



Rental Application

The information provided herein is used to determine the applicant's qualifications to become a resident. Applicant understands and acknowledges material misrepresentation of such information will be sufficient grounds for eviction from a First Site apartment.

It is illegal and against First Site's policy to discriminate on the basis of one's membership to a protected class. These classes being race, color, religion, national origin, sex, ancestry, marital status, physical or mental handicap, familial status (families with children under 18 years old), unfavorable military discharge, military status, or any other class protected by Article 3 of the Illinois Human Rights Act.

Each adult (18 years or older) wanting to live in the apartment must complete a separate application. Each question must be answered in its entirety for the applicant to be considered. The information is only for the internal use of First Site Ltd.

Your completed application form should be submitted with your non-refundable, \$49 application fee (per applicant) by check or money order.

Your application fee is non-refundable if application is denied or you choose not to sign a lease with First Site.

*Each application and the \$49 non-refundable application fee apply to one apartment at one First Site location only. Applications cannot be transferred between locations. A new application and \$49 fee are required for each additional location.

All Applicants must include:

- Photo ID (Driver's License, State ID, or Passport)
- Proof of Income (Pay Stub, Offer Letter, Etc.)

----- **FOR OFFICE USE ONLY** -----

Agent: _____

Date: _____

Apartment Address

Rent Amount

Lease Term

Desired Move-In Date

- Security Deposit: \$ _____
*equal to one (1) month's rent - minimum
- Application Fee: **\$49 Per Applicant**

Approved by: _____

Denied



Rental Application

DATE: _____

PERSONAL INFORMATION:

Name (First MI Last)		Date of Birth
Current Address		City, State & Zip
**Current Cell Phone #	Office/Work Phone #	Email Address
Social Security #	Driver's License #	State Issued

RENTAL INFORMATION:

Current Landlord	Phone #	Length of Residency	Rent Amount
Previous Landlord	Phone #		
Previous Address	City, State & Zip	Length of Residency	Rent Amount

EMPLOYMENT / INCOME INFORMATION:

Present Employer	Address	City, State & Zip
Present Job Title	Net Pay per Month (after taxes)	Date Employment Began
Present Supervisor	Office Phone #	Cell or Direct Number #
Source of Additional Income	Net Pay per Month (after taxes)	

VEHICLE INFORMATION:

Make and Model of Car	Color	Year	License Plate	State
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- * You will receive text messages regarding leasing, the apartment you applied for, lease updates, collections etc.
- ** Your car may be towed or removed at vehicle owner's expense if it is not registered on a rental application.
- *** Should any information change, it is the applicant's/resident's responsibility to notify First Site.



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EMERGENCY CONTACT INFORMATION:

*Cannot be someone living in the apartment and must be 18 years or older.

Name	Relationship	Address	Phone
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Name	Relationship	Address	Phone
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Others to live in apartment:

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

Have you ever been known by another name? Yes No If yes, please specify: _____

Have you ever declared bankruptcy? Yes No If yes, when: _____

Will your previous landlord tell us?

You have been late on one or more rent payments. Yes No

Other tenants complained about you. Yes No

Lawsuits were filed to compel you to pay rent. Yes No

If you answered yes to any of the above, please explain:

I HEREBY AUTHORIZE THE HOLDER OF THIS APPLICATION TO VERIFY THE INFORMATION CONTAINED HEREIN IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT.

Signature of Applicant	Printed Name	Date
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First Site Application Policy:

Our office hours are 9:00 AM to 6:00 PM, Monday - Friday and 10:00 AM to 4:00 PM on Saturday. The office is closed on Sunday. Call the office at 309-888-4444 or come during these hours. The Accounting office is closed on Saturday - Sunday, so financial information is not available those days.

Rent is due on or before the first of the month. Rent should be paid via the Resident Portal app, or using our website to submit payment: www.FirstSiteApartments.com. Rent is a legal obligation to be paid on time each month, regardless of other financial obligations the resident may have.

The resident understands that a default in a rent payment can result in a judgment against the resident and a lien filed against resident's current and/or future assets and/or earnings.

