit applies Dogs: \_\_\_ Cats: \_\_\_  
Name(s) of ALL person(s) who will occupy Apartment: \_\_\_\_\_  
Have you been a party to ANY litigation, including, but not limited to, an eviction, bankruptcy, or foreclosure? Yes No  
If yes, give details of each: \_\_\_\_\_

**RENTAL HISTORY:**

Present Agent/Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
No. of years at above address: \_\_\_\_\_ Are you sharing apt.? No Yes If yes, How long? \_\_\_\_\_  
Current Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Lease Exp. Date: \_\_\_\_\_  
Reason for moving: \_\_\_\_\_  
Previous Address: \_\_\_\_\_ How long? \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMPLOYMENT:**

Employer Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Badge No.: \_\_\_\_\_ Phone: \_\_\_\_\_  
Other Income Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ When Received: \_\_\_\_\_  
If less than two years, give former employment: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_ Years: \_\_\_\_\_

**AGREEMENT and AUTHORIZATION**

I, the Applicant above, represent to you, Kass Management Services Inc. that I have read and understand this entire application and 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 your standard lease form. I understand that no pets are allowed without prior written approval. I understand that, as is customary in the business, in compliance with Fair Credit Reporting Act, routine inquiries may be made concerning my tenancy. I hereby authorize you and any consumer or credit reporting agency employed by you to investigate and make or obtain a report about me which may include information as to my credit and financial responsibility, general reputation, and mode of living. The investigation may include information obtained through personal interviews concerning you or person(s) intended to reside in the apartment, number of children, employment, occupation, litigation/criminal history, habits, and reputation mode of living and residence verification. I further represent that my rental and credit records are in good standing. I understand that this application is subject to your approval and if my application is not accepted, my prepaid rent and/or deposit will be returned in full. I understand that my **\$50.00 credit check fee is non-refundable**. I also understand that this is not a lease and if my application is accepted, I agree to sign your lease form currently in use. I further understand that providing false information to you in this application is a basis for you to terminate that lease at any time as provided by law. Within 5 days of notification of my applications acceptance I hereby agree to pre-pay a minimum of \$300.00 which will apply toward my first months rent. I hereby acknowledge that if the pre-payment is not made I forfeit my right to hold the unit I have applied for. I also hereby acknowledge that if after acceptance I fail to complete this transaction, any and all pre-payments will be forfeited to Kass Management Services Inc. If for any reason whatsoever you are unable to make the apartment which is the subject of this application available at the beginning of the lease term, I hereby waive any and all rights to seek to recover any damages whatsoever against you, including without limitation, actual, punitive or consequential damages. **KASS MANAGEMENT SERVICES INC. DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, AGE, RELIGION, DISABILITY, NATIONAL ORIGIN, ANCESTRY, SEXUAL ORIENTATION, MARITAL STATUS, PARENTAL STATUS, MILITARY DISCHARGE STATUS, AND SOURCE OF INCOME.**

I acknowledge that if this application is approved, I will pay the amount due at the time of signing the lease agreement in the form of **certified funds, which include cashiers check(s) and money order(s)**. Further, if that amount due includes the last month's rent or security deposit, I will pay that amount in cashiers check(s) or money order(s) separate from any amount required for initial rent. After paying the initial rent and security deposit in the above manner, personal checks, money orders, or certified checks will be accepted, however, cash will not be accepted.

By signing this application I the applicant for the unit listed above verify that I have seen the unit and/or waive my right to viewing the unit prior to completing this lease transaction.

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**DATE**

## Application Information

**Fill out the application(s).** A \$50.00 fee per applicant is required for processing, this fee is nonrefundable. Make sure you include all requested information. **A copy of your paycheck stub or proof of income is required, please fax to 773.935.4608.** Missing information will delay the application process. Processing of an application generally takes 1-3 business days. You can check status of your application by calling 773.975.7234 x11 or by email to [garceo@kassmanagement.com](mailto:garceo@kassmanagement.com).

**If a Cosigner is needed he/she will have to fill out an application and pay a nonrefundable processing fee also.**

**In order to hold the apartment during your application process, minimum of \$300.00 down is required.** This deposit serves as an agreement that we will not rent the apartment to anyone else and that you will rent the apartment if you are approved. The deposit is refundable only if your application is turned down. If your application is accepted, this money will be applied towards your first months rent. Please be aware that if you do not put down a deposit with your application, it is possible that the apartment will be rented to someone else, even if you qualify.

**If approved, an appointment must be made to sign a lease with:**

Gabriela Arceo  
Leasing Coordinator  
773.975.7234 ext.11

**Appointment Location:**

Kass Management  
2000 N Racine  
Chicago, IL 60614  
Suite 4400

During your appointment you will be required to sign a Chicago Apartment lease & an *Addendum to Apartment Lease* (standard list of rules and guidelines to follow).

You will also fill out other forms (if applicable)

- *Residential Landlord and Tenant Ordinance-Security Deposits*
- *Tenant Information Form*
- *Income Form*

For your records, you will be given a pamphlet of "How to Protect Your Family From Lead" and a memo regarding lock out fees.

You will be required to have identification (any of the following):

- Drivers License
- State ID
- Passport
- Military ID

**If you have a Cosigner, they are required to sign lease as well, provide contact information and proper identification. If you have an out of state cosigner please call for options available.**

**First month's rent and security deposit must be paid in full prior to moving in.** They must be paid in certified funds, which include a money order(s) and cashiers check(s), NO EXCEPTIONS. Please be sure to have payment of your first month's rent (rent balance) separate from your security deposit. The leasing coordinator will request you bring this with you at time of lease signing, if you are unable to pay all necessary funds at this time please make arrangements with the leasing coordinator regarding payment. Once a Kass Management tenant, rent can be paid by personal check.

**Upon receipt of payment and completion of all needed documents, Kass Management will sign and prepare a copy of all documents for your records. *Key information* will then also be made available.**

If you have any questions regarding signing your lease, please do not hesitate to contact Gabriela Arceo at (773) 975-7234 x 11.

Thank You. Kass Management Services