



# DIEDERICH PROPERTIES

## RESIDENTIAL LEASE APPLICATION

PO Box 1210 Marion, Illinois 62959

t 618.997.8300  
f 618.351.3300

[www.diederichpropertiesinc.com](http://www.diederichpropertiesinc.com)

*Date of Application:* \_\_\_\_\_ *Desired Date of Occupancy:* \_\_\_\_\_  
*General Description of Property:* \_\_\_\_\_

### Personal Information

*Applicant's Full Name:* \_\_\_\_\_  
*Date of Birth:* \_\_\_\_\_  
*Social Security No.:* \_\_\_\_\_  
*Driver's License No./State:* \_\_\_\_\_  
*Current Address:* \_\_\_\_\_  
*Home Phone:* \_\_\_\_\_  
*Mobile Phone:* \_\_\_\_\_  
*Work Phone:* \_\_\_\_\_  
*E-Mail:* \_\_\_\_\_

*Co-Applicant's Full Name:* \_\_\_\_\_  
*Date of Birth:* \_\_\_\_\_  
*Social Security No.:* \_\_\_\_\_  
*Drivers License No. / State:* \_\_\_\_\_  
*E-Mail:* \_\_\_\_\_

Names of Persons to live in home:	Relationship to applicant:	Date of Birth:

### Employment Information

*Present Employer:* \_\_\_\_\_ *Phone:* (\_\_\_\_) \_\_\_\_\_  
*Employer's Address:* \_\_\_\_\_ *Dates: from* \_\_\_\_\_ *to* \_\_\_\_\_  
*Monthly Salary:* \_\_\_\_\_

*Previous Employer:* \_\_\_\_\_ *Phone:* (\_\_\_\_) \_\_\_\_\_  
*Employer's Address:* \_\_\_\_\_ *Dates: from* \_\_\_\_\_ *to* \_\_\_\_\_  
*Monthly Salary:* \_\_\_\_\_

*Co-Applicant's Present Employer:* \_\_\_\_\_ *Phone:* (\_\_\_\_) \_\_\_\_\_  
*Employer's Address:* \_\_\_\_\_ *Dates: from* \_\_\_\_\_ *to* \_\_\_\_\_  
*Monthly Salary:* \_\_\_\_\_

*Total Monthly Household Income:* \$ \_\_\_\_\_ *Other Monthly Income:* \$ \_\_\_\_\_

**Residence History**

*Present Landlord:* \_\_\_\_\_ *Phone:* (\_\_\_\_) \_\_\_\_\_

*Address:* \_\_\_\_\_

*How Long have you Lived at this Address?* \_\_\_\_\_ *Years* \_\_\_\_\_ *Months*

*Reason for Moving?* \_\_\_\_\_

*Previous Landlord:* \_\_\_\_\_ *Phone:* (\_\_\_\_) \_\_\_\_\_

*Address:* \_\_\_\_\_

*How Long did you live at this Address?* \_\_\_\_\_ *Years* \_\_\_\_\_ *Months*

*Are you currently on Rental Assistance?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If you answered Yes, Who is your case Worker?* \_\_\_\_\_

*Do you own any pets?* \_\_\_\_\_ *How Many?* \_\_\_\_\_ *What Kind?* \_\_\_\_\_

**PETS:**

*Pets are not permitted in any of the properties unless specifically allowed by the property owner. If permitted, a non-refundable pet deposit of \$200 for the first pet and \$100 for each additional is required. The fee is for the privilege of having a pet in the property. Any damage caused by the pet will be deducted from the security deposit. Flea and Tick pest removal is included as damage and can be charged out of the security deposit.*

**Please see page 4 for Rental Policies**

*Have you, or co-applicant ever been sued for non-payment of rent?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If yes, explain* \_\_\_\_\_

*Have you, or co-applicant ever been evicted or asked to move out?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If yes, explain* \_\_\_\_\_

*Have you, or co-applicant ever been sued for damage to rental property?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If yes, explain* \_\_\_\_\_

*Have you or co-applicant ever been convicted of a felony?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If yes, explain* \_\_\_\_\_

**Personal Reference Family Members**

*Personal Reference* \_\_\_\_\_ *Phone* (\_\_\_\_) \_\_\_\_\_

*Address* \_\_\_\_\_ *Relationship* \_\_\_\_\_

*Personal Reference* \_\_\_\_\_ *Phone* (\_\_\_\_) \_\_\_\_\_

*Address* \_\_\_\_\_ *Relationship* \_\_\_\_\_

**Credit References**

*Credit Reference* \_\_\_\_\_ *Phone Phone* (\_\_\_\_) \_\_\_\_\_  
*Address* \_\_\_\_\_

*Credit Reference* \_\_\_\_\_ *Phone Phone* (\_\_\_\_) \_\_\_\_\_  
*Address* \_\_\_\_\_

*Credit Reference* \_\_\_\_\_ *Phone Phone* (\_\_\_\_) \_\_\_\_\_  
*Address* \_\_\_\_\_

*Credit Reference* \_\_\_\_\_ *Phone Phone* (\_\_\_\_) \_\_\_\_\_  
*Address* \_\_\_\_\_

*I hereby certify that all the information provided is true to the best of my knowledge. You are hereby authorized to verify my credit and employment references in connection with the processing of this application.*

**Diederich Properties, Inc. PO Box 1210 Marion, IL 62959**

**(870) 862-2306**

**Fax (870) 862-6379**

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize the release of any credit or reference information to Diederich Properties, Inc. Including but not limited to payment history & employment verification.

**Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_

# RENTAL POLICIES

## TENANT APPLICATION:

A Tenant application must be filled out and sent to Diederich Properties, Inc. along with the Application Fee.

You can print the Tenant Application or you can pick up a copy at our office located at 1201 W. Main Street, Marion, Illinois 62959. You can also request a Tenant Application be mailed to you by completing our online Contact Form.

All Adult Tenants must fill out an application. Applications will be reviewed on a first come first serve basis. Diederich Properties, Inc. can take up to 24 hours to respond to your application.

## APPLICATION:

The following is our application procedure and screening process. In order to process your application the following information must be provided:

- A completed rental application for each person, over 18 years of age, who will occupy the unit. Please complete all lines and sign and date the application at the bottom.
- Reliable DOCUMENTATION and telephone numbers to verify all income and references. NO EXCEPTIONS
- If EMPLOYED, we require your most current pay stub.
- If SELF\*EMPLOYED, we require a copy of last year's income tax returns (the first two pages, Form 1040).
- OTHER income such as retirement, AFDC, SOT, must have reliable documentation.
- An application processing fee of \$40.00 per person over 18 years of age. This is a nonrefundable fee.
- We will start processing your application immediately upon receipt of a completed application, which includes the processing fee. Incomplete applications without the processing fee will not be processed.

## QUALIFICATIONS:

- Qualifying income standard: Monthly rent x 3 = applicant's monthly income. Multiply monthly rent of property applying for times three; if your monthly income equals this amount, you meet the qualifying income standard.
- Good credit, as evidenced by Equifax credit report. (i.e.: no charge off accounts, collection accounts, 60 or 90 day delinquencies, etc.)
- Good landlord references. Current and previous landlords will be contacted by telephone to verify rent payment history and tenancy history.
- Occupancy guidelines: Two persons per bedroom plus one person (HUD occupancy standards).
- Diederich Properties, Inc. adheres to all Fair Housing laws and will not "discriminate against any person in terms, conditions or privileges of sale or rental of a dwelling, or in the provisions of services or facilities in connection therewith, because of race, color, religion, sex, familial status or national origin." (1988 Fair Housing Amendments Acts.)

## PROCESSING AND SCREENING:

- Processing time is approximately two business days. (This is subject to Diederich Properties, Inc., receiving landlord verifications.) An incomplete application will delay or prevent processing.
- All applications will be presented to the property owner or owner's agent for approval. Every effort will be made to present applications within 24 hours of completing the processing of all applications received for a specific property. All applications will be submitted to the property owner or owner's agent for final tenant selection.
- Once an application has been accepted, all monies due (first month's rent, security deposit and rental fee) and an executed residential lease agreement must be received within three days of acceptance.
- Initial payment of rent, security deposit and rental fee must be in the form of a PERSONAL CHECK, CASHIER'S CHECK, MONEY ORDER CASH, OR TRAVELER'S CHECKS.
- A property is considered rented only when all required deposits and fees have been paid and a residential lease agreement has been executed by all residents and the property owner or owner's agent.

If you have any questions regarding the above information, please do not hesitate to call our Rental Department at 618.997.8300. Thank you. We look forward to working with you!

**SECURITY DEPOSIT:**

Security Deposits are DUE WITHIN 24 HOURS OF APPLICATION ACCEPTANCE. Security Deposits are usually equal to one month's rent. The security deposit will be refunded within 30 days from your departure. The full amount will be refunded unless charges for damage and repair have to be deducted.

**RENT:**

Rent is due on the 1st of each month. If rent is not received by noon on the 4th of each month a \$40.00 late fee will apply. Beginning on the 5th of each month, an additional \$10.00 late fee per day will apply.

**PAYMENT:**

Payments can be made by personal check, money orders, direct deposit (call for more details). We DO NOT ACCEPT CREDIT CARDS. All payments must be mailed to PO Box 1210, Marion, Illinois 62959 or hand-delivered to our office during office hours. Our office is located at 1201 W. Main Street, Marion, Illinois 62959.

**PETS:**

Pets are not permitted in any of the properties unless specifically allowed by the property owner. If permitted, a nonrefundable pet deposit of \$200 for the first pet and \$100 for each additional is required. The fee is for the privilege of having a pet in the property. Any damage caused by the pet will be deducted from the security deposit. Flea and Tick pest removal is included as damage and can be charged out of the security deposit. There is a limit of two pets and each must at least be under 25 pounds. Exotic animals are not permitted.

**SMOKING:**

Smoking is not permitted in any of the properties. If the odor of smoke, or damage from smoking is evident, the Tenant will be charged for clean up out of their security deposit. The no smoking policy is strongly enforced for the courtesy of other non smoking tenants and property owners.

**LAWN CARE:**

Depending on the property you reside in and subject to the terms of your lease seasonal lawn and grounds service may be included in the rent.

**EMERGENCY SERVICE:**

For all life threatening emergencies please call 911. Should you require immediate maintenance assistance you can obtain 24-hour maintenance instructions at our main telephone number: 618-997-8300

Non-emergency maintenance requests can be made by calling the office, or on our web site [www.DiederichPropertiesInc.com](http://www.DiederichPropertiesInc.com). A maintenance request form can be found under the current residents tab.

*Rental Policies contained herein are general guidelines. The Lease Agreement shall be absolute.*