



**Grand Realty Group, Inc.**  
**Sales & Property Management**  
137 Cedar Ave. P.O. Box 814  
Lake Villa, IL 60046-0814  
Office: 847-223-0505 Fax: 847-990-0075  
www.GrandRealtyGroup.com

## **Required Paperwork Checklist for Rental Transactions**

Please email **ALL** application documents to **Apply@GRGrents.com**

- **Each applicant age 18 and older MUST complete an entire GRG Rental Application Package, NO EXECPTIONS.**
- **\$40 Application Fee, per applicant age 18 years of age or older.**  
Fee includes Credit Check, Criminal Background Check, Eviction Check, NSF Screening, Sex Offender Screening, Employment Verification as well as Rental History Verification.  
Acceptable forms of payment are:
  - Cash
  - Credit Card
  - Cashier's Check/Money Order payable to Grand Realty Group, Inc.  
**Sorry, no personal checks can be accepted for Application Fees.**
- **Completed GRG Rental Application Package.**  
The Rental Application Package Includes:
  - Rental Application
  - Verification of Employment
  - Verification of Rental History
  - Credit Check Instruction Sheet
- **In addition to the Application Package we will also need:**
  - A legible photocopy of a current **Driver's License** for each applicant age 18 years of age or older
  - **1 month of pay stubs, (most recent)** for each applicant 18 years of age or older
  - **If self-employed**, please provide copies of 2 years most recent tax returns
  - If applicant income comes from **SSI/Disability or a pension**, we will need a copy of a statement as proof of income
  - **Letter of Explanation** describing current situation if credit is negative, i.e. Foreclosure or Short Sale. In any case, an introduction letter is always recommended for us to convey to the property owner and to get a better summary of the applicant(s).
  - **Military Applicants** MUST provide a copy of branch orders

In most cases, pets are considered on a case by case basis. Pet deposits are \$350 **PER PET**, however multiple pet deposits may be negotiated at the owner's discretion.

**Please expect a 72 hour turnaround after ALL documentation has been provided to us. Every page of the application package must be completed in its entirety and requires your signature. Incomplete applications will not only result in a delay but may be rejected or sent back for completion. NO EXCEPTIONS.**

**Grand Realty Group, Inc. reserves the right to reject any application that is not complete or that has been falsified or found to contain false information.**

## **THIS APPLICATION DOES NOT CREATE A LEASE**

This application even if accepted shall not be considered a lease agreement under any circumstances. A lease will be drafted upon the property owner's approval of this application and no said lease will be executed until both parties have signed and security deposit and first month's rent is received.

## **USE OF INFORMATION**

Grand Realty Group, Inc. respects and protects your privacy and your sensitive information. No documentation containing any such information will be sold or sent to another party outside of the property owner. All sensitive information will be removed prior.

## **COMMITMENT TO EQUAL HOUSING**

Grand Realty Group, Inc. is committed to providing equal housing opportunities to all qualified rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status or any other protected status. We also welcome qualified Section 8 Housing voucher holders who have been approved by the local housing authority. **Each property owner has the right to accept or deny a Housing Voucher for their property.**

## **REASON FOR DENIAL**

If this application is denied, we shall within 10 business days thereafter and upon the written request of the applicant, state the basis for said denial to applicant.

## **FALSIFICATION OF APPLICATION**

Any falsification in this application process will result in an automatic denial. In the event that an applicant falsifies or alters application paperwork, owner has the right to hold all deposits and fees to apply towards liquidated damages.

## **AGE**

Applicants must be 18 years of age or older unless deemed to be an adult under applicable law with respect to the execution of contracts. In respect to property jurisdiction within state law, some applicants will be required to provide current proof of emancipation.

## **CREDIT/BACKGROUND SCREENING**

A credit/background check will be completed on all applicants to verify credit ratings. Income, rental history and employment history along with credit score will determine rental eligibility and security deposit levels. Unfavorable accounts which will negatively influence this score include, but are not limited to: collections, account charge-offs, repossession, current and recent delinquency and open bankruptcies will result in an automatic denial of the application.

