

# LEASE PREPARATION / TENANT SCREENING



CHICAGO APARTMENT FINDERS

Phone 1-888-FINDERS  
www.chicagoapartmentfinders.com

➔ **STEP 1: LANDLORD INFORMATION**

Name:	Property Address:	Unit Number:
Email:	Phone:	Fax:

➔ **STEP 2: CHOOSE A LEASE TYPE**

<input type="checkbox"/> <b>RENEWING TENANT</b> <span style="float: right;"><b>\$99</b></span> <ul style="list-style-type: none"> <li>- Chicago Apartment Lease compliant with the Chicago Landlord Tenant Ordinance as per the latest amendments on 7.31.2010</li> <li>- Security deposit disclosure and receipt</li> <li>- Radon gas disclosure</li> <li>- 2011 Chicago Landlord Tenant Ordinance Summary with updated interest rate</li> </ul>	<input type="checkbox"/> <b>NEW TENANT</b> <span style="float: right;"><b>\$199</b></span> <ul style="list-style-type: none"> <li>- Chicago Apartment Lease compliant with the Chicago Landlord Tenant Ordinance as per the latest amendments on 7.31.2010</li> <li>- Security deposit disclosure and receipt</li> <li>- Radon gas disclosure</li> <li>- 2011 Chicago Landlord Tenant Ordinance Summary with updated interest rate</li> </ul> <p><b>ALSO INCLUDES:</b></p> <ul style="list-style-type: none"> <li>- Tenant screening including credit information</li> <li>- Eviction report indicating any legal judgements the applicant may have from previous landlords</li> <li>- Employment verification</li> <li>- Landlord verification upon request</li> <li>- Lease signing with compliant security deposit receipt</li> <li>- Move-in coordination with condo association or building management</li> <li>- Key release</li> </ul>
---	---

➔ **STEP 3: TENANT'S INFORMATION** (for new tenants, each applicant will pay a \$79.00 application fee, which CAF will collect directly from the tenant.)

Name:	Phone:	Email:
Name:	Phone:	Email:
Name:	Phone:	Email:

➔ **STEP 4: CREDIT AUTHORIZATION**

I hereby authorize Chicago Apartment Finders to charge my credit card

**DISCOVER**    
  **MASTER CARD**    
  **VISA**    
  **AMEX**

Credit Card Number:	Security Code:	Expiration Date:	
Credit Card Billing Address:	City:	State:	Zip:

Chicago Apartment Finders does not accept or reject applications by prospective tenants. The final review and determination regarding the suitability of the prospective tenant rests solely with the landlord. Chicago Apartment Finders cannot be held responsible for any lease terms agreed between the landlord and the tenant or any errors or omissions on the lease. Chicago Apartment Finders does not discriminate in the sale, rentals and financing of dwellings on the basis of race, color, national origin, ancestry, religion, sex, age, familial status, marital status, parental status, handicap, disability, sexual orientation, transgender status, transsexual status, military status, unfavorable charge from military service, source of income or an legally protected class.

Property Owner Signature: \_\_\_\_\_  
SIGNATURE

DATE



➔ **STEP 5: RETURN INSTRUCTIONS** - Please fax completed form to 773.524.3497 or email to closing@cafinders.com

# CONDO LEASE INFORMATION FORM

Deal ID \_\_\_\_\_



## CHICAGO APARTMENT FINDERS

1114 W. Bryn Mawr Ave.  
Chicago, Illinois 60660  
Phone 1-888-FINDERS  
www.chicagoapartmentfinders.com

Address \_\_\_\_\_ Zipcode \_\_\_\_\_ Unit # \_\_\_\_\_

Is this an owner occupied building? Y  N

### LANDLORD INFORMATION

Name \_\_\_\_\_ (who should checks be made out to)

Address \_\_\_\_\_ (where should rental payments be sent)

City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_

### ADDITIONAL AGREEMENTS

### CONDO INFORMATION

Name of Board \_\_\_\_\_ Move In Fee \_\_\_\_\_

Management Co. \_\_\_\_\_ Move Out Fee \_\_\_\_\_

Contact Name \_\_\_\_\_ Elevator Deposit \_\_\_\_\_

Contact Number \_\_\_\_\_ Processing Fee \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

\*Please fax/email any condo move-in forms with this document.

### LEASE DETAILS

1. Rent \$ \_\_\_\_\_  Security Dep., \$ \_\_\_\_\_  Admin Fee, \$ \_\_\_\_\_  Pet Dep., \$ \_\_\_\_\_  Pet Fee, \$ \_\_\_\_\_

2. Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_

3. Is heat included? Y  N  **If no, please provide heating disclosure.**

4. UTILITIES PAID BY LANDLORD TO UTILITY COMPANY:  Water  Electric  Gas  Internet  Cable

5. UTILITIES PAID BY TENANT DIRECTLY TO UTILITY COMPANY:  Water  Electric  Gas  Internet  Cable

6. Parking provided by landlord? Y  N  Cost \$ \_\_\_\_\_  included in rent  not included in rent

7. If parking is provided, please specify:  designated, spot # \_\_\_\_\_  undesignated  garage  tandem

8. Was the building built  Before or  After 1978?

9. Any building code violations cited on the building within the last 12 months? Y  N  If so, attach copy.

10. Any utility disconnections for landlord obligations within the last 12 months? Y  N  If so, attach copies of notices.

11. Name and address of financial institution where security deposit will be held per CRLTO (addendum 8-28-2010)

12. KEYS (if applicable): Who releases keys?  Owner  CAF When should keys be released (date) \_\_\_\_\_

13. Insurance disclosure per Illinois law (name and address of insurance company and agent that insures building for fire liability):

14. Who is responsible for changing the locks and keys prior to move in?  Landlord  Tenant

(If tenant changes locks, they must provide a copy of the new key(s) to the landlord within 24 hours.

Chicago Apartment Finders has provided the Landlord with prospective tenant's application and basic credit report. Landlord acknowledges receipt of such materials, understands that these materials are provided to the Landlord without further investigation, and agrees and acknowledges that the ultimate determination as to the suitability or acceptability of any prospective tenant is solely up to the Landlord. By signing this form the undersigned certifies the above information is true to the best of their knowledge. Landlord agrees to release, indemnify and hold harmless Chicago Apartment Finders from any liability whatsoever arising out of any determination by the Landlord to lease or not to lease to any prospective tenant and any breach or claimed breach of the Chicago Residential Landlord Tenant Ordinance (CRLTO).

### Electronic Signature:

All parties consent to executing or accepting agreements by electronic or digital means and agree (i) documents executed or accepted in such manner shall be considered as legally binding and shall be treated as an originally written, signed documents, and (ii) agree not to raise, and agree to waive the use of electronic transmission or electronic signatures as a defense to the binding nature of such agreements.

I agree. X \_\_\_\_\_ Date \_\_\_\_\_