

PARK FOREST COOPERATIVE III

Area J
294 Lakewood Blvd
Park Forest, IL 60466
Phone: 708-481-9280
Fax: 708-481-9297

REQUEST FOR PERMITTED OCCUPANT

I(member) _____, request that the person listed below be permitted to reside with me in my unit at _____. I understand that my guest may only reside in my unit as long as I am actually residing in my unit, that he/she must abide by all Area J rules and regulations (violations may result in my eviction), and that no one may live in my unit when I cease to be a resident.

Signature of member

Date

TO BE COMPLETED BY NON-MEMBER. (a Copy of your Driver's License is required)

The attached SELECTION CRITERIA sheet must also be signed and returned by Non-Member

FULL NAME _____ DATE OF BIRTH _____

RELATIONSHIP TO MEMBER _____ PHONE # _____

CURRENT ADDRESS _____

LANDLORD'S PHONE # _____

HAVE YOU EVER BEEN EVICTED FROM A RESIDENCE? YES ____ NO ____ DATE _____

IF YES, REASON FOR EVICTION _____

SOCIAL SECURITY NO. _____ DRIVERS LICENSE # _____

EMPLOYED BY _____ HOW LONG? _____

ADDRESS _____ PHONE _____

EMAIL ADDRESS: _____

___ I understand that if a member ceases to reside in the unit, I must vacate the unit at that time or apply for membership and be approved by the Board of Directors.

___ I agree to abide by all rules and regulations established by the Board of Directors, as they pertain to all residents.

Any violation of existing rules and regulations may result in the eviction of the member.

___ I authorize Park Forest Cooperative III to conduct without limitation, whatever inquiry is deemed necessary to verify the foregoing information.

___ If based on the above criteria you are preapproved, we will notify you via email or in person and conduct, at that time, a Criminal Background Check.

Signature of Non-Member _____ Date _____

Printed Name _____

APPROVED / DENID BY MEMBERSHIP COMMITTEE _____ Date _____

Park Forest Cooperative III

SELECTION CRITERIA

If based on your application you are preapproved, we will notify you via email or in writing and conduct, at that time, a Criminal Background Check. This reporting will include any information about your individual criminal background, including but not limited to information produced by federal, state, and local law enforcement agencies, federal and state courts or consumer reporting agencies.

Within five days of obtaining the Criminal Background Check, we will provide it to you via email, text, certified mail, or in-person along with a notice of your right to dispute the accuracy and relevance of the information contained in the report. Within five business days after we provide the Criminal Background Check to you, you may submit evidence disputing the accuracy or relevance of information related to any criminal convictions from three years before the date of your rental application. Additionally, you have the right to submit evidence of your rehabilitation.

Within three days of your submission of evidence disputing the accuracy or relevance of any criminal convictions from within three years of the date of your rental application, we will conduct an individualized assessment of your criminal convictions to determine whether denial of your rental application is necessary to protect against a demonstrable risk to the personal safety or property of any other person affected by the transaction. “Demonstrable risk” refers to the likelihood of harm to other residents’ personal safety and/or likelihood of serious damage to property. The “individualized assessment” we will conduct will consider all factors relevant to your conviction history from the previous three years. These factors include, but are not limited to, the following: (1) nature and severity of the criminal offense and how recently it occurred; (2) nature of the sentencing; (3) number of the your criminal convictions; (4) length of time that has passed since your most recent conviction; (5) age of the individual at the time the criminal offense occurred; (6) evidence of rehabilitation that you submit; (7) individual history as a tenant before and/or after the conviction; (8) whether the criminal conviction(s) was related to or a product of the applicant’s disability; and (9) if the applicant is a person with a disability, whether any reasonable accommodation could be provided to ameliorate any purported demonstrable risk.

After conducting an individualized assessment, we will either approve or deny your application. If we deny your application, we will notify you in writing and explain the reasons why the denial is based on the conviction is necessary to protect against a demonstrable risk to the personal safety and/or property of others affected by the transaction.

If you are subject to a current sex offender registration requirement pursuant to the Sex Offender Registration Act (or similar law in another jurisdiction), or if you are subject to a current child sex offender residency restriction, no individualized assessment will be performed, and your rental application will be denied.

We are not required to hold any unit open for you during the Criminal Background Check dispute/decision process if another prequalified applicant is approved for membership.

The Cook County Commission on Human Rights’ website is available here: <https://www.cookcountyil.gov/agency/commission-human-rights-0>. The Commission’s address is 69 W. Washington St., Ste. 3040, Chicago, IL, 60602. The Commission’s address is 69 W. Washington St., Ste. 3040, Chicago, IL, 60602. The Commission’s phone number is 312-603-1100.

In conjunction with your application for membership, we, Park Forest Cooperative III, will be conducting, with the help of our screening company, a review of your application to determine your qualification for the membership you are applying for. Your background information may be obtained in the form of consumer reports and / or investigative consumer reports. These reports may be obtained at any time after receipt of your authorization and, if approved as a member, throughout your contract period. The scope of this reporting will include any information about your individual background, including but not limited to those produced by federal, state, and local law enforcement agencies, federal and state courts or consumer reporting agencies.

I (we) hereby certify that the information given to evaluate my application for membership is correct and complete. I authorize you to make any and all inquiries you feel necessary to evaluate my application. I (we) further understand that any false or incomplete information is grounds for immediate rejection of this application. I (we) specifically authorize and request all present and previous employers, mortgage holders, landlords, rental agents, credit grantors, banks, accountants, stockbrokers and local, state and Federal Government Agencies to release any requested information in the evaluation of my application for housing. I (we) understand that a Criminal Background Check will not be requested, performed, inquired about, considered, or required until after I (we) am (are) otherwise approved for membership.

Date:	Applicant Signature:
Date	Co-Applicant Signature:
Date:	Permitted Occupant Signature:

