



**BUTZIRUS RENTAL PROPERTIES**  
713 N MAIN ST #1  
BLOOMINGTON, IL 61701  
PHONE: 309-829-7368  
FAX: 309-829-9338

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**- RENTAL APPLICATION -**

**APPLICANT UNDERSTANDS THAT ANY MISREPRESENTATION OF THIS APPLICATION WILL BE SUFFICIENT GROUNDS FOR TERMINATING ANY FUTURE LEASE OR RENTAL AGREEMENT, VERBAL OR WRITTEN, ENTERED INTO PRIOR TO AND/OR AFTER APPLICANT SIGNS ANY AGREEMENT.**

**APPLICATION FEE: \$40.00 per application or per married couple / domestic partnership, fee is to be paid at time of application submission** via check or money order. Applicant understands that application fee is NON-REFUNDABLE. This fee is used for processing expenses incurred by the Owner/Agent.  
**-NOTE- Any more than 2 adults, additional fee of \$20.00 per adult.**

LEASE AGREEMENT: Standard Lease Terms are for One (1) Year minimum in apartments, Two (2) Years minimum for houses. **WE DO NOT ALLOW SUBLETTING.** NO LEASE BREAKAGE ALLOWED DURING THE MONTHS OF **NOVEMBER, DECEMBER, JANUARY AND FEBRUARY.** ALL LESSEES ARE RESPONSIBLE FOR THE LEASE BREAKAGE TERMS OF THE LEASE AGREEMENT. If Lessee breaks a 13 month or longer Lease Agreement, then the Lease rate will be adjusted and the Lessee will be charged according to the 12 month rate that was offered at the time applicant signed the Lease Agreement. Lessee will be responsible for the difference of the monthly rate from the beginning of the Lease in addition to the Lease Breakage fees as stated in the Lease Agreement.

**PLEASE NOTE:**

1: Payments: **WE DO NOT ACCEPT TOWNSHIP, COMMUNITY ACTION OR ANY OTHER ASSISTED PAYMENTS FOR DEPOSITS OR RENT PAYMENTS.**

2: SECTION 8 APPLICANTS WELCOME. (Subject to dwelling unit and Section 8 inspection)

3: NO WATER BEDS, AQUARIUMS LARGER THAN 20 GALLONS, REPTILES (12" or larger), FERRETS OR RODENTS ALLOWED.

4: NO DOGS ALLOWED IN APARTMENTS - PETS ALLOWED ONLY WITH THE PERMISSION OF THE OWNER/AGENT. Cats allowed in some apartments.  
**\*See below for Pet Fee and Pet-Related Deposit amounts.**

5: Applicants must have a minimum of one (1) rental reference and a good credit standing OR a parent or legal guardian with good credit as a co-signer. An additional deposit and/or last month's rent may be required to be paid prior to moving in upon Owner/Agent discretion.

6: Applicants must provide proof of income if self-employed or receiving SSI, disability or any such payments; copies of W-2, 1099, current pay stubs, etc. at Owner/Agent request. Original documentation only, No Photo Copies Accepted. Applicants with Steady income or less than 1 year minimum job history may be required to obtain a co-signer.

7: Owner/Agent reserves the right to request additional deposits, co-signer and/or last month's rent payment if applicant's employment or income is unsatisfactory to the Owner/Agent's discretion. Owner/Agent reserves the right to change, amend and/or modify rental application and/or rental lease procedures and guidelines, with or without notice.

8: If applicant revokes, cancels, fails to take occupancy, employment or income status changes and/or repudiates the Signed Lease Agreement prior to taking occupancy; Owner/Agent reserves the right to void the Signed Lease Agreement and the Applicant(s) acknowledges the Security Deposit shall be forfeited as Liquidated Damages.

9: This Application for Lease hereby becomes part of the Lease Agreement if applicant(s) are approved by the Owner/Agent. Owner/Agent requires all self-employed applicant(s) to conduct business off premises of residential properties, unless written consent is obtained from Owner/Agent.

10: Rents are due and payable in full on the first day of each month. Rent received after the fifth day of the month will be assessed a \$50.00 (minimum) Late Charge even if checks are dated prior to the fifth. Rents received after the tenth day of the month will be assessed an additional \$50.00 (minimum) Late Charge even if checks are dated prior to the tenth. Any rents not received by the eleventh will be turned over to collections for non-payment, and eviction procedures may begin.

