

LEASE PACKAGE

All renters must have the following before we will approve a new or extended lease.

1. A Village License to Rent
 - a. This must be displayed in the utility room of the rented unit
 - b. A copy must be submitted with CPTED-mandated lease
2. A Crime-Free Multi-Housing Program Class completion certificate
3. Since we are running the background checks, the renters will not be required to do so.
4. \$500.00 per person per month fine if anyone stays in the Unit for more than 10 days per year
5. \$1,000.00 fine per month if a renter moves in prior to lease approval by the Board (the approval must be in writing)
 - a. The Board will immediately begin eviction proceedings
 - b. The Board will charge these costs to the Unit Owner
6. There are only 34 units available (10%) for renting. The rest will go on a waiting list.
 - a. All units must be inspected by the Village
 - b. Any Unit Owner/Renter that continues to have problems
 - i. With his/her neighbor
 - ii. CPTED violations
 - iii. Physical damage because ordinances or codes weren't complied with (e.g. water heaters more than 10 years old)
 - iv. Kingsbrooke Rule Violations
7. Any Unit Owner/Renter that fails to comply with the above goes to the end of the wait list.

WHAT IS CRIME FREE MULTI-HOUSING?

The CRIME FREE MULTI-HOUSING PROGRAM is a unique, three-phase certification program for rental properties of all sizes, including single family rental homes. The first phase is the completion of a seminar taught by police personnel. In addition, guest speakers will also attend to address specific topics relating to rental properties. This police-sponsored program is designed to be easily implemented, yet extremely effective at reducing criminal activity in rental properties.

The CRIME FREE MULTI-HOUSING SEMINAR addresses these topics:

- Understanding Crime Prevention
- C.P.T.E.D. Concepts (Crime Prevention Through Environmental Design)
- The Application Process
- Community Rules/Leases
- Active Property Management
- Combating Crime Problems
- Police: To Serve and Protect?
- Dealing with Non-Compliance

Seminars & Refresher Courses

- Courses are hosted at the Palatine Police Department (595 N. Hicks Road)
- Seminars are 8:00 a.m. until 12:00 p.m.
- Refresher courses are 12:30 p.m. until 1:30 p.m.
- Seminar and Refresher Course promptness is required (attendees arriving late will need to re-register)
- Children are not permitted at these courses

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HOMEOWNER QUESTIONNAIRE

Page 1

In order to update your Association's records, we would appreciate your taking a few minutes to complete the questionnaire below and mail it to the Property Manager. Please notify us of any changes, thank you!

Specify the names of the parties on the title of the Unit: _____ Date: _____

1st Name on Title

2nd Name on Title

Relationship

Unit Address

Mailing Address (if different)

Home Phone

Work Phone

Cell Phone

Email Address

Do you rent out your unit? No: _____ Yes: _____ Current lease expires: _____

*If you answered **yes**, please contact office to fulfill lease requirements.*

Other occupants and relationship to head of household:

Over 18?

Name Relationship Yes No

Name Relationship Yes No

Name Relationship Yes No

Name Relationship Yes No

Name Relationship Yes No

*****All information will be held in strictest confidence!*****

HOMEOWNER QUESTIONNAIRE

Page 2

In case of an emergency, notify:

Name Relationship

Address

Phone

PETS

A) Dog or Cat (circle one) Description: _____

B) Dog or Cat (circle one) Description: _____

VEHICLES

Make/Model/Year	Color	License
_____	_____	_____
_____	_____	_____
_____	_____	_____

Information below is required to be on file with the Association Office by State Law

Mortgage or Loan Company

Address

Loan #

*****All information will be held in strictest confidence!*****

Thank you for completing and returning this questionnaire!

Kingsbrooke of Palatine

RESIDENTIAL LEASE REQUIREMENTS (CRIME-FREE-MULTI-HOUSING-PROGRAM APPROVED)

LEASES

Owner/Investor shall provide the Association with a copy of the lease and executed Lease Rider & Crime Free Lease Addendum no less than ten days prior to occupancy. The lease must include the name of **all** the residents. All tenants must be provided a copy of the Rules and Regulations and the Declaration upon executing a lease for the unit. All leases must be in writing and for a period of not less than one year. All leases must be in conformance with, and make specific reference to, the legal documents of the Association. The owners will pay a fee of \$50.00 to the association for each new lease. This fee does not include a background/criminal/credit check. This charge will include a copy of the Rules and Regulations (which must be acknowledged and initialed by tenant) and nameplates for the new tenant. In addition, all Owners leasing or collecting any type of rent or remuneration at Kingsbrooke must have a Village of Palatine Rental Dwelling Business License. A copy of this must be forwarded to the Management Company. You can obtain this online or at the Village Hall. During the terms of the lease, no new roommate may move in without a new lease being generated containing the names of all tenants residing in the unit. A new roommate is ANYONE staying longer than ten (10) days. A copy of the new lease, new Lease Rider and Crime Free Lease Addendum must be sent to the management office. A background, criminal and credit check must be done on the new person(s) **prior** to moving in.

SECTION 1

There are several important items that every investor-owner must consider before leasing his/her unit. Kingsbrooke of Palatine Condominium Association is a member of the Village of Palatine's Crime Free Multi-Housing Program. As a requirement of belonging to this program, Kingsbrooke of Palatine Condominium Association has implemented and agreed to actively enforce the following rules:

- A) Owners must notify prospective tenants that Kingsbrooke of Palatine Condominium Association is a member of the Village of Palatine's Crime Free Multi-Housing Program.
- B) Owners must show prospective tenants the Crime Free Lease Addendum. **This addendum must be initialed by prospective tenants to indicate they have seen it prior to completing the application.**
- C) Owners must get a completed application from prospective tenants.
- D) Owners must do a background, criminal & credit check on prospective tenants prior to their move into the unit. This must be done for everyone residing in the unit. (Most owners collect an application fee adequate to cover the cost of the background/criminal/credit check) You must obtain a background/criminal/credit check through the management office at a nominal fee prior to the tenant moving into the unit. **SHOULD ANY OWNER FAIL TO COMPLY WITH SECTION 1 D., THEY WILL BE FINED \$500.00/MONTH.**
- E) All leases must be in writing and for a period of not less than one year. All leases must be in conformance with, and make specific reference to, the legal documents of the Association. Owners must get the Crime Free Lease Addendum & Lease Rider signed by all tenants and must make it a part of their lease. The Owner is also required to submit a signed copy of the Kingsbrooke of Palatine Condominium Associations property management company within (ten) 10 days of leasing their premises along with Resident information Form stating the number and name of all tenants, including children who will be residing at their unit. This information will also include the phone number of the unit, all work numbers, make & model of vehicles used by the occupants, and any allowed pets.
- F) All leases must be current. The management office must be sent a copy of all updated leases & lease riders prior to the expiration date. Failure to do so will result in a \$50.00 fine.

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- G) Cook County Ordinances prohibit any form of discrimination when they are based upon a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.
- H) If a tenant violates the documents or rules and regulations, the owner shall also be held responsible, e.g. "Kingsbrooke of Palatine Quiet Hours" 9:00pm to 7:00am weekdays and 11:00pm to 8:00am weekends, including children who may be staying with you.
- I) Any violations of the Declarations, By-Laws or these Rules and Regulations may result in a flat or daily fine or in more serious situations, barring a tenant from moving in or eviction proceedings. All fines, costs and legal fees will be charged to the unit owner.
- J) Sub-leasing is not allowed.
- K) Owners cannot rent their units to any person or persons who have been convicted of any criminal offense in the last five years, or ever convicted of a felony which involved the health, safety or welfare of others. Any questions regarding specifics please call Kingsbrooke of Palatine Condominium Associations management office.
- L) A violation of any or all the above rules (except Section 1. D.) as herein set forth may result in a minimum \$250.00 fine for the first violation, \$350.00 for the second violation and \$ 500.00 for the third violation and subsequent offenses, including termination of lease.

