

Application ❖ 1 of 2 sections

New Friendly Towers, LLC ♦ 920 W Wilson Ave. Chicago, IL 60640 ♦ 773.303.4200

Please e-mail info@friendlytowers.com with any questions; and to set up an appointment for a tour and an interview when your application is submitted.

Check out our website, friendlytowers.com for pictures, a map and much more!

☞ All paperwork must be filled out completely, signed correctly and documents submitted along with payment to be considered complete. Only then will the application process begun.

Check List: ☐ Fill Application out completely

Documents Needed

☐ Provide Current Government Issued Picture ID

☐ Provide Proof of Social Security Number

☐ Provide Proof of Income

☐ \$140 Money order/Cashier's check made out to 'New Friendly Towers, LLC'

If you have a Guarantor: ☐ Fill Guarantor Form out completely

Documents Needed

☐ Provide Current Government Issued Picture ID

☐ Provide Proof of Social Security Number

☐ Provide Proof of Income

☐ \$70 Money order/Cashier's check made out to 'New Friendly Towers, LLC'

"I have filled this application out with sufficient and accurate information."

Name

Signature

Date (MM)(DD)(YYYY)



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Application ❖

This information will be used for both Pre-screening and Criminal Screening

Full Name: _____

Other Names Used (Including Maiden Name) _____

Social Security # _____ - _____ - _____ Birth Date: ____/____/____

Cell Phone: (____) _____ - _____ Other: (____) _____ - _____

E-Mail*: _____

** You must provide an e-mail address, this is how you will receive screening notices.*

We require the past ~~5 years~~ of your rental/residence history.

Beginning with where you are living currently and going backwards;
fill in all the information for each place you have lived going back 5 years.

Where you live now [current location]:

Address _____

City _____ Zip code _____

Dates of Residency (MM/YYYY) (____/____) to (MM/YYYY) (____/____)

Owner/Manager Name _____

Owner/Manager Phone (____) _____ - _____ Email _____

Full monthly rent amount \$ _____

If you had a subsidy, how much did you pay each month? \$ _____

Did you always pay your portion in full? Yes ☐ No ☐

Were you asked to move? Yes ☐ No ☐

If so, why? _____

If not, did you give notice? Yes ☐ No ☐

Where you lived right before where you live now:

Address _____

City _____ Zip code _____

Dates of Residency (MM/YYYY)(____/____) to (MM/YYYY) (____/____)

Owner/Manager Name _____

Owner/Manager Phone(____)____-____Email_____

Full monthly rent amount \$ _____

If you had a subsidy, how much did you pay each month? \$ _____

Did you always pay your portion in full? Yes ☐ No ☐

Were you asked to move? Yes ☐ No ☐

If so, why? _____

If not, did you give notice? Yes ☐ No ☐

Where you lived right before the above:

Address _____

City _____ Zip code _____

Dates of Residency (MM/YYYY)(____/____) to (MM/YYYY) (____/____)

Owner/Manager Name _____

Owner/Manager Phone(____)____-____Email_____

Full monthly rent amount \$ _____

If you had a subsidy, how much did you pay each month? \$ _____

Did you always pay your portion in full? Yes ☐ No ☐

Were you asked to move? Yes ☐ No ☐

If so, why? _____

If not, did you give notice? Yes ☐ No ☐

Why are you moving from your current location?

How did you hear about Friendly Towers? _____

Have you ever been served a late rent notice? Yes ☐ No ☐ If yes, explain:

Have you ever had any problems with a landlord? Yes ☐ No ☐ If yes, explain:

Have you ever had a judgment or eviction? Yes ☐ No ☐ If yes, explain:

Have you ever been party to a lawsuit in the past? Yes ☐ No ☐ If yes, explain:

Do you have a caseworker? Yes ☐ No ☐

Are you currently homeless? Yes ☐ No ☐

Are you currently living in a shelter? Yes ☐ No ☐

We will run credit & evictions checks, is there anything you want to comment on?

Monthly Income:

☐ Social Security \$ _____ ☐ Pension \$ _____ ☐ Other \$ _____

☐ Employment \$ _____ Hourly Wage \$ _____ Hours Week _____

Employer _____ City _____ Zip _____

Name of Supervisor _____ Phone (____) ____ - _____

Human Resources _____ Phone (____) ____ - _____

HR Email _____ Employed Since _____ / _____

If you are employed, you must have worked there at least 3 months.

Please provide your latest check, and prior year's W-2

New Friendly Towers, LLC
920 W Wilson Ave Chicago, IL 60640

Landlord Reference Check Form

(773) 303-4200 info@friendlytowers.com



This section to be completed by applicant only:

I, (Print Name) _____ authorize New Friendly Towers, LLC to investigate my rental history. The investigation includes, but is not limited to, the questions listed below.

Signature _____ Date (MM/DD/YYYY)(____/____/____)

This section to be completed by landlord only:

Dates of residency: (MM/YYYY)(____/____) to (MM/YYYY)(____/____)

Full monthly rent \$ _____ IF subsidized, how much did tenant pay? \$ _____

Was rent on time? ☐ Never ☐ Not Often ☐ Sometimes ☐ Most Times ☐ Always

Reasons for not paying on time _____

Did the tenant or guests damage any property? ☐ Yes ☐ No If yes, how?