**ADDITIONAL APPLICATION DEPOSITS MAY BE REQUIRED FOR ALL CREDIT RECOMMENDATIONS BELOW AN ACCEPTABLE LEVEL, NOT INCLUDING A DENY RECOMMENDATION. IF APPLICANT HAS INSUFFICIENT RENTAL HISTORY AN ADDITIONAL DEPOSIT MAY BE REQUIRED.**

A criminal background check will also be performed on a national and county level. Grand Realty Group, Inc. reserves the right to deny an applicant with a background check that reveals any of the following: Worthless and/or bogus related check fraud or theft by check related offenses, sex related offenses, terrorism related offenses, drug related offenses, crimes against a person or property, prostitution, weapons, cruelty to animals or any other felony.

## **RENTAL HISTORY**

Some credit scoring results will necessitate an evaluation of verifiable rental or mortgage payment history for the last 24 months. In these such cases, applicant must have a minimum of 6 months cumulative verifiable rental or mortgage payment history within the last 24 months. In these such cases, if a previous landlord cannot be contacted, 6 consecutive months of proof of payment must be verified and copy of the lease contract must be provided. Applicants not having verifiable rental or mortgage history will have to pay an additional deposit equal to one month's rent. When applications also depend on the results of a rental history investigation for an approval/denial determination, applications for residency will automatically be denied for outstanding debts to a previous landlord (outstanding NSF checks must be paid in full), a breach to a prior lease, an eviction or an applicant in the process of an eviction. More than one late payment and/or if the applicant has had 1 NSF within 6 months or late payments and/or NSF checks within a year.

**GUARANTORS**

Guarantors will be accepted for applicants who do not meet the required rent to income ratio or denied on credit. Only one guarantor per house is permissible. For guarantor-supported applications, an additional application deposit will be required. The deposit level will be based on the credit analysis. The guarantor will be required to complete an application and pay a full application fee. Guarantors must have a gross monthly income of 4 times the monthly market rent and meet all other qualifying criteria identified in this screening policy. The guarantor must sign all leasing paperwork and must be on the lease. Guarantors may be relatives or employers; friends may not serve as a guarantor.

**PETS**

All pets will be considered on a case by case basis at the owner’s discretion.

**VEHICLES**

Vehicles must be operational and have current registration and inspection. Boats or trailers are not allowed at any time unless approved in writing by landlord.

**RENTERS INSURANCE REQUIREMENT**

Renter’s insurance is a requirement and proof thereof is required and must be current at all times. Failure to do so is a violation of the lease agreement should you be approved. We strongly suggest a minimum of \$100,000 Personal Liability coverage. In addition, we ask that you identify the home as a “party of interest” or similar interest may be available. Proof of renter’s insurance is required at the time of lease signing and prior to possession and will be required to show proof as policy expires and renews.

**DEPOSIT LEVELS**

The results of the application evaluation could determine the amount of the security deposit.

**INCOME**

Gross income for all applicants in one home will be combined and entered into the credit scoring model for income eligibility. All applicants will be asked to produce 2 to 4 consecutive and most recent pay stubs for the past month from the application date. If handwritten paystubs are supplied, the documents must be validly notarized to be deemed sufficient. Applicants must have a combined gross income of 3 times the monthly rent. Additional sources of income may be considered. These sources may include: child support, grants, pensions, GI benefits, disability, trust funds or social security. Proof of these sources will be required. The applicant must supply 6 consecutive months of bank statements if any of the additional sources of income listed above cannot be provided directly from the supplier.

Some credit scoring results will require further income verification.

**EMPLOYMENT**

If applicant is to begin work in the near future, a “letter of intent” to hire will be required from the employer.

**SELF EMPLOYMENT, RETIRED or UNEMPLOYED**

Such applicants must provide the previous 2 year’s income tax return and the previous two month’s bank statements, or 12 months of financial statements and must exhibit no negative references. Seasonal employment must be verified by providing the prior year’s tax return.

I understand and agree to the terms of the Grand Realty Group, Inc. application process and hereby submit my application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**GRAND REALTY GROUP, INC. RENTAL APPLICATION**

Property Applying For: \_\_\_\_\_

• Each adult (18 or older) must fill out a separate application

<u>First</u>	<u>Middle</u>	<u>Last Name</u>	<u>Birth Date</u>	<b>Any Other Names You've Used in The Past</b>	
<u>Social Security #</u>		<u>Drivers License #</u>		<u>Home Phone:</u>	<u>Cell Phone:</u>
<u>Email Address</u>				<u>Work Phone:</u>	
<b>All Other Proposed Occupants</b>			<b>Birth Date</b>	<b>Relationship To Applicant</b>	

**RENTAL/RESIDENCE HISTORY**

	<b>Current Residence</b>	<b>Previous Residence</b>	<b>Prior Residence</b>
Street Address			
City			
State & Zip			
Last Rent Amount Paid	\$	\$	\$
Owner/Manager and Phone Number			
Reason for leaving			
Is/Was rent paid in full?	YES NO	YES NO	YES NO
Did you give notice?	YES NO	YES NO	YES NO
Were you asked to Move?	YES NO	YES NO	YES NO
Names in which your utilities are now billed:			
Dates of Residency	From/To	From/To	From/To

**EMPLOYMENT HISTORY**

	<b>Current Employment</b>	<b>Previous Employment</b>	<b>Prior Employment</b>
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
Dates of Employment	From/To	From/To	From/To

**CREDIT HISTORY**

	<b>Bank/Institution/Name</b>	<b>Balance on Deposit or Balance Owed</b>
Savings Account		
Checking Account		
Credit Card (s)		
Auto Loan		

**VEHICLES (Include vehicles belonging to other proposed occupants also)**

Make	Model	Color	Year	License Plate

**REFERENCES & EMERGENCY CONTACTS**

Name	Reference	Lawyer	Nearest Living Relative

By signing this application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the property for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.

**GENERAL INFORMATION**

Have you ever been served a late rent notice? YES NO Why?	Do any of the people who would be living in the property smoke? YES NO How many?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? YES NO If so, when?	When would you be able to move in?	Have you ever been convicted of a felony? YES NO Please explain:
Are you or any other proposed occupants a registered sex offender? YES NO If yes, please identify which applicant:		
Have you ever been served an eviction notice? YES NO If so, when?	How many pets do you have (list Type, Breed, approx Weight & Age)?	
Have you had any reoccurring problems with your landlord? YES NO Please explain:		
Why are you moving from your current address:		How did you hear about this property?
List any verifiable sources and amounts of income you wish to have considered (optional):		
Have you ever been party to a lawsuit in the past? YES NO Please explain:		
If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address & phone # so that we can use them as a reference for you.		
We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on? YES NO		

Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check etc. to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is a residential application for a residential property and does not constitute a rental or lease agreement in whole or part.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**VERIFICATION OF EMPLOYMENT HISTORY**

**Property Applying For:** \_\_\_\_\_

\_\_\_\_\_  
 Name of Current or Former Employer/Supervisor

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Fax Number

**I hereby authorize you to release information regarding my employment to the inquiring landlord.**

\_\_\_\_\_  
**Applicant Signature** **Date**

\_\_\_\_\_  
**Print Name**

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

Term of Employment From \_\_\_\_\_ through \_\_\_\_\_

Salary: \_\_\_\_\_ Per: \_\_\_\_\_ If Part Time How many avg hours? \_\_\_\_\_

Is/Was This Position  Full-Time  Part-Time (Week/Month/Year)

Is/Was this a temporary Position:  NO  YES

**We are requesting verification of employment history for the rental applicant named on this document who states they are a current or former employee of yours. Please complete the following information and return via fax or email.**

**Thank you for your cooperation.**  
**Sincerely,**  
**Grand Realty Group, Inc.**

**\*\*This Bottom Portion For Employer Use ONLY\*\***

**EMPLOYER CONFIRMATION:**

Is the information provided above accurate?  NO  YES

If inaccurate information was provided, please note corrections above.

