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

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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

Each applicant is required to submit a **NON-REFUNDABLE** credit check fee in the amount of \$35.00.

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.

Signed: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_

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

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## Application for Lease

(Non-refundable credit check fee covers the cost of verifying references and a credit check.

This application is subject to approval of owners.)

### Applicant's Information

**Fee per Person: \$35.00**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: Day Number \_\_\_\_\_ Evening Number \_\_\_\_\_

Driver's Lic. /State I.D.: \_\_\_\_\_ S.S.N.: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address: \_\_\_\_\_ Apt. \_\_\_\_\_

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

Rent per Month: \$ \_\_\_\_\_ No. of yrs.: \_\_\_\_\_ Reason for

leaving: \_\_\_\_\_

Agent/Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous address, if less than 2 yrs.: \_\_\_\_\_

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

Rent per Month: \$ \_\_\_\_\_ No. of yrs.: \_\_\_\_\_ Reason for

leaving: \_\_\_\_\_

Agent/Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Applicant's Employment

*(A current pay stub is required)*

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

No. of yrs.: \_\_\_\_\_ Dept. Supervisor/Manager: \_\_\_\_\_

Monthly Salary: \$ \_\_\_\_\_ Other Income: \$ \_\_\_\_\_ (Specify) \_\_\_\_\_

Best time and place to reach you? Home: \_\_\_\_\_ am \_\_\_\_\_ am  
\_\_\_\_\_ pm \_\_\_\_\_ pm

**Applicant's Personal History**

Are you now or have you ever been involved in any litigation (Evictions, judgments, bankruptcies)? \_\_\_\_\_ If yes, please give details: \_\_\_\_\_

**Co-Applicant's/Spouse's Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: Day Number \_\_\_\_\_ Evening Number \_\_\_\_\_

Driver's Lic. /State I.D.: \_\_\_\_\_ S.S.N.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Current Address: _____ Apt. _____
City _____ State _____ Zip Code _____
Rent per Month: \$ _____ No. of yrs.: _____ Reason for leaving: _____
Agent/Landlord Name: _____ Phone: _____

Previous address, if less than 2 yrs.: _____
City _____ State _____ Zip Code _____
Rent per Month: \$ _____ No. of yrs.: _____ Reason for leaving: _____
Agent/Landlord Name: _____ Phone: _____

**Co-Applicant's/ Spouse's Employment**

**Occupation:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**No. of yrs.:** \_\_\_\_\_ **Dept. Supervisor/Manager:** \_\_\_\_\_

**Monthly Salary:** \$ \_\_\_\_\_ **Other Income:** \$ \_\_\_\_\_ (Specify) \_\_\_\_\_

**Co-Applicant's /Spouse's Personal History**

**Are you now or have you ever been involved in any litigation (Evictions, judgments, bankruptcies)?** \_\_\_\_\_ **If yes, please give details:** \_\_\_\_\_

**Personal References (Other than relatives)**

Name	Address	Phone	Relation

**In case of Emergency (Contact)**

Name	Phone

**Apartment Occupancy**

**Who will occupy apartment?** \_\_\_\_\_ **No. of adults** \_\_\_\_\_ **/ children** \_\_\_\_\_

**No. of pets** \_\_\_\_\_ **Size/breed** \_\_\_\_\_

I certify that I have read the above application; that the information contained herein is true and correct. 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 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](http://www.Inverbrass.com) "Renters Reward"
- www.RogersPark.com
- Referral
  - Tenant: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Thank You,

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**EMPLOYMENT VERIFICATION  
REQUEST FORM**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 there employment information. Your assistance in providing employment information will be sincerely appreciated. Thank you.

**Employee Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Social Security No.:** \_\_\_\_\_

**Department or Branch:** \_\_\_\_\_

**APPLICANT AUTHORIZATION OF THIS INQUIRY**

I HEREBY CONSENT TO THE RELEASE OF MY EMPLOYMENT INFORMATION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

**EMPLOYER'S COMMENTS**

Date of Employment (from) \_\_\_\_\_ (to) \_\_\_\_\_

Position Held \_\_\_\_\_

Gross Salary or Wage \$ \_\_\_\_\_ per mo. \_\_\_\_\_ week \_\_\_\_\_ hr \_\_\_\_\_

Other comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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**RESIDENCE VERIFICATION**

Date:	_____
To:	_____
Resident:	_____
Address:	_____
	_____

I, \_\_\_\_\_, have applied for residency at a property managed by The Inverbrass Funds, LLC and hereby authorize you to provide the information requested below:

**OWNER'S COMMENTS**

Term of Residency FROM \_\_\_\_\_ TO \_\_\_\_\_

Amount of Monthly Rent \$ \_\_\_\_\_

Was rent paid on time? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, Why?

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

NSF checks Yes \_\_\_\_\_ No \_\_\_\_\_

How many times? \_\_\_\_\_

Late Payment Yes \_\_\_\_\_ No \_\_\_\_\_

How many times? \_\_\_\_\_

Would you rent to this person again? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, Why?

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

Verified by \_\_\_\_\_

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

Thank you for your assistance.