Did the tenant violate the lease in any way? ☐ Yes ☐ No If yes, how?

Are there any potential problems that we should know about? ☐ Yes ☐ No If yes, what?

Would you re-rent to this tenant? ☐ Yes ☐ No If not, why?

Your Name _____ Title _____

Signature _____ Date _____

Company _____

Thank you!

New Friendly Towers, LLC

Employment Verification Form

920 W Wilson Ave Chicago, IL 60640

friendlytowers.com

(773) 303-4200

info@friendlytowers.com

This section to be completed by applicant only:

I, (Print Name) _____ authorize New Friendly Towers, LLC to investigate my current employment. The investigation includes, but is not limited to, the questions listed below.

Signature _____ Date (MM/DD/YYYY)(____/____/____)

This section to be completed by employer only:

Start date of employment: (YYYY/MM/DD)(____/____/____)

Is the above-named person considered ☐ full-time or ☐ part-time?

Is the above-named person currently an employee in good standing? ☐ Yes ☐ No

What is their hourly wage? \$ _____

Average number of hours worked per week? _____

Are there any potential problems that we should know about? ☐ Yes ☐ No If yes, what?

Your Name _____ Title _____

Signature _____ Date _____

Company _____

Thank you!



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Notice of Tenant Screening Criteria and Procedures

1 – Prescreening, Friendly Towers pre-screens all prospective tenants including, but not limited to these areas:

- a. Ability to pay rent; and
- b. Ability to perform other tenant obligations (for example: nonsmoker; no pets; keeping residence in a clean and safe condition; and not interfering with other tenants' peaceful enjoyment of their units, etc.).
- c. Insufficient or inaccurate information provided on the application which may be different than what has been provided by other, reliable sources.

Friendly Towers considers a number of sources of information, including but not necessarily limited to the following:

- a. Whatever proof of income the prospective tenant has provided;
- b. Credit check, including prior bankruptcies;
- c. Prior evictions;
- d. Personal interview with the prospective tenant;
- e. Interview of prior landlords; and
- f. Any other pertinent information.

Applicants found to be pre-qualified will be notified of their eligibility and that a criminal background check will be conducted.

2-Criminal Background Screening

All pre-qualified applicants are subject to a criminal background check. All applicants have the right to dispute inaccuracies relevant to any criminal history and to provide evidence of rehabilitation or other mitigating factors related to their criminal background. *Information about applicants' rights may be found on the website of the Cook County commission on Human Rights: https://www.cookcountyil.gov/sites/default/files/just_housing_amendment_-_faq_for_applicants.pdf*

In these screenings, Friendly Towers does not consider:

- Arrests;
- Juvenile convictions;
- Convictions that have been sealed, expunged or pardoned; or
- Except for the sex offenses described below, offenses committed more than 3 years prior to the date of the application.

Applicants who are approved, based on passing both screening steps, will be notified of the approval and placed on a waiting list, unless Friendly Towers becomes aware of new, disqualifying information.

Applicants who have a criminal history require further processing:

- a. Within 5 business days of receiving the report, Friendly Towers will send such applicants a copy of their criminal background report and a notice of their rights to dispute or provide mitigating evidence concerning the report.
- b. Applicants then have 5 business days to provide all their evidence related to their criminal history to Friendly Towers.
- c. Within 3 business days, Friendly Towers will make a final decision on the application.

The following convictions will automatically disqualify an applicant for tenancy:

- A sex offense currently requiring registration under the Sex Offender Registration Act (or similar law in another jurisdiction); or
- A sex offense against a child currently placing the applicant under a residency restriction.

Other convictions occurring within the three years prior the application date require an individualized assessment. Friendly Towers determines, on a case-by-case basis, considering any evidence provided by the applicant, what demonstrable risk of harm the applicant poses to the personal safety of others and to property. Friendly Towers considers a number of factors, including but not limited to the following:

- The nature and severity of the criminal offense and how recently it occurred;
- The nature of the sentencing;
- The number of the applicant's criminal convictions;
- The length of time that has passed since the applicant's most recent conviction;
- The age of the applicant at the time the criminal offense occurred;
- Evidence of rehabilitation;
- The applicant's history as a tenant before and/or after the conviction;
- Whether the criminal conviction(s) was related to or a product of the applicant's disability; and
- If the applicant is a person with a disability, whether any reasonable accommodation could be provided to ameliorate any purported demonstrable risk.

An applicant who is denied will receive a notice detailing the reasons for the denial. The applicant will also receive notice of their right to file a complaint with the Cook County Human Rights Commission.

NOTE THAT FRIENDLY TOWERS WILL NOT HOLD A UNIT WHILE A CRIMINAL BACKGROUND DISPUTE IS BEING RESOLVED.

By signing below, I certify that I have received the above notice and have had an opportunity to ask any questions I may have.

Date: (MM)_____ (DD)_____ (YYYY)_____

Applicant signature: _____

Applicant name (print) _____

I wish to receive all future notices pertaining to my application for housing with Friendly Towers via:

email to: _____

A message may be left at this number to alert me of any emails I may have received. (____) _____ - _____





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