Name of Person Providing Information: \_\_\_\_\_  
**Name** **Title** **Date**

Signature \_\_\_\_\_

Thank you for your cooperation and assistance, your input is very much appreciated.

Are there any additional comments or information you can provide us with to help regarding a decision for this applicant?



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**VERIFICATION OF RENTAL HISTORY**

**Property Applying For:** \_\_\_\_\_

\_\_\_\_\_  
 Name of Current or Former Landlord

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Fax Number

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

**I hereby authorize you to release information regarding my rental history to the inquiring Landlord.**

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_  
**Print Name**

**We are requesting verification of rental history for the applicant named below who states they are a current or former tenant of yours. Please complete the following information and return via fax or email.**

**Thank you for your cooperation.**

**\*\*This Bottom Portion For Landlord Use ONLY\*\***

Rental History of \_\_\_\_\_

Date Moved in: \_\_\_\_\_ Moved Out: \_\_\_\_\_ Monthly Rent:\$ \_\_\_\_\_

Was rent paid on time? YES NO Number of Times Late? \_\_\_\_\_

Number of People that resided at the property: \_\_\_\_\_

Were there any complaints by neighbors? Please explain \_\_\_\_\_

Care of Rental Unit: \_\_\_\_\_

Any damages? \_\_\_\_\_ Any Pets? \_\_\_\_\_

Overall rating as a tenant (good, fair, poor, explain) \_\_\_\_\_

Did they give notice to move? YES NO If former tenant, did you return full security deposit? YES NO

If no, why?

Name of Person Providing Information: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Thank you for your cooperation and assistance, your input is very much appreciated.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



MAINSTREET ORGANIZATION OF REALTORS®



CREDIT CHECK INSTRUCTION SHEET

Please Note: This form to be used by Brokers only.

INSTRUCTIONS FOR BROKER :

Have this page completed and signed: (If payment is by check, please have consumer make check payable to: Grand Realty Group, Inc. (Must be in the form of a cashier's check or money order. Sorry, no personal checks accepted.)

Choose a Payment Option: [ ] Individual Credit Check - \$ 40.00 \* [ ] Individual Plus Spouse - \$ 80.00 \*\* (Both Signatures are Required)

Form box containing payment options: [ ] CASH, [ ] Enclosed is my check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ payable to: Grand Realty Group, Inc., [ ] Please charge my Visa / Master Card / American Express / Discover in the amount of \$ \_\_\_\_\_ (Circle One). Includes fields for Name, Charge Date, Debit/Credit Card Number, Expiration, and 3 Digit Security Code on Back of Card.

\*\*\* This fee is charged for performance of a service. It is not to be considered the cost of the credit report.

\$ \_\_\_\_\_ has been paid for this credit check. THIS SUM IS NOT REFUNDABLE.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE NOTE: A COPY OF CREDIT REPORT TO CONSUMERS IS PROHIBITED.

Signature: \_\_\_\_\_ Individual Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Spouse Date: \_\_\_\_\_

I certify that I have read the above application; that the information therein is true and correct. I understand that this application shall be incorporated in and become a part of the lease of the premises sought and if incorrect or untrue shall be grounds for cancellation of the lease. I authorize an investigation and credit check to be made whereby information is obtained through interviews with my landlord(s), or other with whom I am acquainted. This inquiry may include information as to my character, general reputation, personal characteristics, and mode of living. I understand I have the right to make a written request within a reasonable amount of time to receive additional, detailed information about the nature and scope of this investigation.

Consumer(s) Printed Name(s): \_\_\_\_\_

KEEP ALL ORIGINALS IN FILE