



## **Rental Application Instructions**

Thank you for your interest in our apartment for rent. Please follow the instructions below to submit your application.

- **Complete the attached Lease Application and Credit Authorization Form in full. If more than one applicant is applying for tenancy, both individual’s information and signature are needed.**
- **Include a \$50.00 non-refundable application fee per applicant. Check or Money Order made payable to “Cobblestone Development.” NO CASH ACCEPTED**
- **If you have any questions, contact the Property Manager at 773-661-0607 or via email at [PropMgr@CobblestoneDevelopment.com](mailto:PropMgr@CobblestoneDevelopment.com) or text 773-616-1826**

Applications can be submitted via one of the following methods:

<b>In Person @ Our Office</b>	<b>Email</b>	<b>Fax</b>
3066 N Clybourn Chicago, IL 60618	propmgr@cobblestonedevelopment.com *	(773) 661-0199 *

**\* Applications will not be processed until the application fee mentioned above is received \***



**LEASE APPLICATION/CREDIT AUTHORIZATION**

APARTMENT INFORMATION INQUIRY		
ADDRESS OF APARTMENT	UNIT NO.	DATE:
TOTAL OF OCCUPANTS		OCCUPANCY DATE:

APPLICANT(S) INFORMATION		
<i>* SEPARATE REPORTS MUST BE OBTAIN FOR MARRIED AND/OR SINGLE*</i>		
APPLICANT 1		
NAME (FIRST, MIDDLE & LAST)	DATE OF BIRTH	
SOCIAL SECURITY NUMBER	EMAIL ADDRESS	
HOME PHONE NUMBER	BUSINESS PHONE	CELL PHONE
PRESENT ADDRESS		CITY, STATE, ZIP
PRESENT LANDLORD/MGMT COMPANY		
PHONE	RENT AMOUNT	HOW LONG?
PREVIOUS ADDRESS		CITY, STATE, ZIP
PREVIOUS LANDLORD/MGMT COMPANY		
PHONE	RENT AMOUNT	HOW LONG?
APPLICANT 2		
NAME (FIRST, MIDDLE & LAST)	DATE OF BIRTH	
SOCIAL SECURITY NUMBER	EMAIL ADDRESS	
HOME PHONE NUMBER	BUSINESS PHONE	CELL PHONE
PRESENT ADDRESS		CITY, STATE, ZIP
PRESENT LANDLORD/MGMT COMPANY		
PHONE	RENT AMOUNT	HOW LONG?
PREVIOUS ADDRESS		CITY, STATE, ZIP
PREVIOUS LANDLORD/MGMT COMPANY		
PHONE	RENT AMOUNT	HOW LONG?

EMPLOYMENT HISTORY			
APPLICANT 1			
PRESENT EMPLOYER		POSITION	
ADDRESS		CITY, STATE, ZIP	
SUPERVISOR/CONTACT	PHONE	HOW LONG?	
GROSS INCOME	COMMISSION	ADDITIONAL INCOME	
PREVIOUS EMPLOYER		POSITION	
ADDRESS		CITY, STATE, ZIP	
PREVIOUS SUPERVISOR/CONTACT	PHONE	HOW LONG?	
GROSS INCOME	COMMISSIONS	ADDITIONAL INCOME	
APPLICANT 2			
PRESENT EMPLOYER		POSITION	
ADDRESS		CITY, STATE, ZIP	
SUPERVISOR/CONTACT	PHONE	HOW LONG?	
GROSS INCOME	COMMISSION	ADDITIONAL INCOME	
PREVIOUS EMPLOYER		POSITION	
ADDRESS		CITY, STATE, ZIP	
PREVIOUS SUPERVISOR/CONTACT	PHONE	HOW LONG?	
GROSS INCOME	COMMISSIONS	ADDITIONAL INCOME	

