



Residential Rental Application

520 S. Second Street ♦ Springfield, IL 62701
P (217) 525-8500 ♦ F (217) 525-9376
www.lincolntowerapts.com

FOR	Date _____
OFFICE	Agent: _____
USE	Unit Number _____
ONLY:	Rent \$ _____

TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information.

Date of Application _____ Desired Move-In Date _____

Type and Size of Unit Wanted (Number of Bedrooms, etc.) _____

How Did You Hear About Our Property? _____

PERSONAL INFORMATION

Applicant's Full Name _____

Date of Birth _____ Social Security Number _____

Driver's License Number and State of Issue _____

Full Names of ALL Other Residents	Relationship to You	Date of Birth

RESIDENCE HISTORY

Present Address _____

_____ At Present Address From _____ To _____

Telephone Number/Email Address _____

Present Landlord or Mortgage Company _____

Telephone Number _____ Monthly Payment \$ _____

Reason for Moving _____

Previous Address _____

_____ At Previous Address From _____ To _____

Previous Landlord or Mortgage Company _____

Telephone Number _____ Monthly Payment \$ _____

Reason for Moving _____

EMPLOYMENT INFORMATION

Present Status: Employed Full-Time Part-Time Not Employed Retired Student

Present Employer (or most recent) _____

Employer's Address _____

Telephone Number _____ Date Employed From _____ To _____

Position Held _____ Department _____

Supervisor _____ Gross Monthly Income \$ _____

Previous Employer _____

Previous Employer's Address _____

Telephone Number _____ Date Employed From _____ To _____

Supervisor _____

If Student, List School _____ Telephone Number _____

Present Grade Level _____ Expected Date of Graduation _____

BANKING AND CREDIT REFERENCES

Bank Name & Branch _____ Telephone Number _____

Checking Account Number _____ Savings Account Number _____

Loan Account Number _____ Monthly Payment \$ _____

Bank Name & Branch _____ Telephone Number _____

Checking Account Number _____ Savings Account Number _____

Loan Account Number _____ Monthly Payment \$ _____

Credit Reference _____ Telephone Number _____

Address _____

Credit Reference _____ Telephone Number _____

Address _____

Credit Reference _____ Telephone Number _____

Address _____

CO-APPLICANT INFORMATION

Co-Applicant's Full Name _____ Date of Birth _____

Social Security Number _____ Driver's License Number & State of Issue _____

Co-Applicant's Employment: Employed Full-Time Part-Time Not Employed Retired Student

Co-Applicant's Employer (or most recent) _____

Employer's Address _____

Telephone Number _____ Date Employed From _____ To _____

Position Held _____ Supervisor _____ Gross Monthly Income \$ _____

OTHER INFORMATION

Total Number of Vehicles (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ Tag Number/State _____

Make/Model _____ Year _____ Color _____ Tag Number/State _____

Other Car, Motorcycle, etc. _____

How many pets do you or other occupants own? _____

Kind of Pet, Breed, Weight, and Age _____

Have you or co-applicant ever: Been sued for non-payment of rent? Yes No

Been evicted or asked to move out? Yes No Broken a Rental Agreement or Lease? Yes No

Been sued for damage to rental property? Yes No Declared Bankruptcy? Yes No

Comments/Explanations _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone Number _____

Amount \$ _____ Per _____ Source _____ Telephone Number _____

In Case of Personal Emergency, Notify _____

Relationship _____ Address _____

Home Phone Number _____ Work Phone Number _____

AUTHORIZATION FOR RELEASE OF INFORMATION

By my signature below, I hereby indicate my desire to lease an apartment home. I do also hereby consent to and authorize any representative of Towne Realty, Inc. to obtain, verify, and exchange information or any reports concerning me as are maintained by, but not limited to: City, County, State, Federal Law Enforcement Agencies, Credit Reporting Agencies, present and/or past employers, and present and/or past residences. I understand that any information obtained may be considered by Towne Realty, Inc. at their sole discretion, as a factor in any decision they make with respect to the apartment home for which I am making application. I further agree to allow Towne Realty, Inc. to access this information during the term of the lease for any reasonable business purpose.

Furthermore, I hereby release and hold harmless any agents, owners, or affiliates of Towne Realty Inc. including but not limited to their officers, directors, employees, agents, Law Enforcement Agencies, Credit Reporting Agencies, present and/or past employers, present and/or past residences, its officers and employers that shall provide information to Towne Realty, Inc. upon request, from and against any and all claims demands, suits or expenses arising from or related to the content, validity or handling of said reports.

The applicant hereby grants its permission for Towne Realty, Inc. for the entire length of the lease to contact applicant(s) via telephone, e-mail, or any other means in regard to the leasing transaction.

Applicant Signature

Date

Co-Applicant

Date



APPLICANT: DO NOT WRITE BELOW

THIS PAGE FOR MANAGEMENT ONLY

Date Application Received _____ Received By _____

RECORD OF DEPOSITS/ADVANCE PAYMENTS

Date	Description	Amount

REFERENCE VERIFICATION

Reference	Remarks	Spoke With	By
<input type="checkbox"/> Present Landlord			
<input type="checkbox"/> Previous Landlord			
<input type="checkbox"/> Employer			
<input type="checkbox"/> Co-Res. Employer			
<input type="checkbox"/> Bank (1)			
<input type="checkbox"/> Bank (11)			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Other			
<input type="checkbox"/> Credit Bureau			

DISPOSITION OF APPLICATION

Approved Not Approved By _____ Date _____

If NOT Approved, Indicate Reason(s) Unfavorable Credit Report Unfavorable Employment Reference

Unfavorable Report From landlord Size or Number of Pets Other (Specify)

Applicant Notified By (Name) _____ Date Notified _____

Notified Via: Letter or Form (Attach Copy) Telephone In-Person Fax

Name of Person Notified _____ Notes _____

MOVE-IN INFORMATION **ITEMIZED CHARGES**

Unit Number/Address _____	Rental Rate	\$ _____
Lease Term From _____ To _____	Security Deposit	\$ _____
Date of Expected Move-In _____		
Notes _____		