

Residential Sublease Packet and Procedure

First Site has put this packet together to give you all the information you will need before deciding to sublease your part of the signed lease. In order to sublease, the apartment account must have a balance of zero. **There is a \$125.00 fee for all subleases, which is paid when all paperwork is turned in.** The lease is a joint lease and both parties will be responsible if First Site has to take legal action to collect any part of the lease. The sublessee is taking the apartment "as is" and any existing damage that the apartment will be charged for at the end of the lease term becomes the sublessee's responsibility as well. **The sublessee is accepting responsibility and agreeing to all the terms and conditions under the original lease by signing the sublease agreement form.** Since all leases are joint, all individuals on the original lease must agree to a sublease. If for some reason one or all do not want to sign the sublease agreement form; First Site cannot honor the sublease. By signing the sublease agreement, this does not remove the original person from the signed lease. **No paperwork or sublease fee will be accepted in the office until all the paperwork is complete.**

Below is an explanation on how to fill in the blanks on the paperwork.

Rental Application:

1. The person who will be subleasing will fill out the entire application.
2. The person will also need to provide a state or federally issued identification. Also, the sublease will need to provide us with the most recent paystub and/or offer letter.
3. There is a \$39 application fee that will need to be paid to process the application and run a credit report.
4. Once approved, the sublease paperwork will be submitted along with a check, money order, or credit card payment of \$125.00 for the sublease fee.
5. **There must be a \$0 balance on the account for the sublease to be complete.**

Utility Confirmation:

This form will need to be completed and turned in with the sublease packet in order for the sublease packet to be complete.

Apartment being sublet _____

I, _____ (sublessee), am subletting from _____ (original signer) for the above location. I have been given a copy of the original lease and am aware that I will be responsible for rent and all other fees as set forth in the original lease. I do hereby agree to be bound by all terms and conditions set forth in the original attached lease. This included any and all balances that are or may come due under the lease. I further understand that I am taking the apartment as is and the utilities, if any, will need to be put into my name.

Signature _____ (sublessee)

Date _____

The amount of \$ _____ (Security Deposit) is being paid to _____ (original signer) the security deposit for the above mentioned apartment and is to be refunded to _____ (sublessee) at the end of the lease less any damages and unpaid rent and/or fees.

PLEASE NOTE: This form must be signed by all persons that have signed the original lease and must be included with this addendum showing that they have knowledge and approve of the person subletting the above mentioned apartment. If the sublessee defaults prior to the end of the current lease term, the original lessees can and will be held liable.

We (original signers), the below, signed and agree on this day, _____, to let _____ (sublessee) sublet the above-mentioned apartment.

Resident: _____

Resident: _____

Resident: _____

Resident: _____



Utility Confirmation

I, _____ (new-signer/ person who will sublease), am subletting from _____ (original signer) for _____ (location). I understand that I am required to have utilities, if any, confirmed under my name before sublease packet is submitted to First Site.

Below is the breakdown of utility companies that First Site uses. Please provide the account number for the appropriate utility company.

Electricity Companies:

Ameren IP- (800)755-5000:

Name on Account: _____ Account Number: _____

Cornbelt Electric- (309)662-5330:

Name on Account: _____ Account Number: _____

Water Companies:

Bloomington Water- (309)434-2338:

Name on Account: _____ Account Number: _____

Normal Water- (309)454-9563:

Name on Account: _____ Account Number: _____

Gas Company:

Nicor Gas- (888)642-6748:

Name on Account: _____ Account Number: _____



Rental Application

The information provided herein is used to determine applicant's qualifications to become a resident. Applicant understands and acknowledges that material misrepresentation of such information will be sufficient grounds for eviction from a First Site apartment.

It is illegal and against First Site's policy to discriminate on the basis of one's membership to a protected class. These classes being race, color, religion, national origin, sex, ancestry, marital status, physical or mental handicap, familial status, unfavorable military discharge, military status, or any other class protected by Article 3 of the Illinois Human Rights Act.

Each adult desiring to live in the apartment must complete a separate application. Each question must be answered for the applicant to be considered. The information is only for the internal use of First Site, Ltd.

Your completed application form should be submitted with your security deposit and your non-refundable application fee (one per applicant) on two separated checks or money orders payable to First Site.

Your application fee is non-refundable if application is denied. You will forfeit your security deposit if you are approved and you decide not to sign the lease.

Your security deposit is refundable only in the case that you are not accepted as a resident.

All Applicants must include:

- Photo ID or Passport
- Proof of Income (Pay stub, offer letter, Etc.)

----- **FOR OFFICE USE ONLY** -----

Agent: _____

Date: _____

Apartment Address	Rent Amount	Lease Term	Desired Move-In Date
<input type="checkbox"/> Security Deposit \$ _____	<input type="checkbox"/> Application Fee \$39 Per Applicant		

- Security Deposit \$ _____
- Application Fee **\$39 Per Applicant**

Approved by: _____

Denied



Rental Application

DATE: _____

PERSONAL INFORMATION:

Name (First MI Last) Date of Birth

Current Address City, State & Zip

*Current Cell Phone # Office/Work Phone # Email Address

Social Security # Driver's License # State Issued

RENTAL INFORMATION:

Current Landlord Phone # Length of Residency Rent Amount

Previous Landlord Phone #

Previous Address City, State & Zip Length of Residency Rent Amount

EMPLOYMENT / INCOME INFORMATION:

Present Employer Address City, State & Zip

Present Job Title Net Pay per Month (after taxes) Date Employment Began

Present Supervisor Office Phone # Cell or Direct Number #

Source of Additional Income Net Pay per Month (after taxes)

VEHICLE INFORMATION:

Make and Model of Car Color Year License Plate State

* You will receive text messages regarding leasing, the apartment you applied for, lease updates, collections etc.

