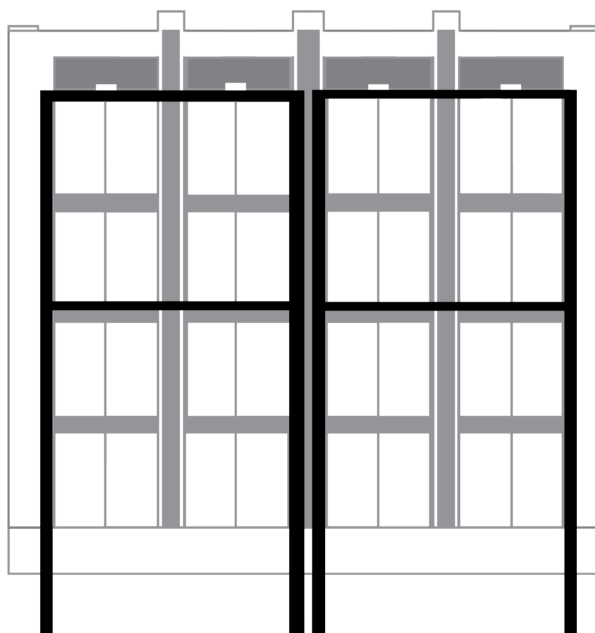


# LEASE APPLICATION



ASHTON REALTY  
GOLD COAST | LINCOLN PARK

2518 N. Clark Chicago, IL 60614

PHONE: 773.550.0350

EMAIL: [AshtonRealtyGroup@gmail.com](mailto:AshtonRealtyGroup@gmail.com)

VISIT US AT: <https://www.ashtonrealtygroup.com/>



EQUAL HOUSING  
OPPORTUNITY

## Ashton Realty Group: Tenant Disclosure Form

[ashtonrealtygroup@gmail.com](mailto:ashtonrealtygroup@gmail.com)

*Please read the following requirements to apply for one of our apartments.*

### AGENT DISCLOSURE

- Agent has explained every element of this lease application to the prospective tenant, otherwise Agent is not authorized to received funds from Tenant. Initials of Agent: \_\_\_\_\_
- Agent has given the prospective tenant a copy of all initialed documents. Initials of Agent: \_\_\_\_\_
- Agent has filled out all blanks required throughout this document. Initials of Agent: \_\_\_\_\_

### CONDUCT OF TENANT

- All tenants must have a minimum credit score of 700 to be approved for an apartment. Initials of Tenant: \_\_\_\_\_
- Only individuals on the lease will be allowed to live in the apartment. Initials of Tenant: \_\_\_\_\_
- Prior to move-in, tenant must provide a copy of renter's insurance. Initials of Tenant: \_\_\_\_\_
- Prior to move-in, tenant must have all utilities transferred to tenant's name and provide proof thereof. Initials of Tenant: \_\_\_\_\_
- All buildings are already equipped for Comcast internet/cable services. These services are not provided by the landlord; tenant will be responsible for these services if they so choose. Initials of Tenant: \_\_\_\_\_
- No smoking in the apartment, common areas, or within 15 feet of any entry door to the building. Initials of Tenant: \_\_\_\_\_
- No dogs are allowed in the building at any time. Initials of Tenant: \_\_\_\_\_
- All move-ins and move-outs will be conducted through the back entrance of the building. Initials of Tenant: \_\_\_\_\_
- Bikes are not allowed in the apartment (Bike room provided). Courtyard bike stations are provided for bike parking on a temporary basis, not to exceed two days. Initials of Tenant: \_\_\_\_\_
- Tenant and agent will meet with the landlord before you will receive any keys. Initials of Tenant: \_\_\_\_\_
- Tenant cannot mount TV's, shelving units, or other furniture items on the walls. Initials of Tenant: \_\_\_\_\_
- Grills are not permitted on any porch or balcony. Initials of Tenant: \_\_\_\_\_
- Maintenance hours are from 7:00am to 3:30pm Monday through Friday. Tenant must be present in unit for maintenance to be performed. Initials of Tenant: \_\_\_\_\_

CONDITION OF UNIT

- The apartment is rented to you in “AS IS” condition (what you see is what you get). Fixtures and major damage will be repaired, but we do NOT deep clean. The apartment will be broom swept clean.

