

# **LINCOLN APARTMENT MANAGEMENT LIMITED PARTNERSHIP**

## **NOTICE OF NO AGENCY RELATIONSHIP**

Please be advised that neither Lincoln Apartment Management Limited Partnership nor its Leasing Agents represent you or are acting as your agent.

Our leasing agents may perform ministerial acts and assist you in completing rental applications and leases. Under State law this activity does not result in the Leasing Agent acting as your agent.

**THIS NOTICE OF NO AGENCY IS BEING PROVIDED AS REQUIRED BY STATE LAW.**

\_\_\_\_\_  
Leasing Agent

Date \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Print Tenant's Name

\_\_\_\_\_  
Print Tenant's Name

Date \_\_\_\_\_

Date \_\_\_\_\_

## **APPLICATION CRITERIA**

All applicants for residency will be processed through a credit-reporting agency. All responsible parties 18 years of age or older must complete and sign an application. Unauthorized occupants are strictly forbidden.

In reviewing the application, all or part of the following areas will be taken into consideration.

### **1. CREDIT**

All credit status for the last 2 years will be checked through the appropriate Credit Bureau. The credit history must be free of any outstanding debt to previous landlords, and creditor.

### **2. RESIDENT/RENTAL HISTORY**

The last 2 years resident/rental history is required. All appropriate phone numbers and addresses, where this information may be **VERIFIED**, must appear on the occupancy application. All resident history must be free of rental housing evictions, skips and all delinquencies.

### **3. EMPLOYMENT INCOME**

Applicants **local employment** must be verified, including salary amount. Monthly rent cannot exceed a certain percentage of the gross monthly income.

### **4. CHECK WRITING HISTORY**

Code must be acceptable.

### **5. CRIMINAL HISTORY**

The criminal records of all household members over the age of 18 will be checked and reviewed for felony and misdemeanor offenses. The information gathered as the result of this check would effect the **approval** of the application.

### **6. NON U.S. CITIZENS**

Must be able to provide documentation from U.S. Immigration to verify legal entry and residency in the United States for the length of the lease term.

This community is committed to **DRUG-FREE HOUSING**. The lease agreement prohibits criminal activity, including drug related criminal activity on or near our premises.

**PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO INSURE TIMELY PROCESSING. PROCESSING CANNOT BEGIN UNTIL A COMPLETED APPLICATION IS RECEIVED.**



# GROUNDS FOR DENIAL:

Applicants will be denied if they do not meet the community owner's screening criteria. Applicants may be denied for any, or a combination of any, of the following reasons:

1. Misdemeanor or felony criminal background including, but not limited to, crimes against persons or property, theft/burglary, prostitution, history of violence, illegal controlled substances, harboring a fugitive, and/or alcohol abuse.
2. Unable to provide documentation from U.S. Immigration to verify legal entry in the United States and legal residency in the United States for the length of the lease term.
3. History of allowing unauthorized occupant(s) to reside in your apartment home as evidenced by previous landlord's verification(s);
4. Lack of six (6) months of verifiable continual rental history;
5. Poor housekeeping as evidenced by previous landlord's verification(s);
6. History of drug or alcohol abuse as evidenced by previous landlord's verification(s) or record of arrest and/or conviction, and no current rehabilitative services;
7. History of paying rent late or poor rental background as evidenced by previous landlord's verification(s) and/or credit report;
8. Check writing code must be acceptable;
9. Poor credit report;
10. Refusal to occupy proper unit size in accordance with property unit size standards;
11. History of property damage to apartment/townhouse/house or common areas as evidenced by previous landlord's verification(s) and/or credit report;
12. History of lease violations as evidenced by previous landlord's verification(s);
13. History of violence and interference with management's duties and responsibilities as evidenced by previous landlord's verification(s), government or social agencies' verifications, police reports, and/or criminal background check; or
14. Failure to move into the rent-ready unit on the agreed date; this will cause the application to be denied and the unit will be offered to the next qualified applicant on the waiting list;

**Applicants will not be denied on the basis of race, color, religion, national origin, sex, handicap or familial status.**

\_\_\_\_\_  
Applicant Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date \_\_\_\_\_



## LPC QUICK CHECK APPLICATION

**The most recent 2 years resident history required. Must provide dates of residency, landlord names and phone numbers for all addresses. The application cannot be submitted for processing until all information is provided.**

