

IBF Property Management, L.L.C.
 Real Estate Investment & Management



APPLICATION FOR LEASE

Leasing Agent's Name: _____	Phone Number: _____
Address: _____	Unit #: _____
Expected Move-In Date: _____	Rent Amount: \$ _____
Administrative Fee: <u>\$250 (Non-Refundable)</u>	Deposit: \$ _____

Each application MUST include the following:

- \$35 Non-Refundable Credit and Background Check fee* in the form of **** Money Order Only ****
 *(Non-refundable credit check fee covers the cost of verifying references and a credit/criminal background check)
- Copy of social security card
- Copy of state photo ID or valid driver license
- Copy of the two most recent paycheck stubs
- \$250 Administrative fee (non-refundable) due upon approval/lease signing

Self employed applicants must also include:

- Copies of 2 yrs recent tax returns
- Copy of recent bank statement

**** Down payments are not refundable within 48hrs from the given date. ****

The undersigned hereby authorizes the Agent to verify all information as indicated within this application, including, but not limited to an inquiry to a credit reporting agency with whom Agent subscribes. In addition, the undersigned acknowledges he/she has read this application, and agrees to the terms herein set forth.

By checking this box, I understand that I am submitting my application electronically, via email, and such action shall constitute an electronic signature (if completed electronically).

If submitting application electronically, please fill in the fields below and check the checkbox above.

Signature: _____	Date: _____
Applicant	
Signature: _____	Date: _____
Co-Applicant/Spouse	

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 Equal Housing Opportunity
\$35 Application Fee

CO-APPLICANT / SPOUSE INFORMATION

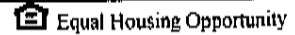
Date	Home Telephone Number () - () -	Cell Phone Number () - () -	Email Address
Name		Social Security Number - -	Date of Birth , 19
Present Address (street, city, state, zip)		Monthly Rent Amount \$	How long at present address? <input type="checkbox"/> 4 years or longer <input type="checkbox"/> Less than 4 years
Reason for leaving?	Landlord's Name	Landlord's Phone Number	
Driver's License			
Issuing State:		Number:	Expiration:
Previous Address if less than 2 years at Current Address			
Address (street, city, state, zip)		Monthly Rent Amount \$	How long at previous address? <input type="checkbox"/> 4 years or longer <input type="checkbox"/> Less than 4 years
Reason for leaving	Landlord's Name	Landlord's Phone Number	

EMPLOYMENT INFORMATION

Name of Current Employer				Monthly Salary \$		Other Source of Income \$	
Employer's Address (Street, City, State, Zip)				Name of Supervisor		Phone Number () -	
Starting Date		Leaving Date					
Month	Year	Month	Year				
Name of Previous Employer				Monthly Salary \$		Other Source of Income \$	
Employer's Address (Street, City, State, Zip)				Name of Supervisor		Phone Number () -	
Starting Date		Leaving Date					
Month	Year	Month	Year				

In the past, have you been released from prison following a conviction or have you been convicted of a felony or misdemeanor (excluding minor traffic violations) or are you awaiting prosecution for a felony? Yes No
 (Exclude sealed or expunged convictions.) Details of convictions must be provided: _____

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REFERENCES

List two references who are not relatives.

Name/Address	Phone	Relationship to you	Years Known
Name/Address	Phone	Relationship to you	Years Known

EMERGENCY CONTACT INFORMATION

Name/Address	Phone	Relationship to you
Name/Address	Phone	Relationship to you

APARTMENT OCCUPANCY

Who will occupy apartment?

Number of Adults: _____ Number of Children: _____
 Number of Pets: _____ Size / Breed of Pets: _____

I certify that I have read the above application; that the information contained herein is true and correct to the best of my knowledge. I understand that this application shall be incorporated in, and become part of the lease of the premises sought, and if incorrect or untrue shall be grounds for cancellation of the lease.

I authorize you to make an investigative credit/criminal history report.