11: Reserve Accounts: Reserve Account requirement is due after applicant is approved, and is equivalent to the monthly rental rate (minimum). **Reserve Accounts are to be paid in full at the time of signing the Lease Agreement.** All Reserve Accounts, first month's rent and last month's rent (if applicable) to be paid in full prior to occupancy and in Cash, Money Order or Cashier's Check...**Absolutely No Partial Payments Accepted!!** Only AFTER Tenant takes occupancy will personal checks be allowed.

12: Pet Fees (are subject to change) (1); LIMIT OF TWO (2) PETS, AQUARIUMS AND/OR CAGES.

**Apartments:** CATS: \$250.00 non-refundable pet fee plus additional \$20.00 per month for one (1) cat or \$30.00 per month for two (2) cats. DOGS: Not Allowed.  
**Single Family Homes:** DOGS: \$500.00 non-refundable pet fee plus additional \$100.00 per month for (1) dog or \$150.00 per month for two (2) dogs.

NOTE: 1. Additional Pet Deposits may be required, depending on dwelling unit and amenities. Any additional Pet Deposits will be refundable if dwelling is returned in same/like condition and all damages and/or all other related issues pertaining to the entire Lease Agreement are paid in full.

2. Applicant acknowledges that any/all dogs that they own are non-violent and properly trained.

3. Any applicant that is approved and houses a pet without the consent of the Owner/Agent will be charged a double Initial Pet Fee and Monthly Fees.

4. Owner/Agent reserves the right to limit pets to their discretion, depending on the dwelling unit that the applicant is applying for/or residing in.

5. Birds and Reptiles (12" or smaller) are to be kept in aquariums or cages at all times.

## 20 QUESTIONS: For ALL Applicants and Co-Signers

*For the purposes of this application, the term "you" shall mean "Applicant(s) and/or Co-Signer(s)".*

1. Have you ever been: **A. Evicted?**  Yes  No **B. Asked to move out?**  Yes  No **C. Sued for damage to rental property?**  Yes  No  
**D. Broken a rental agreement?**  Yes  No **E. Declared Bankruptcy?**  Yes  No
2. Have you ever been charged with any **Drug, Alcohol, Battery or any other Violent or Non-Violent Crimes?**  Yes  No  
If Yes, please explain: \_\_\_\_\_
3. Have you ever had any **Civil Judgments** brought against you?  Yes  No If Yes, please explain: \_\_\_\_\_
4. Do you have any disputes and/or differences with your **current** landlord or property manager?  Yes  No If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
5. Are all of your present rent amounts **currently** paid-to-date (including any/all late fees)?  Yes  No If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
6. Have you given a 30-day notice to your **current** landlord?  Yes  No If No, please explain: \_\_\_\_\_
7. Do you have any **pets**?  Yes  No If Yes, how many dogs \_\_\_\_\_, cats \_\_\_\_\_, other \_\_\_\_\_ (type: \_\_\_\_\_)  
Have any of your **pets** ever caused harm to anyone?  Yes  No If Yes, please explain: \_\_\_\_\_
8. Do you or any other person that will be living in or regularly visiting the dwelling **smoke**?  Yes  No  
If Yes, please specify type:  Cigarettes  Cigar  Pipe  Other (\_\_\_\_\_)
9. Does your **current** residence have a pest control problem?  Yes  No If Yes, please describe: \_\_\_\_\_
10. Have you ever had a bed bug, roach or other pest control problem in the **past**?  Yes  No If Yes, when: \_\_\_\_\_
11. Do/Will you operate a **Day Care or any other type of business** out of your home/apartment?  Yes  No  
If Yes, please describe: \_\_\_\_\_
12. Do you play any musical instruments?  Yes  No If Yes, please describe: \_\_\_\_\_
13. How many vehicles do you own? Cars \_\_\_\_\_ Motorcycles \_\_\_\_\_ Other \_\_\_\_\_ (Type: \_\_\_\_\_)  
A: Make \_\_\_\_\_ Model/Color \_\_\_\_\_ State/License # \_\_\_\_\_  
B: Make \_\_\_\_\_ Model/Color \_\_\_\_\_ State/License # \_\_\_\_\_  
C: Other Cars, Trucks, Campers, Motorcycles, Trailers, etc.: \_\_\_\_\_
14. Do you own a waterbed?  Yes  No What Size? \_\_\_\_\_ Do you own an aquarium?  Yes  No How many gallons? \_\_\_\_\_
15. Are you a **legal** U.S. Citizen?  Yes  No If no, please provide a certified copy of your VISA, Green Card and/or other form of documentation.
16. How did you hear about our properties?  Newspaper  Phone Book  Yard Sign  Website (please specify): \_\_\_\_\_  
 Referral (please indicate who): \_\_\_\_\_  Other \_\_\_\_\_
17. What is your **current** status (please check ALL that apply):  Employed Full-Time  Employed Part-Time  Retired  Student  
 Not Employed  Section 8  Disabled  Single  Married  Domestic Partnership
18. Your **Current** Credit Score  0-300  300-400  400-500  500-600  600-700  700-800  800 plus  Not Known
19. Have you been denied Rental Approval in the past?  Yes  No If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
20. Have you ever applied for an Apartment or Home with us in the past?  Yes  No If Yes, when: \_\_\_\_\_