SECTION 2

Any time a crime is committed on this property which involves a resident, tenant guest, or invitee of a tenant, resident or guest, the following fines will be assessed to the owner of the respective unit involved.

- A. Crimes on this property such as, but not limited to: disturbing the peace, fighting, disorderly conduct, vandalism, property damage, offensive behavior, harassment, intimidation, public drunkenness (adult), party "out-of-control", 1st offense \$50.00, 2nd offense \$250.00, and thereafter \$500.00/incident.
- B. Crimes on this property such as, but not limited to: domestic violence, child abuse, assault, battery, burglary, theft, public drunkenness (minors), possession of illegal drugs, minors in possession of alcohol, DUI, possession of stolen property: 1st offense \$250.00, thereafter \$500.00/incident.
- C. Crimes on the property such as, but not limited to: manufacturing or distributing of illegal drugs; any crime related to gang activity; illegal possession of firearm or weapon; discharge of a firearm, aggravated assault, arson, sex offenses, class A misdemeanor, kidnapping; murder. 1st offense \$1,000.00 and thereafter.
- D. Anyone who has been arrested of a Class Two Misdemeanor or above within the last ten years, may not live at Kingsbrooke.

DISCLOSURE TO TENANT APPLICANT REGARDING PROCUREMENT OF A CONSUMER REPORT

In connection with your application for tenancy, the Association may procure a consumer report on you as part of a process of considering your candidacy as a tenant which may contain public record information. Such reports may contain information concerning your driving record, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential tenancy, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the Federal Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

I hereby authorize the Association, its chosen background-checking service, and its agents to obtain a consumer report and investigate my background as it pertains to my application for tenancy. I release such persons and sources from any liability or damages on account of having furnished such information.

One (1) Applicant per Form
Required for anyone over age 17 residing in the Unit

Applicant's Name (please print)

Applicant's Address: City/State/Zip

Previous Address: City/State/Zip

Social Security Number

Date of Birth

Driver's License Number

State Issued

Signature of Applicant

Date

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Give original with Summary of Rights to applicant. Retain a copy of release for your files.

BACKGROUND INVESTIGATION INFORMATION

Client: Kingsbrooke Condo Association

Date: _____

Contact Person: _____

Please Print Clearly

First

Middle

Last Name

Other Last Names Used

Present Address

Address

City

State

Zip Code

How long have you lived there? _____

Previous Address

Address

City

State

Zip Code

How long did you live there? _____

_____/_____/_____
Date of Birth

_____-_____-_____
Social Security Number:

Driver's License Number

State Issued

Have you ever been convicted of, fined, or placed on probation for anything other than a traffic violation? If yes, please explain: _____

Please make sure application is completed in full.

AUTHORIZATION

Cook County Ordinances prohibits any form of discrimination when they are based upon a person’s race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Have you or someone who will also be residing in the unit; ever been convicted of a crime, placed on probation/parole, is there a current warrant out, or currently in any criminal activity? _____

Are you or someone who will be residing in the unit a current illegal abuser of a controlled substance? _____

Or have been convicted of the illegal use, manufacture, sale or distribution of a controlled substance? _____

In considering with this application from the owner, they will heavily rely on the information, which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information and you authorize management to verify any references that you have listed. You understand that as part of the procedure for processing your application an investigative credit/criminal report will be received.

During the application process, I hereby authorize the Property Manager, on behalf of Kingsbrooke of Palatine Condominium Association, to procure an investigative consumer report, which I understand may contain information regarding my credit capacity, standing and worthiness, character, general reputation, mode of living, and personal characteristics. This report may be compiled from information from credit bureaus, criminal history records on file with local, county, state and federal agencies, departments of motor vehicles, past or present employers, educational institutions, governmental, occupational licensing or registration entities, military service records, business or personal references and/or neighbors, and any other resource required to verify information. I have voluntarily supplied on my application for credit/criminal herein. I also understand that I may request a disclosure of the nature and scope of the background verification, to the extent of said report includes information bearing on my character, general reputation, and mode of living and personal characteristics. I hereby authorize and consent to the full release of information or records bearing my name(s), either orally or in writing, to the authorized representatives Kingsbrooke of Palatine Condominium Association and its Property Manager.

