



# Screening Reports INC

CRITICAL INFORMATION UNLOCKED.

Date of Application: \_\_\_\_\_

Unit # \_\_\_\_\_

Rent Amount: \_\_\_\_\_

Move In Date: \_\_\_\_\_

PLEASE PRINT

### 1. APPLICANT

Print Name:		Home Phone:		Cell Phone:	
Social Security #:		Date of Birth:	E-Mail Address:		
Current Address:		City:	State:	Zip:	How Long?
Landlord:		Phone:			
Previous Address:		City:	State:	Zip:	How Long?
Landlord:		Phone:			

### OCCUPATION OF APPLICANT

PRESENT EMPLOYER	SUPERVISOR:	BUSINESS/EMPLOYER PH. #:
	POSITION:	BUSINESS/EMPLOYER FAX #:
	ANNUAL INCOME:	EMPLOYMENT DATES:

### PREVIOUS EMPLOYMENT REQUIRED IF LESS THAN 12 MONTHS ON PRESENT JOB

PREVIOUS EMPLOYER	SUPERVISOR:	BUSINESS/EMPLOYER PH.#:
	POSITION:	BUSINESS/EMPLOYER FAX#:
	ANNUAL INCOME:	EMPLOYMENT DATES:

JOINT APPLICATION? YES  NO  IF 'NO', PLEASE PROCEED TO #3 (OTHER INCOME)

### 2. JOINT APPLICANT

Print Name:		Home Phone:		Cell Phone:	
Social Security #:		Date of Birth:	E-Mail Address:		
Current Address:		City:	State:	Zip:	How Long?
Landlord:		Phone:			
Previous Address:		City:	State:	Zip:	How Long?
Landlord:		Phone:			

### OCCUPATION OF JOINT APPLICANT

PRESENT EMPLOYER	SUPERVISOR:	BUSINESS/EMPLOYER PH. #:
	POSITION:	BUSINESS/EMPLOYER FAX #:
	ANNUAL INCOME:	EMPLOYMENT DATES:

**JOINT APPLICANT - PREVIOUS EMPLOYMENT IF LESS THAN 12 MONTHS ON PRESENT JOB**

PREVIOUS EMPLOYER	SUPERVISOR:	BUSINESS/EMPLOYER PH.#:
	POSITION:	BUSINESS/EMPLOYER FAX#:
	ANNUAL INCOME: ,	EMPLOYMENT DATES:

**3. OTHER INCOME**

SOURCE	AMOUNT	PHONE #	REFERENCE	VERIFIED

**4. FINANCIAL REFERENCES**

NAME	ADDRESS	ACCOUNT NUMBER(S)
BANK:		CHECKING ACCOUNT: SAVINGS ACCOUNT:

**5. EMERGENCY INFORMATION**

Emergency contact \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City & State or Province \_\_\_\_\_ Zip Code \_\_\_\_\_

**6. OCCUPANTS**

List all other occupants to reside in the unit – Name and Age: \_\_\_\_\_  
 \_\_\_\_\_

**7. PETS**

Please list all pets that will reside in the unit (Type, Breed, and Weight): \_\_\_\_\_  
 \_\_\_\_\_

I/We hereby authorize *Screening Reports, Inc.*, to do a complete investigation of all information provided above. I/We have personally filled in and/or reviewed all information listed above. A complete investigation may include any or all of the following: Credit Report, Criminal Record Search, Rental History References, Employment Verifications, Vehicle Records, Licensing Records, Personal Interviews with above references and/or any other necessary information. I/We acknowledge that SRI provides reports to apartments/rental units and does not participate in the approval or denial process. My/Our signature(s) below authorizes all above listed companies to release rental, job history (including salary) and criminal record information.

I/We hereby expressly release *SCREENING REPORTS, INC.*, its affiliates and subsidiaries, and any procurer or furnisher of such information, from any liability whatsoever in the use, procurement, or furnishing of such information. I/We understand that my application information may be provided to various local, state and/or federal government agencies, including, without limitation, various law enforcement agencies.

As an applicant, I represent that the above statements are correct and complete. I understand that any misrepresentation on this application may be cause for lease termination and/or non-acceptance of this application.

\_\_\_\_\_  
 Applicant # 1 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant # 2 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



# Screening Reports INC

CRITICAL INFORMATION UNLOCKED.

**Screening Reports, Inc.**  
729 N Route 83 Suite 321  
Bensenville, Il 60106  
Phone (866) 389-4042  
Fax (866) 389-4043

I authorize Screening Reports, Inc. (SRI) to do a complete investigation of all information provided on application. I have personally filled in and/or reviewed all information listed on application. A complete investigation may include any or all of the following: Credit Report, Criminal Record, Rental History References and Personal Interviews with references. I acknowledge that SRI provides reports to apartments and does not participate in the approval or denial process. I acknowledge that SRI monitors criminal activity and reports it promptly to the community. My signature(s) below authorizes all entities listed on application to release rental, job history (including salary) and criminal record information.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Today's Date