Payments should be made only by check, money order, direct withdrawal, certified check or credit card. Cash is not accepted. A charge of \$50.00 will be applied if a check/payment is returned for any reason. If a check is dishonored and returned unpaid, all additional payments must be made by money order or cashier's check (certified funds).

There is a four-day grace period of rent payment. If rent is not received before close of business on the fifth day, a late charge of ten percent (10%) will be applied. The grace period is to accommodate rare cases where a tenant may be out of town or has an exceptional circumstance and should not be abused.

Absolutely no unauthorized pets are allowed in apartments or on any other First Site property where there is a pet restriction. This applies whether the pet is owned by the resident or another individual. Where pets are permitted, the resident must adhere to our pet agreement policy.

No boats, motor homes, campers, or trailers may be parked on the premises. No non-functioning vehicles or unlicensed vehicles are permitted on the property. The resident agrees that any such vehicle, after a two day written notice to the resident, may be towed or stored at the resident's expense.

No musical instruments may be played in the apartment. Volume of sound audio equipment or television must be kept at a level which does not disturb a resident's neighbors (Town of Normal/City of Bloomington Noise Ordinances).

Resident agrees to keep their apartment in a clean and sanitary condition, to comply with public health laws and fire codes. Resident agrees: 1) To regularly clean oven and under burners. 2) Not to allow garbage to accumulate in the apartment but as often as necessary to deposit garbage in the facility supplied. 3) To not leave food exposed anywhere in the apartment for unreasonable length of time as to cause a health hazard in the building. 4) No Aluminum foil allowed on stove or other appliances.

The resident is expected to always have a working phone number. Resident also agrees to notify the First Site office in same manner within two (2) days of any change in the number.

Applicant recognizes that all facilities are for the exclusive use of the residents of First Site. If accepted as a resident, applicant agrees to abide by these policies and regulations as well as all the terms set forth in the lease to be signed and any additional standards set by the landlord from time to time. If the resident leaves the apartment unoccupied for seven days without paying rent for that month or while owing rent from a previous month, First Site management has the right to consider the apartment abandoned and take immediate possession to prohibit the resident from re-entering the unit. First Site management also has the right to remove any furniture or other personal property in the apartment and store it at the expense of the resident for a period of thirty (30) days at its discretion.

If resident decides to vacate his apartment at the expiration of the lease, resident must submit written notice of intent to vacate to First Site office at least thirty (30) days prior to such expiration date; no later than the first of the month of intent to vacate. Failure to give this notice automatically results in forfeiture of the entire security deposit. The security deposit is NOT a rent payment and cannot be used as a partial rent payment for the rent due in the last month of the lease.

The basic security deposit is equal to one (1) month's rent at minimum. Application will be accepted or rejected within three business days. Whether application is accepted or rejected, the **\$49.00 application fee** will not be returned. If applicant is accepted but decides not to occupy the apartment, the security deposit will be retained by First Site to compensate for the time and service given to the applicant.

Provided that all other terms have been met, the basic and any supplemental deposit will be returned at the expiration of the lease provided that there has not been damage to the apartment other than normal wear and tear, and the apartment has been properly cleaned by the resident. All and any moneys due on the apartment must be paid in full.

By signing below, I understand and agree to the terms of these policies.

Signature of Applicant

Printed Name

Date



Rental Application

First Site, LTD

Release Information Permission

I, the undersigned, certify that to the best of my knowledge, the above statements are true and complete. I authorize First Site, Ltd., to obtain credit reports, rental / mortgage verification and / or employment verification, as necessary to verify all information in the application. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

Signature of Applicant

Printed Name

Date

Illinois Association Of Realtors
Notice Of No Agency Relationship
(To be completed by a staff member)

Name of Leasing Agent: _____

Name of Brokerage Company: First Site

Property Address: _____

Notice of No Agency Relationship

Thank you for giving our leasing agent the opportunity to describe and/or to conduct a tour of available apartments.

Leasing agent's broker has previously entered into an agreement with a client to provide certain real estate brokerage services through a leasing agent who acts as the client's designated agent. As a result, leasing agents will not be acting as your agent but as the agent of First Site.