



# MALLARD LAKE APPLICATION FOR AUTHORIZED OCCUPANCY

APPLICATION DATE \_\_\_\_\_

\$20 Occupancy Fee Paid \_\_\_\_\_ IDENTIFICATION VERIFIED \_\_\_\_\_  
(No charge for spouses if applying within 90 days of moving in)

**PLEASE COMPLETE EVERY QUESTION**

(EACH ADULT OCCUPANT OVER THE AGE OF 18 MUST SUBMIT A SEPARATE APPLICATION)

MOVE-IN DATE \_\_\_\_\_ LEASING AGENT \_\_\_\_\_

APPLYING FOR ADDRESS \_\_\_\_\_, WHEELING, IL 60090

CURRENT LEASEHOLDER'S NAME \_\_\_\_\_

**APPLICANT INFORMATION**

\_\_\_\_\_ FULL-TIME OCCUPANCY \_\_\_\_\_ PART-TIME OCCUPANCY (LESS THAN 2 NIGHTS PER WEEK)

RELATIONSHIP TO LEASEHOLDER: \_\_\_\_\_ SPOUSE \_\_\_\_\_ PARENT \_\_\_\_\_ CHILD \_\_\_\_\_ FRIEND/ROOMMATE

NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (M) \_\_\_\_\_ GENERATION (Jr., Sr.) \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ AGE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SEX \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_ (Optional)

OCCUPATION: \_\_\_\_\_ TOTAL ANNUAL INCOME (From all sources) \$ \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

OR GOVERNMENT PHOTO ID # (IF APPLICABLE) \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

E-MAIL: \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_ WORK PHONE # \_\_\_\_\_

ARE YOU A U.S. CITIZEN?  YES  NO PASSPORT #: \_\_\_\_\_ WORK VISA #: \_\_\_\_\_

**VEHICLES**

(LIMIT TWO (2) PER APARTMENT)

TYPE	COLOR	MAKE/MODEL	LICENSE PLATE #	STATE	YEAR

**RESIDENCY HISTORY**

**NOTE:** PLEASE PROVIDE OCCUPANCY HISTORY FOR PREVIOUS TWO YEARS

**PRESENT ADDRESS:**

STREET \_\_\_\_\_ APT # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

\*All forms, contracts, applications and other documents distributed by Mallard Lake Apartments, in the Leasing Office or on-line at www.mallardlakeapts.com, are subject to change at any time without notice. Only the most recent version of each form will be considered valid and all residents and applicants hereby agree to abide by the policies and procedures set forth in the most current version these documents.

MALLARD LAKE APARTMENTS  
Live Smart at Mallard Lake!

**PREVIOUS ADDRESS (If less than two years at present address):**

STREET \_\_\_\_\_ APT # \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

**RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU)**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE # \_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE # \_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**ADDITIONAL INFORMATION**

PLEASE CHECK ALL THAT APPLY

- I HAVE A WATERBED     I HAVE A FISH TANK     I HAVE A PET (NEED TO COMPLETE AGREEMENT)     I HAVE A SATELLITE DISH (NEED TO COMPLETE AGREEMENT)

**NOTE:** IF YOU HAVE A PET OR SATELLITE DISH, ADDITIONAL FEES/DEPOSITS ARE REQUIRED. RESIDENCY IN A PET DESIGNATED BUILDING IS REQUIRED FOR A PET. RENTER'S INSURANCE IS REQUIRED IF YOU HAVE A WATERBED, SATELLITE DISH, OR 20-GALLON FISH TANK. PROOF OF INSURANCE MUST BE PROVIDED PRIOR TO MOVE-IN.

1. HAVE YOU EVER BEEN CONVICTED OF A CRIME/MISDEMEANOR/FELONY?     YES     NO  
(PLEASE REFER TO RENTAL POLICY FOR MANAGEMENT PROCEDURES IF THESE APPEAR ON A BACKGROUND CHECK)
2. HAVE YOU EVER BEEN EVICTED/SERVED A 5- OR 10-DAY NOTICE FROM ANOTHER APARTMENT COMPLEX?     YES     NO

**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 WHICH ADMINISTERS COMPLIANCE WITH THIS LAW IS THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

I, the undersigned applicant, represent that all of the above statements are true and correct and hereby authorize verification of the above information. If such information proves to be false or misleading, the owner shall have the right to deny this application. The undersigned applicant hereby consents to allow the owner, Mallard Lake Apartments, itself or through its designated agents or employees, to obtain a consumer report and criminal record and to obtain and verify credit and employment information for the purpose of determining whether to lease an apartment to the applicant. The undersigned applicant agrees and understands that the owner and its agents and employees may obtain additional consumer reports and criminal record in the future to update or review my account. Upon my request, the owner will tell me whether consumer reports or criminal records were requested and the names and addresses of any consumer-reporting agency that provided such reports. The undersigned applicant understands that the application fee is non-refundable.

**Extermination Addendum:** All occupants will be denied if there is any history of bed bug or roach activity within the last three months in a previous residence.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MALLARD LAKE AGENT \_\_\_\_\_ DATE \_\_\_\_\_