



RENTAL APPLICATION

Thank you for considering renting with Cedar Creek Property Management. Our goal is to ensure our residents have a safe, convenient, and affordable home to live in. Please read through these application guidelines before filling out the application so you will have an understanding of our Tenant criteria and application process.

Application Fee

- Each applicant (age 18 and up) must pay a **\$35.00 non-refundable application fee**.
- This fee must be paid at the time you submit your application.
- Applications are kept on file for 90 days, after which time you will have to reapply.

Application Process

- Available properties may be viewed by making a showing appointment.
- Every person over the age of 18 who will reside in the home must complete an application in its entirety, pay an application fee, and be approved.
- Application may take between 1 to 3 business days for processing.
- **Security deposit is required at the time of submitting your application** and is 100% refundable if your application is denied.
- Once your application has been approved, you must complete a Lease Signing Appointment within 7 days.
- First month's rent is due at the time of lease signing.
- First and last month's rent may be required in certain cases.
- If your application is approved and you do not sign a lease within 7 days, or you do not take possession on the agreed upon date, you forfeit \$400.00 of your security deposit.
- Your security deposit and first month's rent must be paid in certified funds (no cash or personal checks).

Application Requirements

- Rental History Verification
- Bank Account Verification
- Personal Reference Check
- Credit Report
- Employment Verification
- Criminal Background Check
- Must be 18 years old to apply; applicants under 21 may require a co-signer.
- Any false, incorrect or omitted information will be cause for rejection of your application.
- Cedar Creek Property Management reserves the right to refuse any applicant not meeting approval requirements, or require a co-signer.

Pet Policy

- Not all of our rental properties allow pets.
- A non-refundable \$150.00 pet fee PER PET is required.
- Renter's insurance is required for tenants with pets.
- An additional pet deposit may be required for large pets and multiple pets.

IF YOU HAVE BEEN CONVICTED OF A FELONY IN THE LAST 10 YEARS, DO NOT APPLY.

Applicant Name _____ Property Applying For _____

Monies Received

Notes

Date: _____ Time: _____

Copy of ID: _____

Application Fee: _____

Security Deposit: _____

Rent: _____

APPROVED _____ **DENIED** _____ **LS Date/Time:** _____

By: _____ **Date:** _____ **MIWT Date/Time:** _____

√ = Satisfactory X = Unsatisfactory

_____ Present Landlord _____

_____ Previous Landlord _____

_____ Visual Inspection _____

_____ Applicant Employer _____

_____ Co-Applicant Employer _____

_____ Bank _____

_____ Criminal Background _____

_____ Evictions _____

_____ Credit Score _____ # Collections: _____

Past Due: _____ # Charge Offs: _____

Bankruptcy: _____ # Late Payments: _____

GJHA Vouchers

Amount of Voucher: _____ # of Bedrooms Approved for: _____ Security Deposit Guarantee: _____

Date of Stop Sign Packet: _____ Inspection Date: _____ Pass Fail (circle one)

PLEASE COMPLETE THE FOLLOWING:

Personal Information

Applicant Name: _____ Phone: _____

Social Security #: _____ DOB: _____ Drivers License #: _____

Email Address: _____

Spouse Name: _____ Phone: _____

Social Security #: _____ DOB: _____ Driver License #: _____

Email Address: _____

How many people will live in the unit? Adults _____ Children _____ Pets _____

Weight, Type & Age of Pets: _____

What unit are you applying to rent? _____

How soon do you need to move in? _____

Residential History

Present Address: _____

City: _____ State: _____ Zip Code: _____

Landlord Name: _____ Phone: _____

How Long Have You Lived There? _____

If you have lived at your Present Address for less than 2 Years, complete the following:

Prior Address: _____

City: _____ State: _____ Zip Code: _____

Landlord Name: _____ Phone: _____

Have you ever been evicted? _____ When? _____

Employment History

Applicant

Employer: _____ Phone: _____

Position: _____ How Long: _____ Monthly Income: _____ Pay Dates: _____

Previous Employer: _____ Phone: _____

Position: _____ How Long? _____ Monthly Income: _____

Spouse:

Employer: _____ Phone: _____

Position: _____ How Long: _____ Monthly Income: _____ Pay Dates: _____

Previous Employer: _____ Phone: _____

Position: _____ How Long? _____ Monthly Income: _____

Banking Information

Name of Bank: _____ Phone: _____

Have you ever filed for bankruptcy? _____ When? _____

References

Name	Relationship	Phone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Emergency Contact

Name: _____ Phone: _____

Vehicles

Make/Model	Year	Color	Tag #	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

By signing this application, applicant(s) represent that all of the information contained herein is true, correct, and complete, and hereby authorizes an investigative consumer report, including but not limited to residential history (rental or mortgage), criminal history, court and credit records. Applicant(s) acknowledge that false, incorrect or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of the State. Applicant acknowledges that their credit report and background report may be transferred to the owner of any property they apply for or rent.

Signature Date

Signature Date

PLEASE READ CAREFULLY

DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security, motor vehicle verification, education, previous employment, credit, character, general reputation, personal characteristics, mode of living and a criminal background verification may be obtained for the purpose of this tenant application. By the signature below, the Applicant acknowledges that BACKGROUND INFO USA. has made this disclosure.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that Cedar Creek Property Management may now, or any time while I am renting, conduct a verification of my education, previous tenant history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the landlord requirements. The results of this verification process will be used to determine tenant eligibility under Cedar Creek Property Management tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA., and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Cedar Creek Property Management.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, and other organizations and Agencies to provide Background Info USA. with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge Cedar Creek Property Management Background Info USA. and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

Applicant Last Name	First Name	Middle Name
_____	_____	_____
List Other Names Used	Date of Birth	Social Security Number
_____	_____	_____
Drivers License Number	State Drivers License Issued	Last name on Drivers License
_____	_____	_____
Current Address	City/State/Zip	
_____	_____	
Previous Address	City/State/Zip	
_____	_____	
Previous Address	City/State/Zip	
_____	_____	
Applicant's Signature	Today's Date	
_____	_____	

PLEASE READ CAREFULLY

DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security, motor vehicle verification, education, previous employment, credit, character, general reputation, personal characteristics, mode of living and a criminal background verification may be obtained for the purpose of this tenant application. By the signature below, the Applicant acknowledges that BACKGROUND INFO USA. has made this disclosure.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that Cedar Creek Property Management may now, or any time while I am renting, conduct a verification of my education, previous tenant history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the landlord requirements. The results of this verification process will be used to determine tenant eligibility under Cedar Creek Property Management tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA., and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Cedar Creek Property Management.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, and other organizations and Agencies to provide Background Info USA. with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge Cedar Creek Property Management Background Info USA. and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

_____	_____	_____
Co-Applicant Last Name	First Name	Middle Name
_____	_____	_____
List Other Names Used	Date of Birth	Social Security Number
_____	_____	_____
Drivers License Number	State Drivers License Issued	Last name on Drivers License
_____	_____	_____
Current Address	City/State/Zip	
_____	_____	
Previous Address	City/State/Zip	
_____	_____	
Previous Address	City/State/Zip	
_____	_____	
Applicant's Signature	Today's Date	