I also understand that falsification of rental application information will lead to denial of rental. If this application is not approved and accepted by the owner, the applicant hereby waives any claim for damages by reason of non-acceptance, which the owner may reject without stating any reason for doing so.

Applicant

Date

Co-Applicant

Date

SUMMARY OF YOUR RIGHTS

Under the Fair Credit Reporting Act

Para información en español, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. NW, Washington, D.C 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

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- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for BCCSS.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TO COMPLAIN AND FOR INFORMATION:	PLEASE CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367 (Toll-Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

CRIMINAL BACKGROUND CHECKS
Resident and Co-Resident Background Checks

Any adult living for more than 10 days cumulative, per year, on premises must have a criminal background check. Anyone subsequently living on premises must have a Criminal Background Check as well, except for children under 14.

The Association requires the use of its approved background-checking company for all background checks. Return the completed, signed forms to the Property Manager and the Association will handle the request and charge your account. The Association does not take any fee for this service and is not in any way compensated for referrals.

The following pages contain a Disclosure To Tenant Applicant (release) form, the Summary of Rights for your prospective tenant, and an Authorization Form.

Expect to pay around \$50.00-200.00 per applicant for these services (Social Security trace, county criminal for each county inhabited, etc.). The Association reserves the right to approve the search of more than 5 previous Counties, should it be necessary.

The Board will review each application. Also anyone with an arrest record for any violent act, crime against persons, Drugs, Gang Activity, stalking, harassment, damage to property, Class B Misdemeanor or above, Restraining Order, etc., will be rejected.

I have attached a copy of a criminal background check for any adult living or staying on the premises for more than 10 days.

Signed:

Unit Owner

Date

PALATINE CRIME FREE MULTI-HOUSING PROGRAM

Kingsbrooke of Palatine Condominium Association Crime-Free Lease Addendum

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner (or Owners' agent or representative) and Resident agree as follows:

1. Tenant, any member of the Tenant's household, a guest or invitee in the unit or on the common grounds, or any other person in the unit or on the common grounds invited there in any way by Tenant or a member of Tenants household, shall not engage or in any way be involved in, **any** criminal activity, including drug related criminal activity, on or near the said premises. Criminal activity shall include, but is not limited to, drug— related criminal activity. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Illinois Compiled Statutes).
2. Tenant, any member of the Tenants household, a guest, or invitee at the unit in the unit or on the common grounds, or any person in the unit or on the common grounds invited there in any way by Tenant or a member of Tenants household **shall not engage in any act intended to facilitate or that does facilitate criminal activity**, including drug-related criminal activity, on or near the said property.
3. Tenant, and every member of the household shall not permit the dwelling unit to be used for criminal activity, or to facilitate criminal activity, in the unit or on the common grounds, including drug-related criminal activity, regardless of whether the individual engaging in such activities is as member of the household, a guest or invitee, and regardless of whether the Tenant is at home during any such offense.
4. Tenant, any member of the Tenants household, a guest, or invitee in the unit or on the common grounds, or any other person in the unit or on the common grounds invited there in any way by Tenant or a member of Tenants household, shall not engage in the unlawful manufacturing, selling, using, storing keeping, or giving of a controlled substance at any location whether in, at, on, or near the property.
5. Tenant, any members of the Tenant's household, a guest, or invitee in the unit or on the common grounds, or any other person in the unit or on the common grounds invited there in any way by Tenant or a member of Tenant's household, shall not engage in any illegal activity, including prostitution as defined in the Illinois Compiled Stature, criminal street gang activity as defined in the Illinois Compiled Stature, threatening or intimidating as prohibited in the Illinois Compiled Statute, assault as prohibited in the Illinois Compiled Stature **INCLUDING BUT NOT LIMITED TO** the unlawful discharge of firearms on or near the dwelling unit or common grounds, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious damage as defined in the Illinois Compiled Statute.
6. VIOLATION OF ANY OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF THE TENANCY, A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease. It is understood and agreed that a single violation shall be good cause for IMMEDIATE termination of the lease under the Illinois Compiled Statute. Unless otherwise provided by law, proof of violation shall not require criminal conviction, **BUT SHALL BE BY A PREPONDERANCE OF THE EVIDENCE**. Tenant consents to venue in any court within the county where the unit is located. In the event Owner initiates legal action against the Tenant, Tenant hereby waives any objection to any venue chosen by owner. Furthermore, Tenant agrees that in any legal proceeding brought by owner against Tenant that Owner may, at Owner's sole discretion, allege that the rental