Applicant agrees this is acceptable. Initials of Tenant: \_\_\_\_\_

- Landlord does not provide any painting services after move-in. If tenant wishes to paint walls, landlord will furnish white paint and must give written permission. No wallpaper. Initials of Tenant: \_\_\_\_\_
- All unit intercoms and buzzers have been disabled for security reasons. Applicant acknowledges that the use of a cell phone is a reasonable substitute. Initials of Tenant: \_\_\_\_\_
- Landlord does not furnish window coverings, blinds, etc. Initials of Tenant: \_\_\_\_\_
- Applicant acknowledges they have reviewed and initialed the Rider to Lease. Initials of Tenant: \_\_\_\_\_
- Applicant acknowledges they have received a complete copy of this lease terms and policies. Initials of Tenant: \_\_\_\_\_

*\*\*\*I have read and understood all of the terms listed. By signing and dating this form, I agree that these terms are reasonable and will abide by all the terms noted above.\*\*\**

X \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT’S NAME: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

PARKING REQUESTED:     YES    NO

CAT (see below for fee info):   YES    NO

MOVE IN DATE: \_\_\_\_\_

ST. ADDRESS/APT#: \_\_\_\_\_

LEASING AGENT: \_\_\_\_\_

LEASING AGENT EMAIL: \_\_\_\_\_

LEASING AGENT PHONE: \_\_\_\_\_

PLEASE NOTE: NO DOGS ALLOWED IN ANY UNITS. \$300 NON-REFUNDABLE FEE FOR EACH CAT, LIMIT 2 CATS PER UNIT.

***Application will not be accepted if any blanks are left incomplete.***

**Ashton Realty Group, LLC**

LEASING QUALIFICATIONS AND REQUIREMENTS

ASHTON REALTY GROUP, LLC is dedicated to providing each and every applicant with an equal opportunity to reside in one of our properties. We want to make the rental application process as clear and easy as possible. Please read the following qualification criteria and indicate that you understand the criteria by signing below. We cannot process your application until this form has been signed and returned to 2518 N. Clark Ave., Chicago, IL 60614.

**Tenant understands that apartment is rented in as is condition and no paint or wallpapering is allowed in any room of any form.**

**(Initial Here)**

**EQUAL HOUSING:** Ashton Realty Group, LLC is pledged to the letter and spirit of title VIII of the Civil Rights Act of 1968 and the Fair Housing Amendment Act of 1988. Therefore, we do not discriminate on the basis of race, national origin, color, marital status, familial status, religion, sex, disability, age, source of income, or unfavorable discharge from the military service. Ashton Realty Group, LLC will review any accommodations and modifications requested in writing in accordance with the Fair Housing Amendment Act of 1988.

**AVAILABILITY:** Applications for apartments will be accepted on a first-come, first-served basis and subject to the availability of apartment type request. **Rental rates are subject to change without notice.**

**RENTAL APPLICATIONS:** Applications must be completed and maintained for each prospective resident over the age of eighteen (18) years who will be living in the apartment. Any false information will constitute grounds for rejection of the application and the lease will be nullified. Applications must be accompanied by: the first month's rent and/or administrative fee and a credit verification fee. Upon receipt of the first month's rent, the apartment will be taken off the market. Each applicant must provide a valid state picture ID.

**RENTAL QUALIFICATIONS FOR AN INDIVIDUAL:** The following areas must be verified:

1. **Residency History:**

Applicant must be the legal lessee and have favorable references from the previous landlord(s) or mortgage holder of at least one (1) year. Favorable is defined as:

- A. Timely payment history
- B. No violations of management rules
- C. No record of repeated disruptive behavior and/or safety or cleanliness issues
- D. Fulfillment of lease obligations

2. **Criminal Background:**

- A. Persons with a history of criminal activity, including but not limited to crimes of violence, threats of violence or injury to another person, damage or threat to real or personal property, sex crimes, unlawful use or possession of firearms, or drug related crimes within the last seven (7) years will not be accepted.
- B. An applicant found guilty of drug related criminal activity within the last seven (7) years will not be accepted.
- C. An applicant found guilty of any type of crime within the past seven (7) years that would be considered a threat to real or personal property (theft, vandalism, damage to property, etc.); to adversely affect the health or safety of other persons (assault, battery, aggravated battery, stalking, physical abuse of any kind, etc.); or to interfere with the rights and quiet enjoyment of other residents will not be accepted.
- D. An applicant found guilty of any type of sex crime (rape, attempted rape, sexual abuse, criminal sexual abuse, aggravated criminal sexual abuse or assault, etc.) within the last seven (7) years will not be accepted.

