

## APPLICATION SCREENING POLICY

Thank you for choosing Fairmont Property Management! We consider the following factors in reviewing applications:

### SUBMITTING AN APPLICATION:

- Each applicant must submit an individual Fairmont Property Management, Inc. application. All Applications must be completed & paid for online at [www.fairmontpm.com](http://www.fairmontpm.com).
  - Process: Click 'View Available Rentals' Link or Button on the Home page, and find the ad for the Unit you are interested in.
  - Click on the 'Apply Now' button located on that Unit's Rental Ad.
  - Complete the application, and pay the \$55.00 Non-Refundable Application Fee online to complete the Application process.
- A Non-Refundable Application Fee of \$55.00 is due for EVERY person, (including co-signer/guarantor), 18 years of age or older who will be residing in the rental unit regardless of familial status.
- We will NOT review incomplete applications, or start reviewing any applications UNTIL we receive the required total amount of Application Fee monies from all applicants involved on the Lease; including Co-Signers/Guarantors.
- We will accept the first qualified applicant(s) that submits a completed application and all applicable fees.
- An Administrative Fee in the amount of \$325.00 per person is required and is refundable if the application is rejected for any reason or cancelled by the applicant(s) prior to approval. This fee covers administrative costs related to the preparation of the lease paperwork. If you should cancel your application AFTER an approval, we have the rights to retain the Administrative Fee as liquidated damages.

### APPLICATION PROCESS:

- Application forms are immediately available online to anyone who inquiries about the rental, from any unit vacancy ad on the [www.fairmontpm.com](http://www.fairmontpm.com) website, or by stopping by our office.
- We review completed applications in the order in which we receive them.
- We may require a minimum of three to five business days to verify information on an application.
- If we are unable to verify information on an application, the process may take longer and the application may be denied.
- Certain variables in the application process may require a co-signer.
- View ads and apply online at [www.fairmontpm.com](http://www.fairmontpm.com). Application fees are to be paid online during the Application Process.
- Upon signing of rental agreement, all applicable fees (i.e. Administrative Fees, Pet Fees, etc.), plus the 1st month's Rent is payable prior to lease start date. Keys to the unit will not be given until all applicable move in monies are secured.
- Rental history of current and previous landlord references from unbiased/unrelated sources is required.
- Applicants must provide us with the information necessary to contact past landlords.
- We reserve the right to deny an application if after making a good faith effort, we are unable to verify prior rental history.
- Prior eviction(s) may result in denial of an application.

**IDENTIFICATION:** A current valid US Driver's License, US State issued identification card, or US Passport is required.

**SUFFICIENT INCOME/RESOURCES:** Gross household income shall be at a minimum of 2-1/2 times the rent amount (excluding utilities).

- Income/Resources must be verifiable through pay stubs, employer contact, and/or current tax records.
- Employment MUST be verified. Applicant must provide contact information for employer/immediate supervisor.
- Self-employed applicants must provide a copy of their most recent tax return, current bank statements and business license.

**CREDIT/CRIMINAL/PUBLIC RECORDS CHECK:** A credit check and/or criminal public records check will be performed.

- Negative reports may result in denial of an application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.

**DENIALS:** You may be denied tenancy and will forfeit your application fee for the following:

- Incomplete or misrepresentation of any information on your application.
- Eviction judgments.
- Negative credit history; collections, judgments or charge offs in the last seven (7) years.
- Bankruptcy in the last twelve (12) months.
- Negative landlord reference and/or money due to a prior landlord.
- Felony record or (3) three or more misdemeanor charges.

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**REJECTION POLICY:**

If you have been denied residence due to our screening criteria, unfavorable information provided by the credit reporting agency, and/or our screening service, and you feel you that you qualify as a resident under our criteria, you have the right to dispute our decision. You may write to us at Fairmont Property Management, 2927 N. Lincoln Ave., Chicago, IL 60657, to the attention of Joey Resnick. If you have been denied on the basis of the information obtained in your credit report/background screening, you will receive a denial letter providing instructions on how to obtain a copy of the information we received. You may also contact the screening agency: Fairmont Property Management's decision is based in whole or in part on information contained in the report obtained from: AppFolio, Inc., 50 Castilian Dr., Santa Barbara, CA 93117, Toll free: 866-359-3630. For information on how to obtain a copy of your report or file a dispute, please visit: [www.appfolio.com/consumer](http://www.appfolio.com/consumer). A copy of *A Summary Of Your Rights Under The Fair Credit Reporting Act* is copied below for your use. Fairmont Property Management is solely responsible for the decision to decline your application. AppFolio, Inc. did not make this decision and is unable to supply you with specific reasons why the decision was made. You have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. You also have the right to dispute the accuracy or completeness of any information in the report by contacting AppFolio, Inc. at 50 Castilian Dr., Santa Barbara, CA 93117, [www.appfolio.com/consumer](http://www.appfolio.com/consumer), (866) 359-3630. We also obtained your FICO credit score from AppFolio, Inc. (who obtained it from Experian, 701 Experian Prkwy, Allen, TX 75013, [www.experian.com/reportaccess](http://www.experian.com/reportaccess), (888) 397-3742), and may have used it in making our decision. Your FICO credit score is a number that reflects the information in your credit report. Your FICO credit score can change, depending on how the information in your credit report changes.

Fairmont Property Management represents the owners of this property. "We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, marital status, source of income, sexual orientation or national origin." Fairmont Property Management complies with and bases its policies on the Federal Fair Housing guidelines and the Chicago Residential Landlord Tenant Ordinance (RLTO).

## A Summary of Your Rights Under the Fair Credit Reporting Act

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., 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](http://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 application for credit, insurance, or employment – 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](http://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](http://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.
- 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 access.
- 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](http://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](http://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:

**TYPE OF BUSINESS & CONTACT:**

**Consumer reporting agencies, creditors and others not listed below:**

Federal Trade Commission:

Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357

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 Consumer Help (FRCH)

P O Box 1200

Minneapolis, MN 55480

Telephone: 888-851-1920

Website Address: [www.federalreserveconsumerhelp.gov](http://www.federalreserveconsumerhelp.gov)

Email Address: [ConsumerHelp@FederalReserve.gov](mailto:ConsumerHelp@FederalReserve.gov)

**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 Complaints

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

703-519-4600

**State-chartered banks that are not members of the Federal Reserve System**

Federal Deposit Insurance Corporation

Consumer Response Center

2345 Grand Avenue, Suite 100

Kansas City, Missouri 64108-2638

1-877-275-3342

**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