



**Oak Park
Residence
Corporation**

Tenant Selection Criteria

Application Criteria:

- All applicants must be 18 yrs. of age or older and present a photo ID.
- Co-signers are allowed if the applicant is a student and the co-signer is an immediate member of the family.
- A \$40.00 non-refundable fee is required for a single application 18 years of age or older. Funds must be in the form of money order, cashier’s check or personal check. Cash will not be accepted.
- A \$200.00 deposit is required to hold an apartment. If the applicant is approved, the holding deposit will go towards the security deposit. If the applicant is denied, the holding deposit will be refunded with-in 5 business days.
- 2 most current pay stubs are required within 24 hours of submitting the application.

Credit Check Criteria:

- Application will be denied if any or all of the following: bankruptcies (bankruptcy must be discharged 3 years ago), any collections above \$500.00 except medical bills (no collections over the last 3 years), no excessive credit owed, any evictions or money owed to a current or past landlord.
- We will not accept a credit report provided by you.

Income Criteria:

- Your rent cannot exceed 1/3rd of your monthly gross income.
- If you are self-employed, we will need your last year’s income tax returns.
- Unverifiable income cannot be used to qualify an applicant.

Pet Policy:

- All pets are subject to management approval and will require a pet addendum to the lease. The maximum weight limit is 50 lbs.
 - We do not accept Pit Bulls, Rottweilers, Mastiffs, Dobermans, Chows or any aggressive breed, please inform your leasing agent the type of pet you have prior to viewing an apartment.
 - Up to Two dog (s) are allowed per apartment and there is a \$100.00 pet deposit.
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Consideration of criminal history information: The Oak Park Residence Corporation considers an applicant’s criminal history according to the guidelines of federal, state, and local law. Pursuant to the Cook County Human Rights Ordinance, [Landlord name] does not inquire about, consider, or require disclosure of an applicant’s criminal history prior to determining whether the applicant has satisfied all other application criteria for housing. Applicant has the right to provide The Oak Park Residence Corporation with any and all evidence demonstrating inaccuracies within any conviction history of Applicant, or evidence of rehabilitation and/or other mitigating factors. Applicant may produce any evidence that disputes the accuracy or relevance of information related to any criminal conviction(s) of Applicant. Below is the link to part 700 of the Commission’s procedural rules along with the address and phone number.

<https://www.cookcountyil.gov/agency/commission-human-rights-0>

69 W. Washington Street
Suite 3040
Chicago, IL 60602
(312)603-1100

Applicant Signature

Date

Applicant Signature

Date