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value of Tenants premises is less than the actual periodic rental payment Tenant is charged as set forth in this Agreement.

Tenant agrees that service of process of any legal proceeding, including but not limited to, a forcible detainer action, or service of any notice to Tenant, shall be effective and sufficient of purposes of providing legal service and conferring personal jurisdiction upon any Illinois court as to any tenant, co-signer, occupant or guarantor, if waived upon any occupant or other person of suitable age and discretion who is present sat the premises and residing therein, notwithstanding the fact that a Tenant, co-signer, occupant or guarantor may reside at a different location other than the property address described in the lease agreement This agreement regarding service is in addition to, and not in lieu of any manner of service authorized under Illinois law or rule. By signing this lease the undersigned hereby waives any objection to service carried out under the terms of this agreement. This provision shall be effective for any extension, renewal or modification of the initial lease.

7. In case of conflict between the provisions of this addendum and any other provisions of the leases, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the Lease executed or renewed this day between Owner and Resident

Resident's Signature

Owner's Signature

Resident's Signature

Owner's Signature

Property Address and Unit #

Date

RIDER TO LEASE

This Rider is added to the attached lease in accordance with the Rules and Regulations of Kingsbrooke of Palatine Condominium Association. By this Rider, the undersigned parties to said lease expressly acknowledge that, as required by Section 18 of the Illinois Condominium Property Act, every lease and the parties thereto, shall be subject in all respects to the provisions of said Declaration as well as the Bylaws and Rules and Regulations of the Association, and any failure by the lessee to comply with the terms thereof shall be a default under the lease. If any resident, guest, tenant, or owner is found guilty of a violation of the Rules and Regulations, Declarations, or Bylaws of the Association, any leasing rights granted to that Owner shall be rescinded, effective immediately. Upon the Board's written notice to an Owner that leasing rights are rescinded permanently, that Owner shall receive a ninety (90) day "stay" of enforcement to allow Owner to remove/evict the tenant by legal processes at the sole cost and expense of the Owner.

Property Address and Unit #

Date

Lessor (Landlord)

Lessee (Tenant)

Lessee (Tenant)

Lessee (Tenant)

NOTE: A signed original of said Lease and this Rider must be given to the Board of Directors for its files in accordance with the Rules and Regulations of the Kingsbrooke of Palatine Condominium Association.

Please complete the following information:

Lessor Information

Lessor's Name

Primary Tenant Name

Primary Tenant Information

Lessor's Home Address

Primary Tenant Phone Number

City, State Zip

Primary Tenant Work Number

Lessor's Home Phone Number

Company Name

Lessor's Work Number

Primary Tenant Email Address

Company Name

Lessor's Email Address

OWNER/TENANT SWORN STATEMENT OF OCCUPANCY

Leased Unit Address _____

I, (Print) _____ (Owner/Lessor), hereby certify that have provided all applicable documents as prescribed by the ASSOCIATION, and that I have advised my tenant of his/her responsibility to conform to the Rules and Regulations of Kingsbrooke of Palatine Condominium Association and all other pertinent local, state and federal laws and ordinances.