E. An applicant who is currently placed on a sex offender registry will not be accepted.

**3. Employment, Income, and Credit History:**

A. Applicant must provide verification of employment for a minimum of one (1) year.

B. Gross monthly rent cannot exceed 30% of applicant's gross monthly income. Income must be verifiable by one (1) of the following:

- (i) Income verification from current employer
- (ii) Prior year's tax return \*\*
- (iii) New job applicants require a copy of an acceptance letter from the new employer
- (iv) Verification of income/net worth from a trust fund, financial statements, or court-ordered support.

\*\*Should the applicant provide a tax return, it must be accompanied by a letter (on company letterhead) from his/her accountant stating that he/she has prepared the return. This letter must include the CPA State ID#.

C. Applicant must have recorded and verifiable current credit status based on ALL of the following:

- (i) No judgments, liens, or bankruptcies within the last three (3) years. Applicants with a discharged bankruptcy (Chapter 7 or 13) must have a re-established good credit rating (R1 rating) for a minimum of one (1) year and provide documentation of discharge
- (ii) No current debts over 60 days past due
- (iii) Credit history for each applicant must have at least 80% favorable credit as defined by the currently utilized credit bureau

**NOTE #1:** It is illegal to access someone's credit report without his/her WRITTEN authorization. An applicant CANNOT give authorization on behalf of their spouse or co-applicant. We must have authorization from each individual.

**NOTE #2:** If Ashton Realty Group, LLC rejects an application based on credit information, the applicant will be provided with the cause for rejection and given the name of the credit bureau that performed the credit check. Applicants will be given the statutory amount of time to have corrections made to their credit report. Apartments will not be held for applicants during this time.

D. Roommates will be held jointly and individually liable for all lease obligations.

**4. Residence and Credit Exceptions:**

A. An applicant who has not yet acquired credit will be accepted if he/she meets the income and rental history qualification requirements.

B. If the credit reports reveal a problem in the area of medical bills, the applicant will be accepted provided he/she meets other income, credit, and reference requirements.

C. International students or business people with non-verifiable rental history and credit must provide evidence in writing of sponsorship/grant or employment terms. This letter is to satisfy the above mentioned income requirements.

**Please read section(s) carefully before signing:**

**Application Fees:**

A **non-refundable** credit verification fee of \$ \_\_\_\_\_ per applicant is due at lease signing (\$75.00 per applicant).

A **non-refundable** administration fee of \$ \_\_\_\_\_ is due at lease signing.

**First Month's Rent** in the amount of \$ \_\_\_\_\_ is due at application.

**Lease Start** \_\_\_\_\_ **Lease End** \_\_\_\_\_

**Lease Agreement** All monies paid at the time of application are **NON-REFUNDABLE**. In the event that the Applicant **for any reason** cancels this application, Applicant agrees to forfeit all monies paid and understands that Ashton Realty Group, LLC will retain those monies as liquidated damages. Applicant agrees that the liquidated damages are reasonable.

**EXCEPTION: If Ashton Realty Group, LLC, rejects this application then the administrative fee and the first month's rent will be returned to the applicant. The credit verification fee will not be refunded.**

**I/we agree to execute a written lease agreement within forty-eight (48) hours of notification of approval of this application.**

By signing below, I/we authorize the owner/manager to verify my/our employment and salary details, my/our criminal background, and contact current and/or previous landlords/agents/mortgagee to verify current and/or previous residency. I/we understand that all applications for residency will be subject to an investigative consumer report, current and/or prior residency verification and employment/source of income verification.

By signing below, I/we certify that the statements made in this application are true and complete. I/we understand that any false statement on this application will cause the application to be rejected or immediate termination of any lease. I/ we understand that false statements or information may be punishable under Federal Law.

I/we understand that this application is binding, unless Landlord does not approve this application.

I/we hereby authorize Ashton Realty Group, LLC to obtain a consumer credit report, criminal background report, and other information it deems necessary, for the purpose of evaluating my/our application. I/we understand that such information may include, but not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and any other information. I/we further authorize owner/manager to use this information to determine my/our eligibility for occupancy. I/we hereby expressly release and hold harmless Ashton Realty Group, LLC, the owner/manager any furnisher of information from liability whatsoever in the use, procurement, or furnishing of such information or for any and all claims and litigation that may arise as a result of the aforementioned information.

