

# ICM PROPERTIES

Proudly Managing Apartments Since 1966

## SUBLEASE INFORMATION

The following information and suggestions will help you in subletting your apartment:

1. You must submit written notification your intention to sublease your apartment. You must include the exact date you will be moving-out of your apartment, your email address, a phone number and when your sublease shall begin (typically the first day of the month). ICM will not process any applications or sign any agreements until written notification has been received. Notices may be faxed to 773.549.7494 or emailed to [sublease@icmproperties.com](mailto:sublease@icmproperties.com)
2. In order to sublease your apartment, it is your responsibility to advertise and show your apartment to any interested party. No sublease will be approved if the intended party has not viewed the apartment; emailing pictures is not an acceptable form of showing the apartment. The following methods have been successful for other tenants. Please contact them directly for further information.
  - [www.craigslist.com](http://www.craigslist.com)
  - [www.rentlinx.com](http://www.rentlinx.com)
  - [www.domu.com](http://www.domu.com)
  - [www.padmapper.com](http://www.padmapper.com)
  - Hang fliers and notices in coffee shops and local stores
3. Give ICM applications to prospective sublessors who are interested in renting your apartment. Inform anyone interested in your apartment to bring the **completed** application and a \$50.00 application fee per application to our office to be processed. It will take approximately 2 business days for an applicant to be processed. **Please print several applications.** Application(s) and ID(s) may also be faxed to 773.549.7494 or emailed to [sublease@icmproperties.com](mailto:sublease@icmproperties.com), however, the application fee(s) must be paid within 48 hours for the application to be fully accepted. You may only sublease to as many people as your lease states; if there is only one person on the lease then only one person may sublease the apartment. ICM has a no-dog policy; however, cats are accepted.
4. You can follow-up with ICM 48 hours after applications have been faxed or brought in. Do NOT assume that an application will result in a lease, even if it is complete and delivered to our office. Applicants frequently back out before leases are signed or are not approved for the apartment for various reasons such as (but not limited to) credit screening results. You must call or email ICM to confirm and verify that you have successfully subleased your apartment.
5. If your sublease is approved, you will be contacted by ICM and a sublease agreement will be emailed to you and the intended sublessor. This sublease agreement must be returned to our office fully signed and with any additional monies owed by the deadline stated on the email. If the paperwork cannot be emailed, then you must set up an appointment to sign the paperwork.
6. Remember that a sublease does not terminate your legal or financial responsibility to the lease or the apartment. The intended sublease will become your subtenant; you are still liable for the apartment until the lease expires. The apartment is subleased "as-is," no major work will be done such as painting, floor vanishing, etc.
7. The landlord will make a good faith effort to help the tenant re-rent the dwelling at a fair rental price and will consider a reasonable sublease proposed by the tenant. As part of the landlord's good-faith effort to re-rent the dwelling the tenant will be provided a showing agreement covering terms as determined by the CRLTO. Tenants shall be liable for the reasonable advertising costs incurred by the landlord in seeking to re-rent the dwelling unit.
8. We understand that every situation is singular; if you have any concerns or questions about subleasing your apartment, do not hesitate to contact our office to receive additional information or assistance.

# ICM PROPERTIES

Proudly Managing Apartments Since 1966

3080 N. Lincoln Avenue Chicago, IL 60657

Phone: 773.549.5443 Fax: 773.549.7494

www.icmproperties.com

Address Applying For: \_\_\_\_\_ Unit: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Start Sublease: \_\_\_\_\_ End Sublease: \_\_\_\_\_

## PHOTO IDENTIFICATION REQUESTED

### Personal Information

Last Name	First Name	Middle Name	Social Security Number	Home Phone	
Work Phone	Cell Phone	Email address			
Current Address	Unit	City	State	Zip Code	From / To
Driver's License Number	Date of Birth	Current Landlord	Landlord Phone	Current Rent	
Emergency Contact	Relation	Work Phone	Home Phone	Cell Phone	
Reason For Subletting					