Property Name **The Lakes of Schaumburg**      Unit # \_\_\_\_\_ Rent Amount \_\_\_\_\_ Move in Date \_\_\_\_\_

Last Name	First Name	Middle/Maiden	Suffix
Social Security #	Date of Birth	Driver's License #	State
Spouse Last Name	First Name	Middle/Maiden	Suffix
Social Security #	Date of Birth	Driver's License #	State

Are you a US Citizen?      Yes      No

**Current Address**

***LPC requires at least 2 years resident history. For additional addresses, see supplemental address information on page 2. List all addresses that may be reported by a credit regency.***

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	Email		
Landlord/Mortgage Name	Phone #	Move in Date		

**Total Gross Monthly Income**      \$

**Emergency Contact (Will be the person listed on the lease as the emergency release representative)**

Name	Phone
Address	City      State      Zip

### SUPPLEMENTAL INFORMATION

Current Employer	Personnel Phone #	Hire Date
Address	City	State      Zip
Position	Gross Monthly Income	Supervisor Name

Spouse Current Employer	Personnel Phone #	Hire Date
Address	City	State      Zip
Position	Gross Monthly Income	Supervisor Name

**Vehicle Information**

License #	State	Year
Make	Model	

**Pet Information**

Type/Breed
Height/Weight      lbs.      Inches.

**Roommates / Occupants Names and Birthdates (List only those that are applying with you today)**

	DOB:
	DOB:
	DOB:

**Renter's Insurance**

Do you carry rent's insurance? Yes No

Carrier \_\_\_\_\_ Agent \_\_\_\_\_ Phone \_\_\_\_\_

I understand that the property's coverage and insurance does not and cannot protect any personal belongings against burglary, vandalism, fire, smoke, and other perils. I also understand that by not having personal liability insurance, I may be liable to third parties and to the property owner for certain perils which are covered by renter's insurance.

IF NO INSURANCE, OWNER AND ITS REPRESENTATIVES STRONGLY RECOMMEND THAT RESIDENT SECURES INSURANCE.

Have you, your spouse, roommate or occupant listed on this application ever been: Evicted or asked to move out? \_\_\_\_\_  
Sued for non-payment of rent? \_\_\_\_\_ Sued for damage to rental property? \_\_\_\_\_ Convicted of a criminal offense? \_\_\_\_\_  
Received deferred adjudication? \_\_\_\_\_ If yes, please explain year location and type of each: \_\_\_\_\_

***You represent that the answer is "NO" to any question left blank***

LPC and Applicant acknowledge that Applicant has paid a non-refundable processing fee of **\$50.00**. LPC acknowledges that Applicant has also paid a holding deposit in the amount of **\$160.00**. If applicant fails or refuses, for any reason, to occupy the apartment and notifies LPC within 48 hours after signing the application of their intention not to occupy the apartment, the holding deposit will be returned. If the Applicant fails to notify LPC of their cancellation within 48 hours of signing the Application, and fails to occupy the apartment, Lessor/Owner shall be entitled to damages of **\$160.00** as administrative costs in addition to any and all damages provided for in the Lease Contract, including but not limited to damages for lost rent due to Applicants breach of Lease. Applicant, Owner and LPC agree these administrative costs are a reasonable forecast of the expenses incurred as a result of Applicant's failure to occupy the apartment and in no event will be considered a penalty.

**The facts set forth in my Application are true and complete. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigation of credit agencies or bureaus of your choice.**

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

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

# LPC QUICK CHECK APPLICATION

Last Name	First Name	Middle/Maiden	Suffix
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## ADDITIONAL ADDRESS INFORMATION

### PREVIOUS ADDRESS 1

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	Email		
Landlord / Mortgage Name	Phone #	Dates: From	To	

### PREVIOUS ADDRESS 2

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	Email		
Landlord / Mortgage Name	Phone #	Dates: From	To	

### PREVIOUS ADDRESS 3

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	Email		
Landlord / Mortgage Name	Phone #	Dates: From	To	

### PREVIOUS ADDRESS 4

Street Address	Apt #	City	State	Zip
Home Phone	Work Phone	Email		
Landlord / Mortgage Name	Phone #	Dates: From	To	

## FOR OFFICE USE ONLY

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Leasing Agent

\_\_\_\_\_  
Submitted to Quick Check By

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

Time: \_\_\_\_\_

\_\_\_\_\_  
Faxed to Lincoln Check By

Attach confirmation from fax machine to back of application

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

Time: \_\_\_\_\_