**Acknowledgement**

By signing this application, you are acknowledging the following: (a) the Landlord will be relying on the financial information disclosed on this form, and if the information is found to be materially incorrect, the landlord may terminate your lease; (b) unless a separate addendum to the lease is agreed to and signed by the Landlord, no pets are permitted in the apartment; (c) **the apartment is being rented in AS IS CONDITION**; and (d) you have been offered to review the lease rules and regulations applicable to this apartment. **(Initial Here)**

**A completed application along with the credit verification fee, administrative fee and the first month's rent are required to take an apartment off the market.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments:

**Application taken by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE PRINT CLEARLY**

**TO BE COMPLETED BY CONSULTANT):**

Date of Application: \_\_\_\_\_ Consultant: \_\_\_\_\_ PH# \_\_\_\_\_  
Street & Apt.#: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ Lease Start \_\_\_\_ / \_\_\_\_ / 20  
Sec. Dep \$ 0.00 DL # N/A \_\_\_\_\_ Lease End \_\_\_\_ / \_\_\_\_ / 20

**TO BE FILLED OUT BY APPLICANT ONLY**

Each Occupant over the age of 18 must submit a separate application. Spouse may submit a joint application.

Name of Applicant \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SS# \_\_\_\_\_

Name of Spouse \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SS# \_\_\_\_\_

Applicant's e-mail \_\_\_\_\_ Referred By \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent \_\_\_\_ Own \_\_\_\_ Size \_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent \_\_\_\_ Own \_\_\_\_ Size \_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Additional Occupant (under 18) \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SS# \_\_\_\_\_

Additional Occupant (under 18) \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SS# \_\_\_\_\_

Present Landlord/Mortgage Company \_\_\_\_\_ Name of Property \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**If less than one year at current address, please provide previous residency information:**

Present Landlord/Mortgage Company \_\_\_\_\_ Name of Property \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Applicant's Employer** \_\_\_\_\_ From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position \_\_\_\_\_ Annual Salary \$ \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Supervisor's Phone # \_\_\_\_\_ Supervisor's Fax # \_\_\_\_\_

**Spouse's Employer** \_\_\_\_\_ From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position \_\_\_\_\_ Annual Salary \$ \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Supervisor's Phone # \_\_\_\_\_ Supervisor's Fax # \_\_\_\_\_

If applicant or spouse has been employed less than one year, please provide previous employer:

Applicant \_\_\_\_ Spouse \_\_\_\_

**Previous Employer** \_\_\_\_\_ From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position \_\_\_\_\_ Annual Salary \$ \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Supervisor's Phone # \_\_\_\_\_ Supervisor's Fax # \_\_\_\_\_

# **RIDER TO LEASE**

1. All cable, phone, and internet installations are the responsibility of the tenant. Wires/cables may not be attached by any means to walls or floors by anyone, including personnel from cable/internet providers. If such occurs, any resulting damage and subsequent repair will be the sole responsibility of the tenant with a minimum fine of \$250.

\_\_\_\_/\_\_\_\_

2. All moving in/out must be completed through the side entrance.. Anyone moving in/out through the front entrances will be fined \$150. \_\_\_\_/\_\_\_\_

3. All move-ins will take place from 8:00 a.m. to 6:00 p.m. no exceptions. All move-ins will be scheduled in 30-minute intervals. Moving in/out outside of these hours will also result in a \$150. \_\_\_\_/\_\_\_\_

4. Tenants are required to obtain and show proof of Renter's insurance and must show that utilities (electric and/or heating if applicable) have been set up before acquiring keys to the apartment. \_\_\_\_/\_\_\_\_

5. No pets permitted. \_\_\_\_/\_\_\_\_

6. Bicycles are not allowed in the units or in the hallways. Tenants will be charged a \$250.00 fine for any bicycles found inside the unit or in the hallways. There are bicycle rooms provided for your storage. Bicycles may be kept in the courtyards for a 12 hour period. If it is found to be stored for longer, then ASHTON REALTY GROUP will remove the bicycle. \_\_\_\_/\_\_\_\_