### Employment Information

Current Employer	Address	City	State	Zip Code
Length of Employment	Position	Contact	Phone	Salary

### Other Income or Assets

Bank or other Institution	Amount	Account #	Contact	Phone
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### Persons to Occupy Apartment

# of Persons To Occupy Apartment (Including Self)	Children Ages (If Applicable)	Pets (Type & Breed If Applicable)
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Application Fee: \$\_\_\_\_\_ Administrative Fee: \$\_\_\_\_\_ Bundled Services Fee: \$\_\_\_\_\_ Pet Fee: \$\_\_\_\_\_ Total: \$\_\_\_\_\_

Applicant hereby agrees that the above statements are true and correct and do hereby authorize ICM Properties, Inc. to run a credit check, as well as verify any references given. Applicant understands that all monies tendered to ICM Properties, Inc. will NOT be refunded and will be held as liquidated damages, should applicant cancel lease, provide false information, or fail to pay any outstanding balances on the date due. Applicant understands that the administrative fee, application fee, bundled services fee and pet fee are non-refundable. By providing an email address applicant agrees that ICM Properties, Inc. may contact them via email. Applicant acknowledges receipt of the following Disclosures: (1) "Disclosure of Tenant Selection Criteria Pursuant to Just Housing Amendment Interpretive Rule 730.100"; (2) "Your Rights After a Criminal Background Search"; and (3) a link to the website of the Cook County Commission on Human Rights with the address and phone number of the Commission.

ICM Properties, Inc. does not discriminate based on race, color, religion, national origin, age, sex, familial status, handicap or sources of income.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **DISCLOSURE OF TENANT SELECTION CRITERIA PURSUANT TO JUST HOUSING AMENDMENT INTERPRETIVE RULE 730.100**

ICM PROPERTIES, INC., is an equal opportunity housing provider and does not discriminate on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry sexual orientation, marital status, parental status, military status, or source of income.

Rental applications are accepted or denied in compliance with applicable housing laws.

### **PRE-QUALIFICATION: VERIFICATION OF RENTAL, EMPLOYMENT, INCOME, AND CREDIT HISTORY**

Upon completion of your rental application providing basic personal information, ICM processes each application using a commercially available, comprehensive, electronic tenant background search service which yields a Rental Score. No criminal background check is conducted at this stage of the application process. Pre-qualification includes the following evaluations:

- **Rental Score.** Applicants with a Rental Score below 400 are denied. Applicants with a Rental Score between 400 and 600 may require a guarantor and/or additional review of proof of income, employment history, or additional documentation. An applicant's "Rental Score" is determined from a mathematical analysis of information found in your consumer credit report, application, and previous rental history. The consumer credit report may include payment history, number and type of accounts, collection activity, outstanding debt, and inquiries. In addition, the rental scoring process may consider information such as income to rent ratio, previous eviction and subprime credit records. Note that your rental score does not include or otherwise reflect any criminal records.
  - A collection action instituted on any judgment within the last four (4) years and which remains unpaid will result in denial.
  - A bankruptcy filing within the last four (4) years will result in denial.
- **Rental History.**
  - Applicant must have verifiable rental history.
  - Evidence of evictions, abandonment, or rent left owing to a prior landlord within seven (7) years of application date are grounds for denial.
  - A poor rental reference within the last two (2) years is grounds for denial.
- **Income.** *ICM does not discriminate on the basis of the applicant's source of income.* The applicant's gross monthly income from all sources must be at least three times the applicant's monthly rental obligation. If minimum income threshold is not met, the application may be denied unless another individual guarantees the applicant's obligations under the lease.
- All lease guarantors must complete an application. Upon completion of an application providing basic personal information, ICM processes each guarantor application using a commercially available, comprehensive, electronic tenant background search service to produce a Rental Score. The Rental Score as well as the combination of the proposed rent plus the proposed guarantor's own housing obligations must qualify.
- False information supplied in an application shall result in the application being denied.

### **CRIMINAL BACKGROUND CHECK**

Every application that is pre-qualified is subject to a criminal background check. ICM uses a commercially available criminal background search service.

