



Greenplan Management, Inc.

41 Chicago Avenue
Oak Park, IL 60302
oakparkapartments.com

Phone 708-358-2636 OR 708-358-2637
Fax: 708-848-2259
email: billleark@oakparkapartments.com

Please follow Greenplan Management's easy two step application process.

1. Complete and sign this application (an incomplete or unsigned application will not be processed).
 2. Return completed application along with separate payments in the amounts of \$35 (non-refundable processing fee) and \$300 (application fee)
- . If you are approved, the application fee will be applied to the security deposit balance. If you are not approved, the application fee will be refunded to you. Greenplan Management Inc. requires a minimum security deposit equal to one and one half-months rent.

At the time of approval, a date and time will be set for you to sign the lease, pay the remaining balance (money order or cashier's check) and pickup your keys.

*****Once approved the \$300 application fee becomes non-refundable and is applied towards the security deposit.**

Application For Lease

How did you hear about our Apartments? (circle one) :

Pioneer Press Wed. Journal Company Website ForRent Apartments.com Apt. Guide

OTHER: _____

Please print all information clearly.

Apartment Address and Number applied for: _____

Rent: \$ _____ Security Deposit: \$ _____

Credit check fee: \$35.00	Move In Date: _____	
Deposit: \$300.00	Received By: _____	Date: _____
Parking Space: No Yes	Received By: _____	Date: _____
	Fee: _____	Space #: _____

Applicant 1:

Name: _____ Date of Birth: _____

SSN#: _____ Email Address: _____

Present Address w/town: _____ Zip _____ Phone #: _____

Length of occupancy: _____ Agent's Name and Phone #: _____

Reason for leaving: _____ Amount of Rent: \$ _____

Are you currently under a Lease: No Yes If Yes, Expiration date: _____

Previous Address: _____

Amount of Rent: \$ _____ Agent's Name and Phone #: _____

Name of Employer: _____ Position: _____

Address: _____ Phone #: _____

Employed: From _____ To _____ Supervisor: _____

Salary: \$ _____ (circle one) Weekly / Monthly / Annually Phone #: _____

Previous Employment: _____ Position: _____

Address: _____ Supervisor: _____

Salary: \$ _____ (circle one) Weekly / Monthly / Annually Phone #: _____

Applicant 2:

Name: _____ Date of Birth: _____
SSN#: _____ Email Address _____

Present Address w/town: _____ Zip _____ Phone #: _____

Length of occupancy: _____ Agent's Name and Phone #: _____

Reason for leaving: _____ Amount of Rent: _____

Are you currently under a Lease: No Yes If Yes, Expiration date: _____

Previous Address: _____

Amount of Rent: \$ _____ Agent's Name and Phone #: _____

Name of Employer: _____ Position: _____

Address: _____ Phone #: _____

Employed: From _____ To _____ Supervisor: _____

Salary: \$ _____ (circle one) Weekly/Monthly/Annually Phone #: _____

Previous Employment: _____ Position: _____

Address: _____ Supervisor: _____

Salary: \$ _____ (circle one) Weekly/Monthly/Annually Phone #: _____

How many people will occupy the premises? _____

Pets? _____

Do have a car? Make/Model _____ Year ____ License plate#: _____ Remaining balance?: _____

Personal reference: _____ Phone #: _____

Other info that may be helpful:

Have you ever been evicted?: Yes / No Is an eviction suit now pending against you?: Yes / No
Are there any outstanding judgments against you? Yes No

I AGREE TO DEPOSIT \$35.00 FOR A CREDIT CHECK WHICH IS NON-REFUNDABLE.

PLEASE READ ALL TERMS BELOW AND SIGN:

It is understood that the premises are to be used as a residence and shall be occupied by not more than ___ persons and that occupancy is subject to possession being delivered by the present occupant. An application fee in the sum of \$ _____ received on _____ (date) has been deposited with Landlord, with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by Landlord at its sole discretion. I hereby authorize Landlord to obtain information it deems desirable in the processing of my application, including: credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information, and release 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 (time being of the essence); failing which the application fee shall be retained by Landlord as the agreed compensation for credit investigation, processing and verification of the application, other expenses and/or loss of rent, and the Landlord shall have no further obligation to applicant. In no event is the application fee refundable to the applicant, except in the event that the Landlord fails to deliver possession of the premises as may be required by any lease executed between the parties. The applicant hereby waives any claim for damages by reason of non-acceptance of this application which the Landlord or his agent may reject without stating reasons for so doing. **It is further agreed that if any informaton herein is false, the lease made on the strength of this application may, at the option of the Landlord, be terminated at any time.**

Applicant #1 Signature: _____ Date: _____

Applicant #2 Signature: _____ Date: _____

A PHOTO ID WILL BE REQUIRED AT LEASE SIGNING.