7. ASHTON REALTY GROUP is not responsible for any damage to personal property injuries that may occur in a common area (i.e. laundry room, exercise room, bike room, etc.). \_\_\_\_/\_\_\_\_

8. Wallpapering or painting any part of the walls is prohibited. In special cases, landlord may agree to furnish white paint to the tenant if they are willing to paint the walls. Otherwise the insurance company will not allow ASHTON REALTY GROUP to paint the walls of a unit that is inhabited by a tenant. \_\_\_\_/\_\_\_\_

9. Only nails and pins are permitted to hang decorations inside the unit. Under no circumstance may any sticky substance be used to hang anything on the walls as damage to the drywall may occur when removed. \_\_\_\_/\_\_\_\_

10. Smoking or vaping of any substance (cigarettes, cigars, electronic cigarettes, cannabis, etc.) is not permitted in any Apartment unit and is not permitted on any balcony or porch of any Apartment unit or Building. Smoking is also not permitted within 15 feet of any entryway to the building according to Chicago law. No smoking receptacles may be stored by tenants in their Apartments or in common areas, including porches and balconies. All cigarette butts must be extinguished fully and may not be thrown on the floor of any Apartment, or Building common area, especially porches and balconies. If anyone is found violating this condition, they will be liable for a \$750.00 fee that will be used to paint the apartment and get rid of any damage related to the smoke. Tenant agrees that this fee is reasonable and will pay the full sum within two weeks of the occurrence. \_\_\_\_/\_\_\_\_

11. Lessee(s) is/are individually responsible for maintaining operational (connected to a live battery) smoke detectors in their units at all times (meaning you must change your own batteries). ASHTON REALTY GROUP must be notified immediately of any smoke detectors that are inoperable. If ASHTON REALTY GROUP finds any smoke detectors in a unit that have been disconnected or have dead batteries, lessee(s) will receive a single written warning that a second offense will result in eviction proceedings. \_\_\_\_/\_\_\_\_



12. ASHTON REALTY GROUP does not provide light bulbs to tenants. Tenants must replace their own light bulbs. The only exception to this rule is that ASHTON REALTY GROUP will replace lightbulbs in appliances (refrigerator and oven) and in common areas. \_\_\_\_/\_\_\_\_

13. The number of people allowed on all decks, balconies, rear stairways and back porches shall not exceed four (4) adults. \_\_\_\_/\_\_\_\_

14. ASHTON REALTY GROUP provides outdoor furniture for all units with balconies. No additional furniture is permitted on the balconies. No grills are allowed on balconies or decks. \_\_\_\_/\_\_\_\_

15. Flat-screen televisions cannot be mounted on any walls in the apartment unless the landlord has already installed a mounting bracket. No exceptions. This is for the safety of the tenant and for structural reasons. Anyone violating this condition will be fined \$500. \_\_\_\_/\_\_\_\_

16. Due to the age and architecture of many of the buildings, many windows in the units are not capable of housing an A/C unit. If determined mechanically feasible, the landlord will furnish, install and remove an A/C for a fee of \$225 annually. Installation will occur in early May, removal will occur in early October. This is necessary to maintain energy efficiency within the buildings. Referring to paragraph 11 and 12 of the lease, tenant understands that they are not permitted to install their own unit in any windows. \_\_\_\_/\_\_\_\_

17. Only those individuals listed as tenants on the lease may occupy the unit. \_\_\_\_/\_\_\_\_

18. Tenant must vacate the unit and return keys by noon of the last day of his/her lease. If such does not occur, a minimum fine of \$150.00 will be imposed. If a tenant withholds possession of the unit overnight, tenant will be responsible for all fees/charges in liquidated damages owed to the new tenant due to holding over. Tenant will also be responsible for all holding over amounts due to the landlord, calculated by taking three times the prorated daily rent amount for every day that possession is withheld by the tenant. \_\_\_\_/\_\_\_\_

19. As enumerated in Paragraph 9 of the lease, "Tenant To Maintain," and in Section 5-12-040 ( c ) of the Chicago Residential Landlords and Tenants Ordinance, tenant is responsible to maintain a clean and livable apartment at all times and is responsible for any fees/charges associated with issues that arise due to tenant's negligence of the state/condition of the apartment. ASHTON REALTY GROUP retains the right to do periodic inspections of the unit during the time of the lease. A 48 hour notice will be given to the tenant that the inspection will occur. If, after inspection, the units needs to be cleaned, then the tenant will be given a 48 hour notice that another inspection will occur. These inspections will also be used to determine if deferred maintenance needs to be done for the upkeep and quality of the building to keep the unit within the Ordinance. \_\_\_\_/\_\_\_\_

