



Application For \_\_\_\_\_  
(future home)

\$30 Fee per each Adult is NON REFUNDABLE  
(\$45 for married couple)

Present Phone # \_\_\_\_\_

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Int \_\_\_\_\_ Suffix \_\_\_\_\_  
Soc. Sec# \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Spouses Name \_\_\_\_\_  
Spouse's Soc.Sec# \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Email \_\_\_\_\_

Current Address \_\_\_\_\_  
Apt \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Current Monthly Rent \$ \_\_\_\_\_  
Present Landlord \_\_\_\_\_  
Landlord's Phone \_\_\_\_\_  
Previous Address \_\_\_\_\_  
Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*\*\*\*\* INCOME \*\*\*\*\*  
Occupation \_\_\_\_\_ Spouse's Occupation \_\_\_\_\_  
Employer \_\_\_\_\_ Employer \_\_\_\_\_  
Salary/Month \_\_\_\_\_ Salary/Month \_\_\_\_\_  
Time at Employer \_\_\_\_\_ Time at Employer \_\_\_\_\_  
Employer Phone \_\_\_\_\_ Employer Phone \_\_\_\_\_  
Previous Employer \_\_\_\_\_ Previous Employer \_\_\_\_\_  
\*\*\*\*\*

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_  
Have you/your spouse ever been or currently evicted? \_\_yes / no\_ bankrupt? \_\_yes /no \_\_\_\_\_  
Are you a US Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, what is your status? \_\_\_\_\_  
\*\*\*\*\*

Personal References:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Children: List only those living in the home

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ School/Grade \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ School/Grade \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ School/Grade \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

By signing below, applicant agrees to policies on reverse, grants permission to research credit history, criminal background, contact employers, & references, & further understands Hartmann Rentals represents the owners & has no agency relationship with the applicant.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form with- proof of income, copy of photo ID, criminal background form & application fee,  
To: Hartmann Rentals, 2505 Vandalia, Collinsville, IL 62234  
(618) 344 7900 fax 344 7935 Rentals@HartmannRentals.com

**ANY DEPOSIT PAID TO HOLD A HOME IS NON-REFUNDABLE**

## Resident Rules for Hartmann Rentals

The undersigned have read & agree:

- 1) This agreement is for 1 calendar year of the move in date. (After 12 months, tenancy of the unit will be switched to month-to-month status). Deposit will be lost and an EXIT FEE of one month's rent will apply if resident fails to stay for one year.  
Your will liable for the remaining term of the lease without paying exit fee
- 2) The home shall be only used as a private residence by persons named on the reverse.
- 3) You are expected to keep your unit clean inside and out. You may be billed for any clean up necessary.
- 4) Dogs and cats are not allowed inside or out and will carry an additional fine of \$300.00 per month for the first month.
- 5) All personal property must remain inside your home when not in use.
- 6) All returned checks will be charged \$45.00 nsf fee, plus late charges and all future payments must be made in cash, money order.
- 7) Residents agree not to sublet or assign any part of the residence.- Guests may NOT exceed more than 6 days in any calendar year
- 8) Residents agree not to paint or alter the home without written permission & must be returned to original color when leaving.
- 9) Residents agree to pay for any and all damage caused by negligence or recklessness on their part, their children or any guests. Any damage caused will become a rental charge due Hartmann Rentals and shall be considered additional rent to be paid in the next rent cycle.
- 10) Residents are responsible for broken windows and clogged drains caused by negligence at their home.
- 11) Non-operative or non-licensed vehicle on the property shall be towed at the owner's expense.
- 12) The manager and maintenance personnel have the right to enter the home, with warning to the tenant at any reasonable time for maintenance repairs or to inspect the unit for compliance. Therefore locks may not be changed. If the locks are changed no maintenance will be performed.
- 13) Residents are required to maintain their smoke and carbon monoxide detectors. (Change batteries).
- 14) Utilities (paid by resident) must be in resident's name PRIOR TO MOVE IN and will not be turned off without written notice to manager.
- 15) We mutually support all law enforcement agencies & include the Crime Free Lease Addendum. (See attached)
- 16) Residents are required to change furnace filters monthly during cooling season and residents are LIABLE for any damage or service fees due to neglect of filter change.
- 17) 3 late rent violations will result in a rent increase of a minimum of \$50 per month to cover additional collection costs.
- 18) Residents acknowledge that at the time of occupancy the home is: Clean and free of pests, Plumbing and drains are functioning properly, Locks and doors and windows are in working order.  
Resident will report any deficiencies within 10 days of occupancy.
- 19) Radon- we do not test for radon. You may test your home, at your expense, Unless noted, we have no test results for Radon.
- 20) TV/internet dishes are not allowed, please call about a lease addendum BEFORE any installation
- 21) LIABILITY-Neither Owner or Hartmann Rentals shall be liable for any injury or damage to persons or property from any cause unless such damage shall be adjudicated to be deliberate or a negligent act on their part. Resident shall give Hartmann Rentals prompt notice of any defect/damage. Resident shall indemnify & hold harmless Hartmann from all claims & shall protect his persons & contents on by insurance. Landlord liability is limited to GROSS NEGLIGENCE ONLY. Property owner/manager shall not be liable for any loss or damage of personal property .

**Building insurance does not cover resident's property. Residents are Required to purchase Renters Insurance.**

**AFTER HOUR'S EMERGENCY'S 618-593-HELP. LOCKOUTS ARE NOT CONSIDERED AN EMERGENCY  
Hartmann Rentals & their agents represent multiple owners on varied properties, No agency exists between resident & HR  
ANY DEPOSIT PAID TO HOLD A HOME IS NON-REFUNDABLE. UPON MOVE IN YOU WILL PAY ONE MONTHS RENT AND  
A SECURITY DEPOSIT. THE SECURITY DEPOSIT CAN NOT BE USED FOR LAST MONTH'S RENT.  
THE SECURITY DEPOSIT WILL BE HELD IN HARTMANN RENTAL GENERAL ACCOUNT.**

**Rent Payments can be mailed to:**

**Hartmann Rentals  
2505 Vandalia  
Collinsville, IL. 62234**

**Rent is due on the 1<sup>st</sup> of each month. Rent received after the 5<sup>th</sup> will be charged a \$30.00 late fee.  
Payments will be allocated to any outstanding balance, remaining monies will be lastly applied to rent balance.  
Rent not received by the 10<sup>th</sup>, Five Day Notice will be served and you will be charged an additional \$50.00 SERVICE FEE.**

If rent is not received by the 15<sup>th</sup> eviction will be begin, you will be held responsible for all collection, court, & attorney fees/costs  
Your full deposit will be mailed to your new address within 14 days after you vacate and all of the following conditions are met:

NOTE: Unit is considered rented until all keys& garage door openers are returned to our office.

- a. home thoroughly cleaned inside and out including all appliances, floors, cabinets, etc. (no trash or personal property is left)
- b. carpets are professionally cleaned & provide paid receipt
- c. all light bulbs, smoke detectors, & CO2 detectors are in working order, no damage is done to the home.
- d. any tv/internet dishes & cables removed
- e. Stayed a minimum of 12 months & Given 60 day written notice.
- f. Proof of payment of any final utility bills. & All unpaid charges, fees and rents are paid.

EACH RESIDENT IS JOINTLY & INDIVIDUALLY LIABLE FOR ALL LEASE AGREEMENTS & OBLIGATIONS

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