MISCELLANEOUS INFORMATION			
NUMBER OF VEHICLES		MONTHLY PAYMENT	
MAKE/MODEL	YEAR	COLOR	LICENSE PLATE NO.
MAKE/MODEL	YEAR	COLOR	LICENSE PLATE NO.
DO YOU HAVE ANY PETS? <i>Please include picture</i>	BREED/TYPE	AGE	WEIGHT
OTHERS TO SHARE/OCCUPY THIS APARTMENT (YES OR NO)		HOW MANY?	
NAME	CONTACT INFO (PHONE & EMAIL):		RELATIONSHIP
NAME	CONTACT INFO (PHONE & EMAIL):		RELATIONSHIP

<b>CREDIT HISTORY</b>	
<b>APPLICANT 1</b>	
CREDIT CARD (1)	CREDIT CARD (2)
CHECKING ACCOUNT (YES OR NO)	LOCATED AT:
SAVINGS ACCOUNT (YES OR NO)	LOCATED AT:
HAVE YOU EVER BEEN EVICTED FROM AN APARTMENT, CONVICTED OF A FELONY, OR DECLARED BANKRUPTCY? ____ YES ____ NO IF YES, PLEASE EXPLAIN:	
HAVE YOU EVER BEEN INVOLVED IN LAW SUITS, JUDGMENTS OR FORECLOSURES/SHORT SALE? ____ YES ____ NO IF YES, PLEASE EXPLAIN:	
<b>APPLICANT 2</b>	
CREDIT CARD (1)	CREDIT CARD (2)
CHECKING ACCOUNT (YES OR NO)	LOCATED AT:
SAVINGS ACCOUNT (YES OR NO)	LOCATED AT:
HAVE YOU EVER BEEN EVICTED FROM AN APARTMENT, CONVICTED OF A FELONY, OR DECLARED BANKRUPTCY? ____ YES ____ NO IF YES, PLEASE EXPLAIN:	
HAVE YOU EVER BEEN INVOLVED IN LAW SUITS, JUDGMENTS OR FORECLOSURES/SHORT SALE? ____ YES ____ NO IF YES, PLEASE EXPLAIN:	

<b>EMERGENCY CONTACT</b>		
IN CASE OF EMERGENCY CONTACT	CONTACT INFO (PHONE & EMAIL):	RELATIONSHIP
IN CASE OF EMERGENCY CONTACT	CONTACT INFO (PHONE & EMAIL):	RELATIONSHIP

<b>PERSONAL REFERENCES</b>		
NAME	CONTACT INFO (PHONE & EMAIL):	RELATIONSHIP
NAME	CONTACT INFO (PHONE & EMAIL):	RELATIONSHIP
NAME	CONTACT INFO (PHONE & EMAIL):	RELATIONSHIP

## Cobblestone Development Inc. Credit Authorization

I hereby declare that the foregoing information is true and correct, and that I authorize Cobblestone Development, Inc. to obtain my credit report and to investigate any/all provided representations. Attached to my application, I submit a **non- refundable credit report fee of \$50 per credit report/applicant** (*made payable to Cobblestone Dev. Inc.*) along with a check equal to one full month's rent to reserve/hold the unit (*made payable to the specific building account*). I fully understand that if Cobblestone Development Inc. accepts my application, then the one month's rent check will be applied toward the first month's rent, and at the lease signing, I will remit another check as the security deposit for the unit. If Cobblestone Development, Inc. declines my application, the one month's rent deposit will be promptly returned. However, if I revoke the application for whatever reason, fail to execute a lease after acceptance of this application by Cobblestone Development Inc. or fail to take occupancy after signing after signing a lease, I will automatically forfeit the one month's rental deposit. I understand that I will be liable to Cobblestone Development Inc. in the amount of the rent deposit as liquidated damages and also understand that I will be responsible for the legal fees and costs, including reasonable attorney's fees, associated with the enforcement of this agreement.

APPLICANT 1 SIGNATURE: \_\_\_\_\_

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

APPLICANT 2 SIGNATURE: \_\_\_\_\_

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