20. Tenant is responsible for removal of all trash from common areas, deck areas, etc. to provided dumpsters. Tenants will be charged \$250.00 for any trash left in common areas, back porch, etc. Photos will be taken of the violation. This requirement is due to the high population of rodents and pests in the City of Chicago. It is for the health and safety of all the tenants within the building. \_\_\_\_/\_\_\_\_

21. Tenant will be responsible for any charges and/or fees associated with damage or additional cleaning that needs to be addressed by the landlord after the tenant has vacated the unit. This also includes removal/disposal of any furniture (i.e. mattress, table, couch, etc.) that is left or disposed of in the alley or by the dumpsters. Tenant agrees that if the apartment is not returned in a clean state, including the fridge, stove, microwave, bathroom (including bathroom tile), and other common areas, tenant will be charged a cleaning fee of \$250, and acknowledges that this is fair and reasonable. \_\_\_\_/\_\_\_\_

22. In accordance with Section 5-12-040 (d) of the Chicago Residential Landlords and Tenants Ordinance, tenants shall keep the plumbing fixtures in the unit clean. Tenant will be responsible for any charges and/or fees associated with clearing commode drains and pipes if the clogging of the drain or pipe is a direct result of negligent or

unreasonable use of the commode. This includes putting dental floss, paper towels, other hygiene products, or etc. down sinks and/or toilets. Fee is \$75.00 if the Lessor repairs the issue. \_\_\_\_/\_\_\_\_

23. Landlord is a Licensed Real Estate Managing Broker. \_\_\_\_/\_\_\_\_

24. Tenant is responsible for repairs to the dishwasher if issues arise due to tenant's gross negligence. This includes putting completely dirty dishes into the machine without removing food and any other particles that could negatively affect the machine. \_\_\_\_/\_\_\_\_

25. ASHTON REALTY GROUP does not provide any sort of lockout service. Tenant is strongly advised to make copies of keys themselves and provide the keys to friends/family members. You may also install a lock box under your doorknob with an extra unit key or you can attach a lock box to the front gate with your unit key as a convenience should you find yourself locked out. For the most part, ASHTON REALTY GROUP does not maintain keys to all apartments. Sometimes we may have a set of keys to an individual unit but that is not guaranteed. ASHTON REALTY GROUP is glad to assist a tenant in the event of a lockout during published business hours, but that is only in the event that ASHTON REALTY GROUP is able to get the tenant access. Upon moving out, tenant is required to give all copies of the keys to the Landlord. \_\_\_\_/\_\_\_\_.

26. For maintenance requests, please send a text message to (773) 330-3307. **Maintenance requests will only be accepted through text messages.** Maintenance hours are from 7:00 a.m. - 3:30 p.m. Monday through Friday, if there is an emergency situation (including but not limited to a fire, a burst pressurized water pipe, or a break-in) then maintenance will respond as soon as possible. Please make sure to call 911 in the case of an emergency. Normal maintenance requests should be made during normal business hours. As per #27 of this rider ASHTON REALTY GROUP does not maintain copies of unit keys. Therefore, **maintenance can only be performed when the tenant of the residence is present to give access to maintenance personnel.** This stipulation of the tenant being present and giving access to maintenance is ALSO required by the insurance company. Tenants MUST be present in their apartments during any utility service calls. ASHTON REALTY GROUP will not allow service people to gain access to any apartment without the tenant being present. However, this exception will be made during any of the emergencies previously listed. Finally, maintenance issues that can cause damage (leaky radiator, leaky faucet, electrical issue, etc.) must also be notified to ASHTON REALTY GROUP immediately when discovered. This is so the problem can be handled immediately and will not worsen. The tenant will be liable for the cost of these repairs if ASHTON REALTY GROUP is not made aware of the problems and future problems are created. Under no circumstances may someone do any maintenance repairs on the building unless they are licensed, insured and authorized by ASHTON REALTY GROUP. If the repair was negligently completed, the resident will be liable for the cost of rectifying the repair. The tenant understands these constraints and agrees that they are reasonable. Any other maintenance issues must be brought to ASHTON REALTY GROUP'S attention in a timely manner. \_\_\_\_/\_\_\_\_

