

# RENTOLOGY

A Division of DOMUS Real Estate Group, LLC 1746 W. Division Chicago, IL 60622 P -773.276.9400 F-773.276.2135

Congratulations! You are one step closer to securing your next home! **RENTOLOGY** would like to thank you for utilizing our service. Here's how the process works:

- Step 1** - All applicants must fill out an application and pay a \$40 application fee by cash or credit card
- Step 2** - Pay the first month's rent by check, credit or debit card. Check may be written to **Domus Real Estate Group**. Please note that there is a 2.5% convenience fee charged for credit or debit card transactions.
- Step 3** - Sign a lease and pay the security/damage deposit. Payment requirements of the security/damage deposits are determined by management or ownership of the apartment or condo for which you have applied.

We immediately go to work to secure the apartment for you by contacting the landlord, processing the application, and presenting the lease to the landlord. If the process goes smoothly you will be signing a lease for your new home today!

We appreciate your business and are pleased to have assisted in securing your new apartment!

Sincerely,

The **RENTOLOGY** Team

*\*Please note that there is a 2.5% convenience fee charged for card transactions*



# RENTOLOGY

**Office Use:**

Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Landlord: \_\_\_\_\_  
 Price: \_\_\_\_\_ Term: \_\_\_\_\_ -- \_\_\_\_\_ Security dep./move-in fee: \_\_\_\_\_

### PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Home/Cell #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

### RENTAL/LANDLORD HISTORY

Current Landlord/Company Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
 Length at Current Address: \_\_\_\_\_ Current Monthly Rent (your individual share): \$ \_\_\_\_\_  
 Previous Address: \_\_\_\_\_  
 Previous Landlord/Company Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
 Length at Address: \_\_\_\_\_ Rent Amount (total rent for unit, not individual share): \$ \_\_\_\_\_

### WORK INFORMATION

Current Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Length of Employment: \_\_\_\_\_ (indicate months or yrs) MONTHLY Gross Income: \$ \_\_\_\_\_ /month  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Supervisor/Manager Name: \_\_\_\_\_ Contact Phone #: (\_\_\_\_) \_\_\_\_\_  
 Previous Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Length of Employment: \_\_\_\_\_ Gross MONTHLY income: \$ \_\_\_\_\_ / Month  
 Supervisor/Manager Name: \_\_\_\_\_ Contact Phone #: (\_\_\_\_) \_\_\_\_\_

Ever been evicted? \_\_\_\_\_ (Y/N) If yes, when?  
 Pets: (type, breed, approx. weight) \_\_\_\_\_  
 Emergency Contact Person: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
 Total number of individuals to occupy unit (including yourself): \_\_\_\_\_

If my application is accepted my deposit will serve as 1<sup>st</sup> months rent. **If the owner/management co. rejects this application, my deposit will be returned promptly. If I fail to execute a lease after acceptance of this application by owner/management company for the apartment being applied for, or fail to take occupancy after signing a lease, I understand that my deposit and application fee will be retained as liquidated damages.** I further understand that DOMUS REAL ESTATE GROUP/RENTOLOGY's agents and its associates are in NO way responsible for the management or maintenance of the unit, the building, or the returning of any security deposits. Furthermore, applicant does hereby agree to hold harmless DOMUS REAL ESTATE GROUP/RENTOLOGY for lack of performance on the part of ownership or Management Company of the applied for residence once a lease for the applied for residence has been executed. If misrepresentations with respect to this application are found after the rental agreement is signed, Lessor reserves the right to TERMINATE THE LEASE. The undersigned hereby authorizes agent/owner and any credit reporting agency to investigate credit, employment and rental history. By signing below, I hereby declare that all of the statements and information in this application are factual and accurate to the best of my knowledge.

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



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Name: \_\_\_\_\_ Current Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_, Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Attention Property Manager: The individual named above has applied for an apartment through RENTOLOGY. Please assist with the verification and fax to 773.276.2135**

Rent amount for the unit listed above: \$ \_\_\_\_\_

Occupied the unit from: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
(month) (year) (month) (year)

Was rent paid consistently: Yes  No

If No, how many times late: \_\_\_\_\_

Would you rent to this person again? \_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print) (Sign and Date)

Thank you for your cooperation and prompt response.

Regards,

RENTOLOGY



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Name: \_\_\_\_\_ SS#: \_\_\_\_\_

I hereby authorize RENTOLOGY to verify my employment history.

Applicant's Signature: \_\_\_\_\_, Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Attention Human Resources: The individual named above has applied for an apartment through RENTOLOGY. Please assist with the verification and fax to 773.276.2135

The individual named above is employed at \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

They have been employed with your company since: \_\_\_\_\_

If they have not started yet, please indicate start date: \_\_\_\_\_

Approximate monthly gross compensation: \_\_\_\_\_

Information verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation and prompt response.

Regards,

RENTOLOGY