Signature: _____ Date: _____
 Applicant

Signature: _____ Date: _____
 Co-Applicant/Spouse

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Name: _____
Property Address: _____
Unit #: _____

How Did You Hear About Us?
(Please check all that apply)

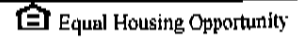
- Drive-By
- Chicago Reader
- Chicago Tribune
- Chicago Sun-times
- Chicago Defender
- IBF building Poster/Signage
- www.Rent.com
- www.Craigslist.com
- www.Inverbrass.com "Renters Reward"
- www.RogersPark.com
- UAS Properties
- Referral
 - Tenant: _____
 - Other: _____
- Other: _____

Thank You,

IBF Property Management, LLC

IBF Property Management, L.L.C.

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EMPLOYMENT VERIFICATION REQUEST FORM

To: _____ Date: _____

Employer Name: _____

Address: _____

City, State, Zip: _____

Phone Number: () - _____

E-mail Address: _____

The person named below has made an Application for Lease with us. Your firm was listed as having currently or formerly employed this person. The applicant, by his/her signature below, has authorized you to release their employment information. Your assistance in providing employment information will be sincerely appreciated. Thank you.

Applicant's Employee Name: _____

Applicant's Current Address: _____

Applicant's Social Security No: _____

Applicant's Department or Branch: _____

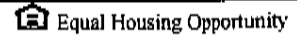
APPLICANT AUTHORIZATION OF THIS INQUIRY
 I HEREBY CONSENT TO THE RELEASE OF MY EMPLOYMENT INFORMATION

Applicant Signature (typed if filing electronically) _____ Date _____

				Gross Monthly Salary	How Paid?
				\$	<input type="checkbox"/> Payroll Check <input type="checkbox"/> Cash
Position Held					() -
X					
Employee Start Date		End Date		Employer's Title	Employer's Phone #
Month	Year	Month	Year		

EMPLOYER'S COMMENTS (To be filled out by Employer only)

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**RESIDENCE VERIFICATION
 REQUEST FORM**

To: _____ Date: _____

Landlord Name: _____

Address: _____

City, State, Zip: _____

Phone Number: () - _____

E-mail Address: _____

I, _____ have applied for residency at a property managed by IBF Property Management LLC
 (APPLICANT NAME) and hereby authorize you to provide the information requested below:

 Applicant's Signature

 Date

				Monthly Rent	Was Rent Paid on Time?								
				\$	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Address of Residency				If not, how many times was it late?									
X				NSF Checks?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Landlord's Signature				If NSF, how many times?									
<table border="1"> <tr> <th colspan="4">Term of Residency</th> </tr> <tr> <td>Start Month</td> <td>Start Year</td> <td>End Month</td> <td>End Year</td> </tr> </table>				Term of Residency				Start Month	Start Year	End Month	End Year	Would you rent to this person again? If not, Why?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Term of Residency													
Start Month	Start Year	End Month	End Year										

OWNER'S COMMENTS (to be filled out by landlord only)

Verified by: _____

Title: _____

Thank you for your assistance.

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Office Address: 3324 W. North Avenue Chicago, IL 60647
Mailing Address: P. O. Box 6983 Chicago, IL 60680
Office: 773.384-9370
Fax: 773.384-9369

Administration Fee/Background & Credit Check Fee

Each applicant is required to submit; (1) a NON-REFUNDABLE Credit/Background Check Fee in the amount of \$35.00 and (2) a NON-REFUNDABLE \$250.00 Administration Fee (to partially defray the cost of credit check, income, housing verification, move-in arrangements, keys and all other administrative costs related to establishing residency). The Administration Fee is **not** a security deposit.

The Administration Fee is NON REFUNDABLE after 48 hours, unless this application is denied by Lessor. Once the lease is signed, the Administration Fee is NON REFUNDABLE. If the application is denied, the Administration Fee will be refunded. The Credit/Background Check Fee will NOT be refunded.

The undersigned hereby authorizes the Agent to verify all information as indicated within the lease application, including, but not limited to an inquiry to a credit reporting agency with whom Agent subscribes. In addition, the undersigned acknowledges he/she has read the lease application, and agrees to the terms therein set forth.

Applicant Signature: _____

Co-Applicant Signature: _____

Date: _____