

## Green Ivy Realty Application & Instructions

Thank you for choosing your new home with Green Ivy Realty & Property Management! We are excited to work with you on securing your new home, and we're happy to answer any questions you may have about our application process. Please follow the instructions below to complete the application.

- Anyone over the age of 18 is **REQUIRED** to fill out their own application and pay a \$40 application fee. Application fees are nonrefundable.
- An application for a property is only considered complete once we receive all applications, \$40 application fee (per person), and first month's rent check.
- Application fees can be cash, credit/debit card or check, but must be separate from the first month's rent check. All checks must be made payable to Green Ivy Realty. Checks, cash, and applications can be dropped off at our office on 1818 W Belmont through our mailbox slot on our front door.
- First month's rent and any other rental payments can be in the form of cash, check or direct debit and **cannot** be processed with a credit/debit card, only application fees can be paid with a credit/debit card. First month's rent will be deposited or processed after an application is approved and before a lease is signed.
- If you require a cosigner they will also need to fill out their own application and pay a \$40 application fee. **Co-signers are REQUIRED to have residency in Illinois.**
- Please fill out **ONLY THE TOP HALF** of the Income Verification and Landlord Reference Forms. Green Ivy will independently send these forms to your employer & landlord and they will fill out bottom half.
- If you have access to paystubs please include 3 recent pay stubs with your application.
- **All Green Ivy properties come "AS-IS". Requests for painting, professional cleaning, or cosmetic alterations are REQUIRED to be made at time of application and approved before a lease is signed.**
- Security deposits are equal to one month's rent and are due when you take possession of the property or when you pick up keys at our office. They are **REQUIRED** to be in certified funds...either Cash, Cashier's Check or Money Order that are made payable to "Green Ivy Realty".
- Pet fees are \$200 per pet and are due at time of lease signing.
- Additional fees or deposits may apply depending on the property, please confirm with your agent or an employee of Green Ivy Realty for any additional fees.

## FREQUENTLY ASKED QUESTIONS

*What happens if there are multiple applications?* If we receive multiple applications for the unit, we will be contacting all applicants and asking for their highest and best offer on the unit. It is our legal obligation to share with the owner any and all applications we receive up until we have a signed lease agreement.

*When is my first month's rent deposited?* Your first month's rent is deposited only **AFTER** your application is approved and a lease signing has been scheduled.

*What happens if my application is rejected?* Green Ivy will return your first month's rent check or shred the check, depending on your preference. All application fees are nonrefundable.

*Does Green Ivy re-paint or clean the property before I move in?* No, all of our properties come "as-is" unless agreed otherwise. You can submit requests for painting, professional cleaning, carpet cleaning, etc under the "ADDITIONAL REQUESTS" section on the application. All requests **MUST** be made in writing and submitted at the time of application and approved by the owner.



**PROPERTY APPLICATION  
Equal Housing Opportunity**

**1818 W Belmont Ave  
Chicago, IL 60657  
Office: 773.913.2525  
Fax: 773.913.2515**

The undersigned hereby makes an application to rent the following property:

Address \_\_\_\_\_.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_.

Rent - \$ \_\_\_\_\_ Deposit - \$ \_\_\_\_\_ Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_

**PLEASE TELL US ABOUT YOURSELF**

Full Name \_\_\_\_\_

Phone \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Names of Dependents \_\_\_\_\_

List All Pets (Type/Breed/Weight) \_\_\_\_\_

**PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)**

Current Address \_\_\_\_\_ Unit# \_\_\_\_\_ City \_\_\_\_\_

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

Month/Year Moved In \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_

Rent \$ \_\_\_\_\_

Owner/Agent \_\_\_\_\_

Phone \_\_\_\_\_

Previous Address \_\_\_\_\_ Unit# \_\_\_\_\_ City \_\_\_\_\_

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

Month/Year Moved In \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_

Rent \$ \_\_\_\_\_

Owner/Agent \_\_\_\_\_

Phone \_\_\_\_\_

**PLEASE DESCRIBE YOUR CREDIT HISTORY**

Have you declared bankruptcy in the past seven (7) years?	Yes _____	No _____
Have you ever been evicted from a rental residence?	Yes _____	No _____
Have you had two or more late rental payments in the past year?	Yes _____	No _____
Have you ever willfully or intentionally refused to pay rent when due?	Yes _____	No _____
Have you ever been convicted of a felony?	Yes _____	No _____

**PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION**

Status: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Student \_\_\_\_\_ Unemployed

Employer \_\_\_\_\_

Position/Title \_\_\_\_\_ Dates employed \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_

(If employed by above less than 12 months, give name & phone of previous employer or school : \_\_\_\_\_.)

If you have other sources of income that you would like 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 in this application.

Amount \$ \_\_\_\_\_ Source/Contact  
Name \_\_\_\_\_

**PLEASE LIST YOUR REFERENCES**

**Personal Reference or Emergency Contact:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Driver's License:**

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Please give any additional information that might help owner/management evaluate this application?

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

PLEASE NOTE ALL APARTMENTS ARE RENTED "AS-IS". PLEASE SPECIFY ANY REQUESTS BELOW:

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

Where may we reach you to discuss this application?

Day Phone # \_\_\_\_\_ Night Phone # \_\_\_\_\_

I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement, I understand that this application will be null and void. I further understand that by applying for the property indicated above that, should my application be approved, I have entered into a lease agreement with the owner/manager. I authorize you to obtain my consumer credit report and investigate any information in relation to this application for the property. I understand that if my application is approved and I refuse to enter into a lease agreement, the deposit made will be retained to offset costs incurred. I also understand that if this application is NOT approved, that any deposit made, except the application fee, will be refunded. Any deposit made with this application does not guarantee that I will get the property which I have applied for. I understand and agree that the application fee of \$40.00 per applicant is not refundable.

Please sign: X \_\_\_\_\_  
Name of Applicant Date

**AUTHORIZATION  
Release of Information**

I authorize an investigation of my credit, tenant history, banking, employment and/or criminal check for the purposes of renting a house, apartment, or condominium from this owner/manager. The owner/manager and any third parties involved in the application process shall have the right to review the results of the investigation.

\_\_\_\_\_  
Name (please print)

X \_\_\_\_\_  
Signature Date