



Leasing Policies

Apartments & Houses

1. Application & credit check form is turned in - \$25 fee per application (non-refundable).
2. Security Deposit – equal to 1 month’s rent (non-refundable if lease is not signed within 30 days, i.e. if you decide not to rent with us).
3. Last month’s rent is due and lease must be signed **within 30 days** of security deposit.
4. First month’s rent is due 30 days before lease starts.

Mobile Homes

1. Application & credit check form is turned in - \$25 fee per application (non-refundable).
2. Security Deposit is put down \$150 per adult (Non-refundable if lease is not signed within 30 days, i.e. if you decide not to rent with us).
3. Last month’s rent is due and lease must be signed **within 30 days** of putting down security deposit.
4. First month’s rent is due 30 days before lease starts.

PLEASE NOTE IF YOU PLAN ON MOVING IN BEFORE THE 30 DAY LIMIT TO SIGN YOUR LEASE ALL FEES MUST BE PAID AT LEAST 1 WEEK BEFORE THE LEASE BEGINS. WE MUST HAVE AN OPPORTUNITY TO INSPECT THE HOME ONE LAST TIME AND MAKE SURE THAT IT IS READY FOR OCCUPANCY. SPECIAL CIRCUMSTANCES MUST BE CLEARED WITH THE OFFICE AND A WRITTEN LETTER OF PERMISSION GIVEN TO MAKE ANY EXCEPTIONS TO THIS RULE.

All application fees must be paid when the application is returned. No application will be processed without these fees being paid. All applications (5 pages) should be mailed to our office at 851 E. Grand Avenue, Carbondale, IL 62901.

It is mandatory that all tenants under the age of 25 have a co-signer with their lease, no matter the credit score or circumstances. The co-signer requirement for tenants ages 25 or older will be determined according to the credit score. The co-signer form is attached to this application, and must be completed before the application will be processed. Also, anyone without a social security number must have a co-signer, or pay the entire lease plus deposit in advance. There are no exceptions to any of the afore stated policies

I _____ understand the above stated leasing policies of G&R Rentals
(Print Name)

Signature _____

International Renter Qualifications for Rental Approval Without a
Social Security Number

1. The renter must have a cosigner that DOES have a social security number. This must be provided at the time the application is submitted.
2. The cosigner must pass a credit check.
3. The cosigner guarantees that he/she will not ever live in the apartment. But will be living in the United States past the term of the lease for the renter.
4. The renter will keep on file a credit card for G&R Rentals to run every month for the monthly rent, on the day that rent is due. No other form of payment will be accepted.
5. The renter agrees to also have the credit card ran for any other fees that are accumulated, including but not limited to fees beyond the security deposit (if any) after the lease is expired.
6. If a cosigner cannot be procured, then the entire 12 months of rent plus security deposit must be paid in order to move in to the apartment. These payments will be made in the following manner:

Security Deposit as soon as an apartment is chosen.
30 days after the Deposit is made 6 months of rent is due, and the lease must be signed.
30 days before the lease starts the last 6 months of rent must be paid.

There are absolutely not exceptions to these rules, under any circumstances.

Applicant's Signature

Date

Landlord's Signature

Date

G&R Rentals

DISCLOSURE TO EMPLOYMENT / TENANT APPLICANT REGARDING PROCUREMENT OF A CONSUMER / BACKGROUND REPORT

In connection with your application for employment / tenancy, we may procure a consumer report on you as part of the process of considering your candidacy as an employee / tenant. Please be advised that we may also obtain investigative reports from various agencies and organizations regarding information as to your personal, residential, employment, criminal, driving, lawsuit, worker's compensation, education, character and reputation. The main objective of the background check is to verify information you provided on your application during the screening process.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. A copy of these rights will be provided to you upon request.

I hereby authorize and request all credit reporting agencies, circuit courts and their officers, officials and employees, state agencies and their officials and employees, local and state law enforcement agencies, federal law enforcement agencies, International law enforcement agencies, department of motor vehicle facilities, past/present employers and educational institutions, labor and worker's compensation departments, and any other agency or person having information relevant to my background for employment/tenancy purposes, to release any and all information upon G&R's request. I further release, hold harmless and agree to indemnify any of the foregoing from any and all liability, injury, damages, claims, demands, causes of action, suits, judgments, and executions, whether sounding in tort, contract, equity or law, which I and my heirs, personal representatives, assigns, executors and administrators now have, or in the future may have, against any of the foregoing for providing the requested reports to G&R.

APPLICANTS NAME _____
Last Name First Name Middle

OTHER NAMES USED _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____ Driver's License # _____

APPLICANTS
PERMANENT ADDRESS _____

CITY _____ COUNTY _____ STATE _____ ZIP CODE _____

HOME ADDRESSES FOR PAST 7 YEARS

Street City State County Dates Mo/ Year

PREVIOUS FELONY/MISDEMEANOR OR CRIMINAL CONVICTIONS? ___ YES ___ NO
Charge/Conviction County State Dates Mo/Year

By my signature below, I hereby authorize G&R Rentals to obtain my personal history. I hereby state that I have read this document in detail and clearly understand the terms and rights that I have granted G&R Property Management for the collection and release of the aforementioned information.