# APPLICANT(S) INFORMATION

PLEASE PRINT NEATLY

ALL ADULT NAMES TO APPEAR ON LEASE AGREEMENT (all parties eighteen years of age or older MUST be on Lease):

1. \_\_\_\_\_  
 Last First MI Social Security # DOB Driver's License # / State

2. \_\_\_\_\_  
 Last First MI Social Security # DOB Driver's License # / State

3. \_\_\_\_\_  
 Last First MI Social Security # DOB Driver's License # / State

4. \_\_\_\_\_  
 Last First MI Social Security # DOB Driver's License # / State

**NAMES OF ALL OTHERS TO LIVE IN DWELLING:** List ALL children, family, or others that will be residing on the premises. Include anyone that will be visiting on a regular basis. Please **DO NOT** include social security numbers for anyone under eighteen years of age. If additional space is needed, please attach an additional sheet.

1. \_\_\_\_\_  
 Last First MI Social Security # DOB Driver's License # / State

2. \_\_\_\_\_  
 Last First MI Social Security # DOB Driver's License # / State

3. \_\_\_\_\_  
 Last First MI Social Security # DOB Driver's License # / State

4. \_\_\_\_\_  
 Last First MI Social Security # DOB Driver's License # / State

**Contact Numbers:**

1. Name \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_ Other \_\_\_\_\_

2. Name \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_ Other \_\_\_\_\_

**Your Present Address:** \_\_\_\_\_

House Number and Street Name City State Zip

Lived there how long? Years \_\_\_\_ Months \_\_\_\_ Owned Home?  Yes  No Rented?  Yes  No

1. If rented, Landlord's Name: \_\_\_\_\_ Landlord's Contact Number: \_\_\_\_\_

Current Monthly Rent Amount: \$ \_\_\_\_\_

2. **Previous Landlord:** \_\_\_\_\_

Name	Contact Number	Address Rented	Dates Rented
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3. **Other Previous Landlord:** \_\_\_\_\_

Name	Contact Number	Address Rented	Dates Rented
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## EMPLOYMENT - INCOME - CREDIT INFORMATION

PLEASE PRINT NEATLY

**Employment Information:** (ALL adults whose names appear on Lease) Employer WILL be contacted, please list contact person.

1.	Employee	Monthly Salary	Dates of Employment (approximate)
	Employer	Contact Person	Contact Number
2.	Employee	Monthly Salary	Dates of Employment (approximate)
	Employer	Contact Person	Contact Number

If less than a year, list previous employer and contact information: \_\_\_\_\_

**Additional Employment:**

1.	Employee	Employer	Monthly Salary	Dates of Employment (approximate)
2.	Employee	Employer	Monthly Salary	Dates of Employment (approximate)

**Additional Income:** Amount: \_\_\_\_\_ Source: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Source: \_\_\_\_\_

**Other Income:** Amount: \_\_\_\_\_ Source: \_\_\_\_\_

**CURRENT DEBT:** Credit Cards, School Loans, Car Loans, Medical Bills, etc. Please list ALL outstanding debt amounts and remaining time; include ALL items, even those on your Consumer Credit Report. If additional space is needed, please attach an additional sheet.