LEASE PACKAGE INCLUDES:

1. Signed Lease (at least one (1) year) listing all parties residing in the unit;
2. Background / Criminal & Credit Application;
3. Signed Lease Rider;
4. Crime Free Lease Addendum, signed by all adults in the unit; and
5. Completed Resident Information Form

Lessor's Signature

Date

I, (Print) _____ (Tenants), hereby certify that (we) have received, read and understand the Rules and Regulations of the Kingsbrooke of Palatine Condominium Association and hereby agree to comply with those Rules and other pertinent local, state and federal laws and ordinances.

Lessee's Signature

Date

Lessee's Signature

Date

Lessee's Signature

Date

Pet Registration

Do you have a pet? _____ Yes _____ No

All pets are subject to association policies.

Kind of pet, breed, weight, and age

Kind of pet, breed, weight, and age

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PERSONAL INFORMATION

Applicant's Full Name	Date of Birth	Social Security Number
Driver's License Number		State Issued
Current Home Phone #	Current Work Phone #	
Have you ever been evicted or asked to move out? _____		
Have you ever broken a rental agreement or lease? _____		

RESIDENT — EMPLOYMENT INFORMATION

Applicant must be currently employed or provide written evidence of regular monthly income. All income must be verifiable.

_____ Full Time _____ Part Time _____ Not Employed

Name of Employer			
Address	City	State	Zip Code
Company Phone #	Supervisor	Department	
Occupation	Present Monthly Income	Date of Hire	

If you are a full-time student:

_____ Name of School _____ Degree/Grade Level

RESIDENT — CREDIT HISTORY

Present Address	City	State	Zip Code
Length of Time at Present Address	Reason for Moving		
Present Landlord or Mortgage Holder	Landlord/Mortgage Holder's Phone #		
Previous Address	City	State	Zip Code
Length of Time at Previous Address	Reason for Moving		

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RESIDENT — CREDIT REFERENCES

Any additional income — State the source and the amount: _____

Have you ever tiled Bankruptcy? _____ Yes _____ No

Checking Account Number: _____

Savings Account Number: _____

Credit References	Balance	Monthly Payment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CO-RESIDENT INFORMATION

Applicant's Full Name _____ Date of Birth _____ Social Security Number _____

Driver's License Number _____ State Issued _____

Current Home Phone # _____ Current Work Phone # _____

Have you ever been evicted or asked to move out? _____

Have you ever broken a rental agreement or lease? _____

Do you have a pet? _____ Yes _____ No **All pets are subject to association policies.**

Kind of pet, breed, weight, and age _____

CO-RESIDENT — EMPLOYMENT INFORMATION

Applicant must be currently employed or provide written evidence of regular monthly income. All income must be verifiable.

_____ Full Time _____ Part Time _____ Not Employed

Name of Employer _____

Address _____ City _____ State _____ Zip Code _____

Company Phone # _____ Supervisor _____ Department _____

Occupation _____ Present Monthly Income _____ Date of Hire _____

If you are a full-time student:

Name of School _____ Degree/Grade Level _____

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RESIDENT — CREDIT HISTORY

Present Address

City

State

Zip Code

Length of Time at Present Address

Reason for Moving

Present Landlord or Mortgage Holder

Landlord/Mortgage Holder's Phone #

Previous Address

City

State

Zip Code

Length of Time at Previous Address

Reason for Moving

CO-RESIDENT — CREDIT REFERNCES

Any additional income — State the source and the amount: _____

Have you ever tiled Bankruptcy? _____ Yes _____ No

Checking Account Number: _____

Savings Account Number: _____

Credit References

Balance

Monthly Payment

Credit References

Balance

Monthly Payment

Credit References

Balance

Monthly Payment

Credit References

Balance

Monthly Payment