

# Your Name

Current Address: 1234 W Main St, Unit 2S Chicago, IL 60605  
Phone: XXX-XXX-XXXX Email: xxxxxx@gmail.com

## Looking For

We are a family of # looking for a # bedroom, # bath rental in the XXXXX School attendance area. We are trustworthy, responsible professionals with a # year old son, ## year old daughter, and a dog. We are moving as we would like to be closer to work / XXXXX school for our son.

Rent desired \$2,500 or less plus utilities and required deposits.

## About Us

**Your Name:** Born and raised in XXXXX, has lived and worked in XXXXX for the last # years. Previously worked as an XXXX for over # years for XXXXXX. Spends most of her free time cooking for family and friends, gardening, and reading.

**Adult #2:** Raised in XXXXX, moved to XXXXXX ## years ago. Attended XXXX school and XXXX college. Worked as a XXXXX for # years at XXXXXX. Currently employed with XXXXX in XXXX. Spends most time with family on evenings and weekends.

**Child #1:** Born and raised in XXXXX, a typical # year old, will attend XXXX school in the fall. He spends his free time playing with our dog, gardening with Mom, and playing Legos.

**Child #2:** Heading into her Sophomore year at XXXX school. Plays on the soccer and basketball teams. When not involved in sports, works part-time for XXXXX. Currently has a ## GPA.

**Dog:** [NAME], a Staffordshire Bull Terrier mix, # year old neutered male. Up to date on all vaccinations, receives year-round heartworm and flea/tick prevention. Best friend to my son, knows the commands "sit", "down", and "roll over" and will give you a "high five" if you ask!

We are willing to pay an additional pet deposit, provide veterinarian references, and are willing to sign a pet agreement. We have lived in our current unit for almost # years and have never had a complaint or issues with neighbors.

We have never been evicted, we have never withheld rent for any reason at any time, and we have never been convicted of a crime. If needed, I would be happy to request a letter of reference from our current property manager, XXXXX, regarding us as tenants, as well as our dog.

We have a Housing Choice Voucher through the Chicago Housing Authority (CHA), which ensures we do not pay more than 30%-40% of our income towards rent. Payment is guaranteed monthly from us and CHA, and an incentive of up to an additional one full month's rent is available to you if your unit is the best fit for our family.

## Employment

### Your Name Professional Experience

Current income: \$\$\$,####

- XXXXXXXX, ##/#### - present
- XXXXXXXX, ##/#### - ##/####
- XXXXXXXX, ##/#### - ##/####

### Adult #2 Professional Experience

Current income: \$\$\$,####

- XXXXXXXX, ##/#### - present
- XXXXXXXX, ##/#### - ##/####
- XXXXXXXX, ##/#### - ##/####

## Education

### [YOUR NAME]

- XXXXX High School, Graduated with Honors #####
- XXXXX College, BA in Sociology, #####

### [ADULT #2]

- XXXXX High School, Graduated with Honors #####
- XXXXX College, BA in Sociology, #####

## Housing History

- ##### - Present, Townhouse under XXXXX Property Management, 1234 Main St, Unit 2S. We would like to move closer to work/XXXX school for our children.
- ##### - #####, 1234 Broadway St, Chicago. Housing was unsafe for a walking one year old.
- If you need prior to 2004, we would be happy to provide a list.

## References

### Rental/Home References

- [CONTACT NAME], Property Management, T: ###-###-####, E: XXXXXXXX@XXXX.com
- [CONTACT NAME], Property Management, T: ###-###-####, E: XXXXXXXX@XXXX.com

### Personal References

- [NAME], Supervisor at [YOUR JOB OR PREVIOUS POSITION], T: ###-###-####
- [NAME], Previous coworker and personal friend at [JOB OR PREVIOUS POSITION], T: ###-###-####
- [NAME], Previous coworker and personal friend of 20+ years, T: ###-###-####

## Additional Documents Available Upon Request

- Letter of recommendation from XXXXX Property Management
- Pet resume/references
- Income verification and/or paystubs
- Credit score