SIGNATURE OF APPLICANT _____

G&R Rentals

Tommy Glisson / Greg Borowitz
851 East Grand Avenue
Carbondale, IL 62901
Phone: (618) 549-4713
E-mail: contact1@grrentals.com

How did you hear about us? _____

Rental Application For: Mobile Home # _____ or Apartment # _____ # Bedrooms _____ # Bathrooms _____

Address Preference: 1st Choice _____ 2nd Choice _____

Desired Month of Occupancy _____ Year in School _____

Desired Lease Term (Mobile Home Applications Only) 9 month _____ 12 month _____

Name _____ Cell Phone _____ Home Phone _____

Age _____ Date of Birth _____ E-mail Address: _____

Social Security Number _____ Driver's License Number _____

Spouse's Name _____ Home Phone _____ Work Phone _____

Age _____ Date of Birth _____ E-mail Address: _____

Social Security Number _____ Driver's License Number _____

OTHER RESIDENTS INCLUDING CHILDREN

RELATIONSHIP

AGE

1. _____
2. _____
3. _____

RESIDENTIAL HISTORY

Present Address _____

How long? _____ Rent \$ _____ Reason for moving _____

Owner/Manager _____ Phone _____

Previous Address _____

How long? _____ Rent \$ _____ Reason for moving _____

Owner/Manager _____ Phone _____

Any Pets? _____ Describe _____ Waterbed or other Water Furniture? _____

EMPLOYMENT RECORD & INCOME SOURCE

Present Employer _____ Phone _____ How Long? _____

Position _____ Supervisor _____ Phone _____

Current Gross Income Per Month (before deductions) \$ _____

List sources of income (other than present employment listed above) _____

CREDIT REFERENCES

Savings Account: Bank _____ Branch _____

Checking Account: Bank _____ Branch _____

Major Credit Card _____

Credit Reference _____ Balance Owed \$ _____

HAVE YOU . . .

Ever filed bankruptcy? _____ Ever broken a lease or been evicted? _____ Ever been convicted of a

felony? _____ If yes to any, please explain: _____

PERSONAL REFERENCES (OTHER THAN A RELATIVE)

(LIST NAME, ADDRESS, AND PHONE NUMBER)

1. _____

2. _____

3. _____

OTHER INFORMATION

Make _____ Model _____ Year _____ Color _____ Plate # _____

Make _____ Model _____ Year _____ Color _____ Plate # _____

EMERGENCY CONTACT:

Nearest Relative: _____ Phone: _____ E-mail: _____

Address: _____

I certify that the above information is correct. I further understand that if any information furnished on this application is found to be false or incorrect, this application may be revoked and/or will be sufficient cause to terminate any lease agreement that may be entered into. By my Signature, I authorize G & R Property Management to contact any references listed on this application and verification of credit as they relate to my tenancy and to future rent collections.

Signature _____ Date _____

---FOR OFFICE USE ONLY---

Received By _____ Date of Application _____ Approved: yes _____ no _____

Verification:

Social Security Number _____ Driver's License/State ID _____ Current Tenancy _____ Previous Tenancy _____

Credit Check _____ Income _____ Personal References _____ Checked by _____

G & R Rentals
ADDENDUM TO APARTMENT AND MOBILE HOME LEASE:
Co-Signer Agreement Form

This document is attached to and becomes a part of the Rental/Lease Agreement between **G & R Rentals** (Tommy Glisson/Greg Borowitz) hereinafter referred to as **Landlord**, and _____, hereinafter referred to as **Tenants**, and dated: _____.

NAME _____ RELATIONSHIP _____

DATE OF BIRTH _____ DRIVERS LIC # _____

SOCIAL SECURITY # _____ MARITAL STATUS _____

HOME ADDRESS _____

CITY & STATE _____ ZIP _____

HOME PHONE # (_____) _____

The above Co-Signer agrees to the following terms:

1. Co-Signer has no intention of occupying the described premises with Tenant.
2. Co-Signer agrees to guarantee the tenant's compliance with the financial obligations of said Rental/Lease Agreement.
3. Co-Signer agrees to pay for any cleaning, damage, or other assessed fees incurred under the terms of said Agreement if Tenant fails to pay.
4. Co-Signer agrees that this agreement will remain in full force and effect throughout the entire term of Tenant's residency, even if said residency is extended and/or changed in its terms.
5. If the tenant is international without a social security number, the Co-Signer guarantees they will be living in the United States and accessible to the landlord past the term of the lease.

By my signature, I agree to the terms above.

CO-SIGNER

LANDLORD