ICM's application process does not consider criminal history older than three (3) years prior to the application date. Only evidence of criminal convictions, which excludes juvenile convictions will be considered in the application process upon receiving search results showing conviction(s) and will only be considered after timely receipt of information from the applicant disputing the accuracy and relevance of any convictions, at which time ICM will conduct an Individualized Assessment of the applicant's criminal conviction history and consider all factors relevant to an individual's criminal conviction history and whether that criminal conviction history negatively impacts the individual's ability to fulfill the responsibilities of tenancy, including, but not limited to:

- The nature, severity, and recency of the conduct underlying the individual's specific conviction(s);
- The nature of the individual's sentencing;
- The number of the individual's convictions;
- The length of time that has passed following the individual's most recent conviction;
- The age of the individual at the time of the most recent conviction;
- Evidence of rehabilitation;
- The individual's tenant history before and/or after the conviction;
- Whether the criminal conviction(s) was/were related to or a product of the applicant's disability; and
- If the applicant is a person with a disability, whether any reasonable accommodation could be provided to ameliorate any purported demonstrable risk.

If the Multi-State Sex Offender report returns a "match," the application will be denied.

ICM reserves the right to deny any application or continuing occupancy of any apartment on the basis of a current sex offender registration requirement pursuant to the Sex Offender Registration Act or similar law that is applicable in Chicago; a current child sex offender residency restriction; or when federal or state law mandates such denial.

### **YOUR RIGHTS AFTER A CRIMINAL BACKGROUND SEARCH**

Section 42-38 of the Cook County Code of Ordinances gives you the right to dispute the accuracy and relevance of any conviction shown in a criminal background search and to provide mitigating information, including evidence of rehabilitation.

Before an owner may deny admission or continued occupancy on the basis of a conviction, the owner must first give the individual sufficient notice and an opportunity to dispute the accuracy and relevance of the conviction.

### **PROCEDURES**

- Within five (5) days of obtaining a background check on an applicant, the housing provider must deliver a copy of the background check to the applicant. The housing provider must complete delivery in one of the following ways: (1) in person, (2) by certified mail, or (3) by electronic communication (e.g., text, email).

- Once a housing provider completes delivery, the applicant shall have an additional five (5) business days to produce evidence that disputes the accuracy or relevance of information related to any criminal convictions from the last three (3) years. Information is relevant if it affects the likelihood that the applicant poses a demonstrable risk to the personal safety and/or property of others. “Demonstrable risk” refers to the likelihood of harm to other residents’ personal safety and/or likelihood of serious damage to property. When the applicant is a person with a disability, “demonstrable risk” must be based on (a) objective evidence and (b) a conclusion that any purported risk cannot be reduced or eliminated by a reasonable accommodation.
- A housing provider must either approve or deny an individual’s housing application within three (3) business days of receipt of information from the applicant disputing or rebutting the information contained in the criminal background check.
- Any denial of admission or continued occupancy based on a conviction must be in writing and must provide the applicant an explanation of why denial based on criminal conviction is necessary to protect against a demonstrable risk of harm to personal safety and/or property.
- The written denial must also contain a statement informing the housing applicant of their right to file a complaint with the Commission.

**COOK COUNTY COMMISSION ON HUMAN RIGHTS**

Additional information and procedural rules may be obtained from the Cook County Commission on Human Rights: <https://www.cookcountyil.gov/agency/commission-human-rights-0>. The Commission may also be contacted at their office, located at 69 W. Washington Street, Suite 3040 Chicago, IL 60602, or via telephone at 312-603-1100.

**ACKNOWLEDGMENT**

I, \_\_\_\_\_, the undersigned Applicant, acknowledge receipt of the following Disclosures: (1) “Disclosure of Tenant Selection Criteria Pursuant to Just Housing Amendment Interpretive Rule 730.100”; (2) “Your Rights After a Criminal Background Search”; and (3) a link to the website of the Cook County Commission on Human Rights with the address and phone number of the Commission.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date