



Manchester Management  
 2130 Green Bay Rd. Evanston, IL 60201  
 (847) 869-1900 Office (847) 869-5646 Fax  
 RNP@manchesterevanston.com

# RENTAL APPLICATION FORM

Please read the entire application very carefully and provide ALL of the information requested.

1. Provide a copy of photo-identification for each applicant
2. Must include a working mobile number for each applicant AND an e-mail address, if available
3. Confirm ability to pay each month's rent the 1<sup>st</sup> day of the month \_\_\_\_\_ (initials)
4. Application fee is \$35 for one applicant and \$45 for two applicants, payable to Manchester Management.
5. Each adult planning to reside in the unit, must apply. Confirm NO pets, NO waterbeds \_\_\_\_\_ (initials)
6. Names of all minor residents must be recorded on the application and lease.
7. First month's rent and security deposit must be paid prior to receiving keys to the unit.
8. Please complete both sides of the application.

Address of apartment/unit you are applying for: \_\_\_\_\_

Monthly rental amount: \_\_\_\_\_ Security Deposit Amount: \_\_\_\_\_

What date do you plan to move in? \_\_\_\_\_ Do you have a Section 8/Housing Authority Certificate/Voucher? \_\_\_\_\_

When can you pay the 1<sup>st</sup> month's rent & security deposit? \_\_\_\_\_

Applicant 1

Applicant 2

NAME(S) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DRIVER'S LICENSE NUMBER/STATE \_\_\_\_\_

MOBILE/CELL. PHONE NUMBER \_\_\_\_\_

HOME. PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

CURRENT HOUSING PAYMENT \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

DATES OF OCCUPANCY \_\_\_\_\_

CURRENT LANDLORD NAME \_\_\_\_\_

CURRENT LANDLORD'S ADDRESS \_\_\_\_\_

CURRENT LANDLORD'S PHONE # \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

DATES OF OCCUPANCY \_\_\_\_\_  
(Previous address)

PREVIOUS LANDLORD'S NAME \_\_\_\_\_

PREVIOUS LANDLORD'S ADDRESS \_\_\_\_\_

PREVIOUS LANDLORD'S PHONE # \_\_\_\_\_

Please continue application on the reverse side

SOURCE(S) OF INCOME \_\_\_\_\_  
(List all sources of income)

AMOUNT OF MONTHLY INCOME \_\_\_\_\_  
(List all different amounts, if applicable)

EMPLOYER \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

EMPLOYER'S PHONE NUMBER \_\_\_\_\_

TIME W/PRESENT EMPLOYER \_\_\_\_\_

POSITION \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_

SUPERVISOR'S CONTACT INFO. \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_

PREVIOUS EMPLOYER'S ADDRESS \_\_\_\_\_

PREVIOUS EMPLOYER'S PHONE \_\_\_\_\_

TIME W/PREVIOUS EMPLOYER \_\_\_\_\_

POSITION \_\_\_\_\_

NAME OF BANK \_\_\_\_\_

CHECKING / SAVINGS ACCOUNT \_\_\_\_\_

TYPE OF CREDIT CARDS \_\_\_\_\_

NEAREST RELATIVE \_\_\_\_\_

NEAREST RELATIVE'S ADDRESS \_\_\_\_\_

NEAREST RELATIVE'S PHONE NUMBER \_\_\_\_\_

PROFESSIONAL REFERENCES \_\_\_\_\_

NAME & TITLE \_\_\_\_\_

CONTACT INFORMATION \_\_\_\_\_

NAME & TITLE \_\_\_\_\_

CONTACT INFORMATION \_\_\_\_\_

PERSONAL REFERENCES \_\_\_\_\_

NAME & RELATIONSHIP \_\_\_\_\_

CONTACT INFORMATION \_\_\_\_\_

NAME & RELATIONSHIP \_\_\_\_\_

CONTACT INFORMATION \_\_\_\_\_

NAMES OF ALL OCCUPANT(S) \_\_\_\_\_

AUTOMOBILE(S) TYPE & PLATE# \_\_\_\_\_

Please circle the accurate answer for the following questions:

Have you ever been involved in any type of **EVICTION?** YES NO      Have you ever been involved in any type of **FORECLOSURE?** YES NO  
Have you ever been involved in any type of **LITIGATION?** YES NO      Have you ever been involved in any type of **BANKRUPTCY?** YES NO

By signing below, you are confirming and acknowledging the following:

I hereby grant permission to Manchester Management and/or its agent(s) to conduct a credit report check, background check, and verification of information supplied within this application. I understand that if any portion of the rent is paid by a subsidizing Agent, I will take full responsibility for any amount not paid by sad Agent, until the lease is terminated and the unit is vacated. It is understood that the premises are to be used as a residence to be occupied by not more than \_\_\_\_\_ persons and that occupancy is subject to possession being delivered by present occupant. Any application received by the Landlord, is tendered by the prospective tenant with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by Landlord in its sole discretion. I hereby authorize Landlord to obtain information that deems desirable in the processing of my application, including: credit reports, civil or criminal action records, rental history, employment/salary details, police and vehicle records, and any other relevant information. Furthermore, applicant releases Landlord, its employees, and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information. Upon approval and acceptance, the applicant agrees to execute a lease before possession is given and to pay the security deposit and the first month's rent within five days after being notified of acceptance. The application fee is non-refundable. If the application is denied or tenant and Landlord fail to execute a lease and/or possession of unit, the Landlord shall have no further obligation to the applicant. The applicant hereby waives any claim for damages by reason of non-acceptance of this application, which the Landlord and/or his agent may reject (without stating reasons for so doing.) It is further agreed that if any information herein is false, the lease made on the strength of this application may, at the option of the landlord, be terminated at anytime.

Applicant 1

Applicant 2

SIGNATURE(S) \_\_\_\_\_

*I certify that the information contained herein is true and I understand that any false information shall be grounds for canceling/terminating a lease.*

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