***Joint Applicant:***

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Today's Date

Application Questions, continued

SECTION2

- Yes /No Has anyone in applicant's household had any felony conviction within 10 years or any felony conviction for crimes against persons? \_\_\_\_\_
- Yes /No Has anyone in applicant's household been cited for illegal activity, disturbing the peace, property damage, code violations, health or safety hazard creation? \_\_\_\_\_
- Yes /No Is there any instance where a landlord reference shows a balance owing from rental charges, fees or damages in the last 5 years? \_\_\_\_\_
- Yes /No In the last 5 years, has applicant had two or more landlord complaints for policy violations within one year or any instance where the landlord would not re-rent due to violations? \_\_\_\_\_
- Yes /No In the last 5 years, has applicant been evicted or unlawfully detained a property? \_\_\_\_\_
- Yes /No Does applicant have any rental reference that includes (3) or more NSF payments within a (12) month period? \_\_\_\_\_
- Yes /No Does applicant's household size exceed 2 persons per bedroom? \_\_\_\_\_
- Yes /No Is household income, including sufficient verifiable allowances (scholarships, study subsidies and inconsistent income [alimony, tips and commissions]) from other verifiable sources, less than 3x the rental rate (75% per person for unmarried adults)? \_\_\_\_\_
- Yes /No Can the applicant provide two forms of identification including a government issued photo id? \_\_\_\_\_
- Yes /No Does the applicant have ANY rental or mortgage history? \_\_\_\_\_
- Yes /No Are ALL of applicant's credit accounts NEGATIVE? \_\_\_\_\_
- Yes / No Is there any instance where the applicant has not complied with the Pet Policy? \_\_\_\_\_
- Yes /No Does applicant have an un-discharged Bankruptcy? \_\_\_\_\_

SECTION3

- Yes /No Is income, including sufficient verifiable allowances (scholarships, study subsidies and inconsistent income [alimony, tips and commissions]) from other verifiable sources, less than 3.5x the rental rate, but equals or exceeds 3x (75% per person for unmarried adults)? \_\_\_\_\_
- Yes /No Does applicant have a Discharged Bankruptcy under two (2) years old? \_\_\_\_\_
- Yes /No Does applicant have any housing reference that includes more than 3 late payments in a twelve (12) month period? \_\_\_\_\_
- Yes /No Does applicant have any Foreclosure? \_\_\_\_\_
- Yes /No Does applicant have any employment reference which states the applicant is temporary, seasonal or will be terminated in the near future? \_\_\_\_\_
- Yes /No Does applicant have NO rental or mortgage history and NO Credit History? \_\_\_\_\_

Yes/No Does applicant have a non-dangerous felony conviction over 10 years old and no history of violations of any type since? \_\_\_\_\_

**SECTION 4**

Yes /No Are there any smokers in applicant's household? \_\_\_\_\_

Yes /No How many negative credit accounts show on applicant's credit report including negative collection accounts or charge offs under \$250 not shown as PAID? \_\_\_\_\_

Yes / No Is applicant under a Judgment or Lien, including court ordered child support? \_\_\_\_\_

Yes /No Does applicant have a discharged Bankruptcy over two (2) years old?. \_\_\_\_\_

Yes /No How many negative credit accounts show on applicant's credit report including negative collection accounts or charge offs of \$250 or more not shown as PAID? \_\_\_\_\_

Yes /No Is there any instance of proper notice to vacate not being given to landlord or failure to fulfill lease? \_\_\_\_\_

Yes /No Is applicant's cumulative rental and mortgage history less than one (1) year? \_\_\_\_\_

Yes / No Is applicant's employment less than six (6) months and the applicant is in a new industry? \_\_\_\_\_

Yes /No Are applicant's monthly debt service obligations on credit report greater than 25% of income? \_\_\_\_\_

Yes /No In the last 5 years, does applicant have any ordinance violations or non-felony convictions, excluding fewer than 3 traffic violations in a 12month period? \_\_\_\_\_

*FALSE STATEMENTS OR INCOMPLETE INFORMATION WILL BE GROUNDS FOR DENIAL OF THIS APPLICATION. APPLICATION AND ADMINISTRATION FEES ARE NON-REFUNDABLE. YOU HAVE 72 HOURS AFTER SIGNING A LEASE OR RESERVING A SPECIFIC UNIT TO CANCEL YOUR APPLICATION WITHOUT LOSS OF YOUR RESERVATION/DEPOSIT.*

This application must be signed by all adults who will occupy the residence before it can be considered by Landlord. Acceptance of this application, and any monies deposited herewith is not binding upon Landlord until approved by Landlord in Writing. Offer shall expire 72 hours from date of application unless a lease is executed or a specific unit reservation is made. In Compliance with the FAIR CREDIT REPORTING ACT this notice is to inform you that the processing of this application includes but is not limited to making any inquires deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from consumer credit reporting agencies and obtaining credit information from the other credit institutions. The undersigned agrees this application and any information in reports will remain the property of Screening Reports Inc and the property management aforementioned. I hereby grant this property and Screening Reports Inc the right to process this application for the purpose of obtaining a Rental/ Lease Agreement with this property. Additionally authorize all, companies and law enforcement agencies, credit bureaus, academic institutions, current and previous landlords, and current and former employers to release information they may have about me, including criminal records, and release them from any liability and responsibility from doing so I also understand that Screening Reports Inc. is not responsible for deciding my eligibility for tenancy and therefore assumes no liability for the approval or denial of my application. A photographic or faxed copy of this authorization shall be as valid as the original.

\_\_\_\_\_  
Signature of Management Representative Date

\_\_\_\_\_  
Primary Applicant Signature Date

\_\_\_\_\_  
Additional Applicant Signature Date