

SANDRIDGE APARTMENTS

5-158TH PLACE, APT. 3

CALUMET CITY, IL 60409

(708) 841-5450

MONDAY–FRIDAY 9:00 a.m.–5:30 p.m., SATURDAY 10:00 a.m.–5:00 p.m.

CALL FOR OUR CURRENT RATES!

All rent includes your Gas Heat, Cooking Gas & Water. You are responsible for your electric.

Application Fee: \$35.00 per person (non-refundable) Payable only by Money Order, Cashiers Check, Visa or MasterCard. NO CASH!!

Security Deposit=One Month Rent

Security deposit paid only by Cashier's Check, Money Order, Visa or Mastercard. No personal checks for Security Deposit!!

A \$200 non-refundable deposit will hold the apartment of your choice for up to *30 days with an approved application. This will be applied towards your security deposit and the balance will be due on the day you move in.

*If you change your move in date from the original date signed after paying your original \$200 deposit the full security deposit will be required. This will be due within 5 days from the change of move in date.

Documentation Needed:

1. Driver's License or State I.D.
2. Social Security Card
3. Two of your most recent pay stubs
4. A copy of your current W-2 form and/or Federal Tax Return
5. Self-Employed-Business tax returns (1040) and Profit & Loss of Business (i.e., Schedule C or Schedule K1), Business address
6. Letter from Social Security and/or Pension with benefit amount
7. Any other form of income
8. Court ordered child support
9. Copy of current lease
10. Copy of utility bill in your name (electric, gas, cable, etc)
11. Homeowner-Real Estate tax bill or mortgage payment stub; if sold-copy of closing
12. Most recent bank account statements
13. Bankruptcy discharge papers
14. Completed application (attached). Please make sure application is filled out entirely or we cannot process.



EQUAL HOUSING
OPPORTUNITY

WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW

THANK YOU FOR YOU INTEREST IN SANDRIDGE APARTMENTS COMMUNITY. WE
LOOK FORWARD TO WELCOMING YOU TO YOUR NEW HOME.

Printed Name _____

Signature _____

Date _____

QUALIFYING PROSPECTIVE LEASEHOLDER (S) & RESIDENT (S) POLICY

- 1) All application fees are non-refundable.
- 2) Gross monthly income must meet the requirement listed on the first page. Please do not apply if you do not meet this monthly requirement. Minimum gross monthly income is three times the rent amount for the apartment you are applying for. If you pay your application fee and do not meet the minimum income requirement your application fee will not be refunded.
- 3) A criminal background check and credit report is run on all prospective leaseholders over the age of 18. A criminal background check is run on all prospective tenants over the age of 18. The application fee for a credit and background check is \$35 and is non refundable. A background check only is \$15 and is non refundable.
- 4) The application process can take up to three business days for a final decision to be given. We do not run applications while a prospective tenant is sitting in the office. We will call you with an approval or denial.
- 5) We cannot give you a copy of our credit report. If you are denied you will be mailed a letter that entitles you to a free copy of your credit report.
- 6) If you have filed bankruptcy we must have your discharge papers to review your credit history from the date of discharge.
- 7) A two hundred dollar (non-refundable) deposit is required to hold an apartment for up to 30 days. This amount will be applied towards your security deposit balance. Apartments will only be held for up to 30 days. You will sign a deposit form on the day you pick out your apartment that will show your \$200 deposit to hold the apartment, your balance due at the time of your move in and your move in date. If your move in date is changed from the date stated on this form your entire security deposit is due within 5 business days.
- 8) Applications can be denied for one or more of the following reasons:
 - a) Application is not filled out entirely, including to from dates on employment and residence.
 - b) Criminal Background Check
 - c) Late Payment History
 - d) No established credit after bankruptcy
 - e) Not enough length of time on the job
 - f) Negative prior rental history
 - g) Federal Tax Lien
 - h) State Tax Lien
 - i) Current Bankruptcies
 - j) Unpaid Judgments
 - k) Unpaid collections
 - l) Unpaid utility bills
 - m) Too much outstanding credit

PLEASE BE SURE TO READ ALL OF THE ABOVE INFORMATION BEFORE APPLYING. YOUR APPLICATION FEE IS NON-REFUNDABLE FOR ANY REASON.

**Calumet City Ordinance is:
Maximum 3 People in a One Bedroom
Maximum 5 People in a Two Bedroom**

Printed Name _____

Signature _____

Date _____

SANDRIDGE APARTMENTS APPLICATION FOR RESIDENCY

(PLEASE PRINT CLEARLY AND MAKE SURE YOU FILL OUT ENTIRELY)

	APPLICANT	CO-APPLICANT
FULL NAME (MAIDEN NAME)		
SOCIAL SECURITY #		
DATE OF BIRTH		
STATE OF BIRTH		
SEX		
MARITAL STATUS		
GROSS ANNUAL INCOME		
OCCUPATION		
CAR (COLOR/MAKE/PLATE# & YR)		
DRIVER'S LICENSE NUMBER		
BEST NUMBER TO CONTACT		

LIST OTHERS TO RESIDE IN APARTMENT:

FULL LEGAL NAME	SOC. SEC. #	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	SEX	MARITAL STATUS	ANNUAL INCOME	OCCUPATION
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

APPLICANT INFORMATION

PRESENT ADDRESS: No Post Office Box can be used as a current address

STREET _____ APT. # _____
 CITY _____ STATE _____ ZIP CODE _____
 PHONE _____ RENT OWN _____ TO-FROM DATES _____
 MO. PAYMENT _____
 LANDLORD/LENDER _____ STREET _____
 CITY _____ STATE _____ PHONE _____

PREVIOUS ADDRESS:

STREET _____ APT. # _____
 CITY _____ STATE _____ ZIP CODE _____
 PHONE _____ RENT OWN _____ TO-FROM DATES _____
 MO. PAYMENT _____
 LANDLORD/LENDER _____ STREET _____
 CITY _____ STATE _____ PHONE _____

PREVIOUS ADDRESS:

STREET _____ APT. # _____
 CITY _____ STATE _____ ZIP CODE _____
 PHONE _____ RENT OWN _____ TO-FROM DATES _____
 MO. PAYMENT _____

LANDLORD/LENDER _____ STREET _____
CITY _____ STATE _____ PHONE _____

CURRENT EMPLOYER:

NAME _____ STREET _____
CITY _____ STATE _____ ZIP _____
CODE _____ PHONE _____ TO-FROM DATES _____
POSITION _____ SALARY _____ SUPERVISOR _____

PREVIOUS EMPLOYER:

NAME _____ STREET _____
CITY _____ STATE _____ ZIP _____
CODE _____ PHONE _____ TO-FROM DATES _____
POSITION _____ SALARY _____ SUPERVISOR _____

BANK ACCOUNT REFERENCES:

BANK NAME	LOCATION	TYPE	ACCOUNT #	STATUS

CREDIT REFERENCES/CREDIT CARDS (PLEASE INCLUDE CAR PAYMENTS):

ACCT. TYPE	ACCT. NUMBER	NAME OF BANK	BALANCE OWED	MO. PAYMENT

OTHER INCOME:

TYPE OF INCOME	SOURCE/BANK	GROSS ANNUAL AMOUNT

2 RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU) PLEASE MAKE SURE TO LIST 2

NAME	STREET	CITY	ZIP	STATE	RELATIONSHIP	PHONE #

HAVE YOU EVER FILED BANKRUPTCY, BEEN EVICTED OR REFUSED TO PAY RENT? _____ IF YES, PLEASE EXPLAIN:

PLEASE LIST ANY CREDIT PROBLEMS THAT YOU WOULD LIKE TO INFORM US ABOUT: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ IF YES, PLEASE EXPLAIN AND GIVE THE DATE: _____

CO-APPLICANT INFORMATION

PRESENT ADDRESS: No Post Office Box can be used as a current address

STREET _____ APT. # _____
CITY _____ STATE _____ ZIP CODE _____
PHONE _____ RENT OWN _____ TO-FROM DATES _____
MO. PAYMENT _____
LANDLORD/LENDER _____ STREET _____
CITY _____ STATE _____ PHONE _____

PREVIOUS ADDRESS:

STREET _____ APT. # _____
CITY _____ STATE _____ ZIP CODE _____
PHONE _____ RENT OWN _____ TO-FROM DATES _____
MO. PAYMENT _____
LANDLORD/LENDER _____ STREET _____
CITY _____ STATE _____ PHONE _____

PREVIOUS ADDRESS:

STREET _____ APT. # _____
CITY _____ STATE _____ ZIP CODE _____
PHONE _____ RENT OWN _____ TO-FROM DATES _____
MO. PAYMENT _____
LANDLORD/LENDER _____ STREET _____
CITY _____ STATE _____ PHONE _____

CURRENT EMPLOYER:

NAME _____ STREET _____
CITY _____ STATE _____ ZIP _____
CODE _____ PHONE _____ TO-FROM DATES _____
POSITION _____ SALARY _____ SUPERVISOR _____

PREVIOUS EMPLOYER:

NAME _____ STREET _____
CITY _____ STATE _____ ZIP _____
CODE _____ PHONE _____ TO-FROM DATES _____
POSITION _____ SALARY _____ SUPERVISOR _____

BANK ACCOUNT REFERENCES:

BANK NAME	LOCATION	TYPE	ACCOUNT #	STATUS

CREDIT REFERENCES/CREDIT CARDS (PLEASE INCLUDE CAR PAYMENTS):

ACCT. TYPE	ACCT. NUMBER	NAME OF BANK	BALANCE OWED	MO. PAYMENT

OTHER INCOME:

TYPE OF INCOME	SOURCE/BANK	GROSS ANNUAL AMOUNT

2 RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU) PLEASE MAKE SURE TO LIST 2

NAME	STREET	CITY	ZIP	STATE	RELATIONSHIP	PHONE #

HAVE YOU EVER FILED BANKRUPTCY, BEEN EVICTED OR REFUSED TO PAY RENT? ____ IF YES, PLEASE EXPLAIN:

PLEASE LIST ANY CREDIT PROBLEMS THAT YOU WOULD LIKE TO INFORM US ABOUT: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ IF YES, PLEASE EXPLAIN AND GIVE THE DATE: _____

PLEASE READ ALL TERMS BELOW AND SIGN:

IT IS UNDERSTOOD THAT THE PREMISES ARE TO BE USED AS A RESIDENCE TO BE OCCUPIED BY NOT MORE THAN ____ PERSON (S) AND THAT OCCUPANCY IS SUBJECT TO POSSESSION BEING DELIVERED BY PRESENT OCCUPANT (S). AN APPLICATION FEE IN THE SUM OF \$ _____ RECEIVED ON _____ (DATE) HAS BEEN DEPOSITED WITH LANDLORD, WITH THE CLEAR UNDERSTANDING THAT THIS APPLICATION, INCLUDING EACH PROSPECTIVE OCCUPANT, IS SUBJECT TO APPROVAL AND ACCEPTANCE BY THE LANDLORD IN ITS SOLE DISCRETION. I HEREBY AUTHORIZE THE LANDLORD TO OBTAIN INFORMATION IT DEEMS DESIRABLE IN THE PROCESS OF MY APPLICATION, INCLUDING: CREDIT REPORTS, CIVIL OR CRIMINAL ACTIONS, RENTAL HISTORY, EMPLOYMENT /SALARY DETAILS, POLICE AND VEHICLE RECORDS, AND ANY OTHER RELEVANT INFORMATION; AND RELEASE LANDLORD, ITS EMPLOYEES AND AGENTS FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER INCURRED IN FURNISHING OR OBTAINING SUCH INFORMATION. UPON APPROVAL AND ACCEPTANCE, THE APPLICANT AGREES TO EXECUTE A LEASE BEFORE POSSESSION IS GIVEN AND TO PAY THE SECURITY DEPOSIT AND THE FIRST MONTH'S RENT WITHIN FIVE DAYS AFTER BEING NOTIFIED OF ACCEPTANCE (TIME BEING OF THE ESSENCE); FAILING WHICH THE APPLICATION FEE SHALL BE RETAINED BY LANDLORD. IN NO EVENT IS THE APPLICATION FEE REFUNDABLE TO THE APPLICANT, EXCEPT IN THE EVENT THAT THE LANDLORD FAILS TO DELIVER POSSESSION OF THE PREMISES AS MAY BE REQUIRED BY ANY LEASE EXECUTED BETWEEN THE PARTIES. THE APPLICANT HEREBY WAIVES ANY CLAIM FOR DAMAGES BY REASON OF NON-ACCEPTANCE OF THIS APPLICATION WHICH THE LANDLORD OR THEIR AGENT MAY REJECT WITHOUT STATING REASONS FOR SO DOING. IT IS FURTHER AGREED THAT IF ANY INFORMATION HEREIN IS FALSE, THE LEASE MADE ON THE STRENGTH OF THIS APPLICATION MAY, AT THE OPTION OF THE LANDLORD, BE TERMINATED AT ANY TIME.

THE APPLICANT/CO-APPLICANT REPRESENTS THAT ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND HEREBY AUTHORIZES VERIFICATION OF THE ABOVE INFORMATION, REFERENCES, AND CREDIT RECORDS. THIS AUTHORIZATION SHALL BE ONGOING DURING THE TERM OF THE LEASE AND MAY BE USED, IF NEED BE, FOR COLLECTION PURPOSES AFTER THE TENANT MOVES OUT, SHOULD ADDITIONAL CREDIT INFORMATION BE NECESSARY. THE CIVIL RIGHTS ACT OF 1968, AS AMENDED BY THE FAIR HOUSING AMENDMENTS ACT OF 1988, PROHIBITS DISCRIMINATION IN THE RENTAL OF HOUSING BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN. THE FEDERAL AGENCY THAT ADMINISTERS COMPLIANCE WITH THE LAW CONCERNING THE COMPANY: DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

Applicant:

Signature Printed Name Date

Co-Applicant:

Signature Printed Name Date

AUTHORIZATION TO RELEASE INFORMATION

BY SIGNING THIS FORM, WE AUTHORIZE SANDRIDGE APARTMENTS MANAGEMENT TO CHECK RESIDENCY, BANK ACCOUNTS, MORTGAGE, RENTAL HISTORY, AND EMPLOYMENT INFORMATION, AS THEY REQUEST. THE APPLICANT/CO-APPLICANT REPRESENTS THAT ALL OF THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT AND HEREBY AUTHORIZES VERIFICATION OF THE ABOVE INFORMATION, REFERENCES, CREDIT RECORDS AND BACKGROUND CHECK. THIS AUTHORIZATION SHALL BE ONGOING DURING THE TERM OF THE LEASE AND MAY BE USED, IF NEED BE, FOR COLLECTION PURPOSES AFTER THE TENANT MOVES OUT, SHOULD ADDITIONAL CREDIT INFORMATION BE NECESSARY.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

APPLICANT (S) NAME (S) SOCIAL SECURITY NUMBER

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL.

Applicant Date

Co-Applicant Date