27. Landlord acknowledges that all unit intercoms and buzzers have been disabled due to security reasons. Tenant acknowledges that in place of which, use of a cell phone is expected and reasonable. \_\_\_\_/\_\_\_\_

**28. Rent is due on the 1st of the month. Monthly payments must be received by lessor's designated agent (listed below) by the 5th of each month; Rent received by Bank of America after the 5th of the month, will be deemed late and a late fee will be applied to the tenant's account - no exceptions. ASHTON REALTY GROUP does not handle the checks at all - the bank has sole control of when the check is processed. Checks cannot be post dated at any time; similar to a credit card payment, the checks are processed upon arrival to lessor's designated agent, so all funds must be available at that time. Checks that are returned because of non-sufficient funds will result in a \$50.00 fine as well as a late payment. Checks that are returned because of non-sufficient funds will result in a \$50.00 fine as well as a late payment. Payments must be sent to the lessor's designated agent at the following address: \_\_\_\_/\_\_\_\_**

ASHTON REALTY GROUP, LLC 4962 Paysphere Circle Chicago, Illinois 60674

**Via regular mail**

**Under no circumstances will payment be accepted at the office of ASHTON REALTY GROUP, LLC.**

29. In the event of a conflict between any term of this Rider and any other term of the lease, the terms of this Rider shall control. However, if anything in this rider conflicts with the Chicago Landlord Tenant Ordinance, the Ordinance will prevail. \_\_\_\_/\_\_\_\_

30. A *Renewal of Rent Agreement Notice* from the landlord to the tenant will be sent prior to the expiration of the lease. If the tenant intends to vacate the unit at the end of the lease term, tenant must give at least **sixty (60) days** written notice of **non-renewal** prior to the expiration of the current lease agreement. If the tenant chooses not to renew, the unit will be listed for market value, which is non-negotiable within the 60-day period prior to the expiration of the lease. Landlord will then put a lockbox on the unit's door, so that leasing agents can show the unit. A majority of all the units managed by ASHTON REALTY GROUP are leased by outside agencies such as Berkshire Hathaway HomeServices. The agents are licensed and authorized to show the units. Your contact information will be given to the agents so they can coordinate when to show the units. ASHTON REALTY GROUP would appreciate the unit be kept clean and neat with accordance to #21 of this rider. During this 60 day window, per the Chicago Landlord Tenant Ordinance, the apartment can be shown anytime during 8:00 a.m. - 8:00 p.m. The leasing agents will contact the tenant no less than 30 minutes prior to the showing. Tenant acknowledges that this is fair and reasonable. \_\_\_\_/\_\_\_\_

31. Tenant acknowledges receipt of a copy of the lease agreement and rider to the lease. Tenant is also to maintain a copy of this lease and rider to understand the limitations of ASHTON REALTY GROUP. \_\_\_\_/\_\_\_\_

32. If tenant signs the lease sight unseen or through video tour and/or photos, tenant understands the video/photos may not be a perfect representation of the apartment unit. It is understood that by signing the lease without physically seeing the apartment unit, tenant has a comfort level in accepting the unit based on the videos and/or photos and understands the lease is binding. \_\_\_\_/\_\_\_\_

33. It is suggested all package deliveries be shipped to your work address or a delivery hub where they will be protected and secured until your pick-up. There are two such hubs in the area: The UPS store is located at 2506 N. Clark St. (773) 935-7755 and Amazon Hub Locker at 2728 N. Clark Street (888) 280-4331. Landlord is not responsible for any stolen package left outside the front security doors. \_\_\_\_/\_\_\_\_

34. Tenant acknowledges that landlord does not provide window treatments or repair/remove any existing window treatments left in apartment by previous tenant/s \_\_\_\_/\_\_\_\_

35. Shall anything in the Rider be of conflict with the Chicago Association of Realtors Ordinance, the Chicago Ordinance will prevail. \_\_\_\_/\_\_\_\_

36. Each rental unit shall be subject to a single rent check payment, regardless of the number of tenants or bedrooms in the unit. **Tenants may only mail in one check per rental unit to Bank of America.** \_\_\_\_/\_\_\_\_

Lessee(s): \_\_\_\_\_ Date \_\_\_\_\_

Lessee(s): \_\_\_\_\_ Date \_\_\_\_\_