

## 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](mailto: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](http://friendlytowers.com) for *pictures, a map and much more!*

☞ All paperwork must be filled out completely, signed correctly and documents submitted along with payment (non-refundable) to be considered complete. Then the 2-3 week application process will begin.

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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1/16

# 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 \_\_\_\_\_ State \_\_\_\_ 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 \_\_\_\_\_ State \_\_\_\_\_ 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 \_\_\_\_\_ State \_\_\_\_\_ 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?

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How did you hear about Friendly Towers? \_\_\_\_\_

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

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

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

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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 \_\_\_\_\_ State \_\_\_\_\_ 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](mailto:info@friendlytowers.com)



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### 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](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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- d. Ability to pay rent; and
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→ *This copy for applicant.*

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