1.	Creditor	Amount Owing	Payment Amount	Time Remaining
2.	Creditor	Amount Owing	Payment Amount	Time Remaining
3.	Creditor	Amount Owing	Payment Amount	Time Remaining
4.	Creditor	Amount Owing	Payment Amount	Time Remaining

**Credit References:** Banks, Credit Unions, etc.

1.	Loan Institution - Checking Account	Contact Number
2.	Loan Institution - Savings Account	Contact Number
3.	Other Credit Reference	Contact Number

# OTHER INFORMATION

PLEASE PRINT NEATLY

### PERSONAL REFERENCE:

1. \_\_\_\_\_  
 Name Relationship Contact Number

### EMERGENCY CONTACTS: (other than Personal Reference)

1. \_\_\_\_\_  
 Name Address Primary Contact Number

Relationship Employed By Secondary Contact Number

2. \_\_\_\_\_  
 Name Address Primary Contact Number

Relationship Employed By Secondary Contact Number

**REASON FOR MOVING:** Check all that apply:     Looking for a more affordable Apartment / Home     Bigger Space Needs

School                       Down-sizing                       Relocating to Town                       Pest Control Issues

Roommate Issues                       Landlord Issues                       Neighbor Issues                       Spouse Issues

Other (please explain): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### ADDRESS OF PROPERTY APPLIED FOR:

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
 House Number and Street Name                      Apartment Number                      City

Desired Occupancy Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTE:** Your application fee is to be paid at time of Rental Application Submission



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OFFICE USE ONLY: [Lined area for office use with large watermark]

APPLICATION PYMT: [ ] CK # [ ] MO #
AMT PD: \$ [ ] DATE PD: [ ] / [ ] / [ ] [ ] Other [ ]

ACKNOWLEDGEMENT:

Applicants and Co-Signers acknowledge that all information provided on this application is true and correct to the best of their knowledge. Applicants and Co-Signers also acknowledge that they understand all guidelines, Policies, Reserve Account requirements, and other information outlined in this application, and that they MUST pay the required amounts and sign a Lease Agreement within one (1) business day of being approved by the Owner/Agent.

\*\*Apartments/Houses WILL NOT be held for Applicants and/or Co-Signers for ANY reason, without Paid Reserve Account and Signed Lease Agreement!

FAIR CREDIT REPORTING ACT AUTHORIZATION (15 U.S.C.A. ~1681 et seq.)

The undersigned, Applicant(s) and/or Co-Signer(s), pursuant to the Fair Credit Reporting Act, 15 U.S.C.A. ~1681b (a) (2), hereby authorize Butzirus Rentals, Owner/Agent, to obtain a consumer credit report in connection with my/our application to lease residential and/or commercial property, and if my/our application is accepted to obtain such further consumer reports as Butzirus Rentals, Owner/Agent, deems necessary or advisable in connection with any review or collection of my/our account. I/We further authorize any credit reporting agency to release any such consumer report to Butzirus Rentals, Owner/Agent.

I/We hereby further authorize Butzirus Rentals, Owner/Agent, to obtain information regarding my/our current and prior income and employment history, my/our credit report/record, and my/our lease compliance history with current and prior residence managers/landlords, criminal background information and other public record information, and to verify any other information provided by me/us on my/our Application for Lease.

I/We authorize Butzirus Rentals, Owner/Agent, to release a copy of my/our Fair Credit Reporting Act Authorization and/or Application For Lease to any current or prior employer, residence manager or landlord listed on my/our Application for Lease, or to any other person reasonably likely to have pertinent information relating to the verification of any information on my/our Application for Lease

I/We hereby consent that photocopies, scans, and/or faxed copies of this Authorization shall be accepted as originals.

1. X Applicant Signature Printed Name Date
2. X Applicant Signature Printed Name Date
3. X Applicant Signature/Co-Signer Printed Name Date
4. X Applicant Signature/Co-Signer Printed Name Date