** Your car may be towed or removed at vehicle owner's expense if it is not registered on a rental application



Rental Application

EMERGENCY CONTACT INFORMATION:

Name Relationship Address Phone

Name Relationship Address Phone

Others to live in apartment:

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

Have you ever been known by another name? Yes No If yes, please specify: _____

Have you ever declared bankruptcy? Yes No If yes, when: _____

Will your previous landlord tell us?

You have been late on one or more rent payments. Yes No

Other tenants complained about you. Yes No

Lawsuits were filed to compel you to pay rent. Yes No

If you answered yes to any of the above, please explain:

I HEREBY AUTHORIZE THE HOLDER OF THIS APPLICATION TO VERIFY THE INFORMATION CONTAINED HEREIN IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT.

Signature of Applicant Printed Name Date



Rental Application

First Site Application Policy:

Our office hours are 9:00 am to 6:00 pm, Monday through Friday and 10 am to 4:00 pm on Saturday.

The office is closed on Sunday.

You should plan to telephone the office at 888-4444 or conduct business at the office during these hours.

Financial information is not available on Saturdays.

Rent is due on or before the first of the month and should be mailed directly to our address, dropped off at the reception desk or deposited in the office payment drop after hours. You may also use Resident Portal via our website to submit payment: www.FirstSiteApartments.com

Rent is a legal obligation to be paid on time each month regardless of other financial obligations the resident may have.

The resident understands that a default in a rent payment can result in a judgment against the resident and a lien filed against resident's current and/or future assets and/or earnings.

Payments should be made only by check, money order, direct withdrawal, certified check or credit card – no cash please. A charge of \$25.00 will be imposed if a check is returned for any reason. If a check is dishonored and returned unpaid all additional payments must be made by money order or cashier's check.

There is a four-day grace period of rent payment. If rent is not received before close of business on the fifth day, a late charge of ten percent (10%) will be imposed. If payment is made after the fifth of every month, payment must be made in person to the office. The grace period is to accommodate the rare case where a tenant is out of town or has an exceptional circumstance and should not be abused.

Absolutely no unauthorized pets are allowed in apartments or on any other First Site property where there is a pet restriction. This applies whether the pet is owned by the resident or another individual. Where pets are permitted, the resident must adhere to the pet agreement policies.

No boats, motor homes, campers, or trailers may be parked in the parking lot. No non-functioning vehicles or unlicensed vehicles are permitted on the property and the resident agrees that any such vehicle after a two day written notice to the resident may be towed or stored at the resident's expense.

No musical instruments may be played in the apartment. The volume of sound from audio equipment or television must be kept at a level, which does not disturb resident's neighbors.

Resident agrees to keep his apartment in a clean and sanitary condition. To comply with public health laws and fire codes. Resident agrees: 1) To regularly clean oven and under burners 2) Not to allow garbage to accumulate in the apartment but as often as necessary to deposit garbage in the facility supplied 3) To not leave food exposed anywhere in the apartment for unreasonable length of time as to cause a health hazard in the building. 4) No Aluminum foil allowed on stove or other appliances.

The resident is expected to always have a working phone number, whether it's a cellular phone or landline phone installed in the apartment/home. Resident also agrees to notify the First Site office in same manner within two days of any change in the number.

Applicant recognizes that all facilities are for the exclusive use of the residents of First Site. If accepted as a resident, applicant agrees to abide by these policies and regulations as well as all the terms set forth in the lease to be signed and any additional standards set by the landlord from time to time.

If the resident leaves the apartment unoccupied for seven days without paying rent in advance for that month or while owing rent from a previous month, First Site management has the right to consider the apartment abandoned and to take immediate possession of the apartment and to prohibit the resident from re-taking possession. First Site management also has the right to remove any furniture or other property in the apartment and store it at the expense of the resident for a period of thirty (30) days at its discretion.

If resident decides to vacate his apartment at the expiration of the lease, resident must submit written notice of intent to vacate to First Site office at least thirty (30) days prior to such expiration date; no later than the first of the month of intent to vacate. Failure to give this notice automatically results in forfeiture of the entire security deposit. The security deposit is not a rent payment and cannot be used as a partial rent payment for the rent due in the last month of the lease.

The basic security deposit is \$500.00. Payment of the basic security deposit reserves a specific apartment for the resident until the application is approved or rejected. Application will be accepted or rejected within three business days. Whether application is accepted or rejected, the \$39.00 application fee will not be returned. If applicant is accepted but decides not to occupy the apartment, the security deposit will be retained by First Site to compensate for the time and service given to the applicant.

Provided that all other terms have been met, the basic and any supplemental deposit will be returned at the expiration of the lease provided that there has not been damage to the apartment other than normal wear and tear, and the apartment has been properly cleaned by the resident. All and any moneys due on the apartment must be paid in full.

I understand and agree to the terms of these policies.

Signature of Applicant

Printed Name

Date



Rental Application

First Site, LTD

Release Information Permission

I, the undersigned, certify that to the best of my knowledge, the above statements are true and complete. I authorize First Site, Ltd., to obtain credit reports, rental / mortgage verification and / or employment verification, as necessary to verify all information in the application. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

Signature of Applicant

Printed Name

Date

Illinois Association Of Realtors
Notice Of No Agency Relationship
(To be completed by a staff member)

Name of Leasing Agent: _____

Name of Brokerage Company: First Site

Property Address: _____

Notice of No Agency Relationship

Thank you for giving our leasing agent the opportunity to describe and/or to conduct a tour of available apartments.

Leasing agent's broker has previously entered into an agreement with a client to provide certain real estate brokerage services through a leasing agent who acts as the client's designated agent. As a result, leasing agents will not be acting as your agent but as the agent of First Site.