



Mahogany Realty Group

Helping You Buy Smart, Sell Strong, and Rent with a Plan

Dear Applicant,

Thank you for your interest in leasing a home with **Mahogany Realty Group**.

We're excited to assist you in completing the next step toward your new residence. Before beginning your application, please review the details below to ensure you have everything prepared.

If you are currently working with a **real estate agent**, please **contact your agent directly for further instructions** on submitting your application and supporting documents.

Application Fee & Screening

- **Application Fee:** \$39.99 per adult (non-refundable once processing begins).
- **Screening Includes:** Credit, eviction, and rental history reports.
- **Payment Method:** Pay securely through **RentSpree**.

 **Apply Online Here:** <https://apply.link/mbqOXps>

All screening and personal data are processed through RentSpree's encrypted platform in compliance with the **Fair Credit Reporting Act (FCRA)**.

What You'll Need to Apply

Photo Identification

Provide a clear copy of a valid government-issued photo ID (driver's license or state ID).



✓ **Proof of Income**

Submit recent income documentation to verify your ability to meet rental obligations.

Acceptable forms include:

- Two (2) most recent pay stubs
- Current W-2 or 1099
- Employment offer letter on company letterhead
- Award letter for SSI, pension, or benefits
- For self-employed applicants: two (2) years of tax returns or business bank statements

We appreciate your cooperation and look forward to guiding you through the application process.

Thank you for choosing **Mahogany Realty Group** — where we help families ***Buy Smart, Sell Strong, and Rent with a Plan.***

Warm regards,

Claudette Shivers

Real Estate Broker

📞 (708) 945-4649 | ✉️ claudetteshivers@outlook.com



MAHOGANY REALTY GROUP – APPLICATION FOR LEASE

This application is the next step in completing your lease process for the home you've selected. To ensure a smooth and fair screening process, we collect important information from each adult (18 years or older) who will reside in the property.

The details you provide will be used solely for **tenant screening, verification of income and rental history, compliance with fair housing laws, and internal administrative purposes**. All information is handled **confidentially and securely**, in accordance with **federal, state, and local privacy laws** — including the **Cook County Just Housing Amendment** and the **Fair Credit Reporting Act (FCRA)**. We're committed to maintaining an equal housing opportunity for all applicants.

Your cooperation and honesty throughout this process help us ensure a positive experience for everyone.

Address of Property: _____

Month Rent: \$ _____

Security Deposit: \$ _____

Pet Fee: \$ _____

Other Fees: \$ _____

Start Date: _____

End Date: _____

APPLICANT

Full Legal Name: _____

Current Address: _____

Phone Number: _____

Email Address: _____

7060 Centennial Dr, Suite 102-F, Tinley Park, IL 60477 ~ Office: (708)-303-8176 ~ Cell: (708) 821-0543

Email: info@mahoganyrealtygrouphomes.com ~ Website: www.mahogayrealtygrouphomes.com

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When is the best time to contact you?: _____

Preferred Method (Circle one): Email or Text or Phone

Date of Birth: _____

Number of Vehicles: _____

Number to Occupy Premises: Adults: _____ **Numbers of Occupants Under Age 18:** _____

Pet(s): (Check One) Yes or No Type:/Breed _____

Number: _____ **Weight(s):** _____

Current Landlord: _____

Landlord Phone: _____ **Email address:** _____

Current Rent: \$ _____ **Lease:(Check One) Yes or No Expires:** _____

Reason for Moving: _____

Number of Years at Current Address: _____ years _____ months

Previous Address (if less than 2 years): _____

Landlord Name: _____ **Landlord Phone:** _____ **Email:** _____

EMPLOYMENT

Employer: _____ **Years:** _____

Address: _____ **Phone:** _____

Gross Monthly Income: \$ _____ **Start Date:** _____

Position/Title: _____ **Supervisor's Name:** _____



If less than two years, give former employer: _____ Years: _____

Address: _____ Phone: _____

Position: _____ Supervisor's Name: _____

OTHER INCOME

Source of Income: _____ Monthly Amount: \$ _____

Source of Income: _____ Monthly Amount: \$ _____

REFERENCES

Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email Address: _____

Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email Address: _____

Nearest Adult Relative (Not Living With You)

Full Name: _____ Relationship: _____

Address: _____

Phone Number: _____ Email Address: _____



Have you ever been involved in any legal actions related to housing or finances, including evictions, lawsuits, judgments, bankruptcies, or foreclosures?

If yes, please provide details and dates below:

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TENANT ACKNOWLEDGEMENT AND SIGNATURE

Acknowledgment of Application and Screening Process

By signing below, I acknowledge and understand the following:

1. I have **completed this application truthfully and accurately** to the best of my knowledge.
2. I authorize **Mahogany Realty Group** to verify all information provided, including employment, income, rental history, and references.
3. I authorize Mahogany Realty Group and its designated screening provider (**RentSpree**) to obtain my **consumer report, credit history, eviction record, and rental background** in accordance with the **Fair Credit Reporting Act (FCRA)**.
4. I understand that **a separate application and screening fee** are required for each adult (18 years or older) who will reside in the property.
5. I understand that the **application fee (\$39.99 per applicant)** is **non-refundable once processing begins**, regardless of the outcome.
6. I have reviewed Mahogany Realty Group's **Tenant Selection Criteria** and the **Cook County Just Housing Amendment (JHA) Disclosures**, and I understand that:
 - Screening is conducted in **two phases** (Phase 1: credit, income, rental history; Phase 2: limited criminal background review).
 - Only convictions within the past three (3) years may be considered; arrests, sealed, or expunged records are not.
7. I understand that **submission of this application does not guarantee approval or tenancy**, and no lease agreement is binding until all parties have executed a written lease.
8. I understand that any **false, incomplete, or misleading information** may result in the denial or termination of tenancy.
9. I acknowledge that all personal data collected will be kept **confidential** and handled securely under **privacy laws and Mahogany Realty Group's internal data protection policies**.

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Fair Housing Statement

Mahogany Realty Group provides **Equal Housing Opportunity** to all applicants and does not discriminate on the basis of race, color, religion, national origin, sex, disability, familial status, age, sexual orientation, gender identity, marital status, military status, or lawful source of income.

Applicant Certification & Signature

I certify that I have read and fully understand the statements above and consent to the screening and verification process as described.

Applicant Signature: _____ **Date:** _____

Print Name: _____