



Application and Leasing Procedure

Whether you are looking for an apartment or a home for rent, you have come to the right place. Cedar Mills Property Management is a full-service property management company that services the entire Wichita Metro area. If you wish to move into one of our properties, there is a leasing procedure that must be followed. The following is a list of our application and leasing procedures for you to follow.

Complete the Application for the Desired Property:

- \$40 Non-Refundable Fee for Credit and Background Check for **ALL** Applicants over 18
 - Cashier's check or money order preferred, no change can be given
- Include check stubs or other income evidence for the last 30 consecutive days
- Include rental references and contact info, if less than 6 months provide last two references
 - We will be contacting your current landlord for a reference; most places will not release your information to us until you have turned in your 30-day notice

Applicant Requirements:

- Make a minimum of 3 times the rent, gross income; more if there is debt to consider
- Complete information is important and necessary for processing
 - Including and not limited to pets, rental history, and criminal history
- Credit and Background Check Red Flags
 - Credit scores below 575
 - Evictions or other negative rental references
 - Judgements and Collections
 - Criminal Background, Felony Charges – Applicants with non-violent felony charges less than 3 years old, or with violent felonies or sexual assault charges will not be approved
 - Bills in Collections; especially those pertaining to previous rental or utilities

If Approved:

- No longer than 24 hours after approval, security deposit is paid with a certified check, and lease agreement signed
- Property will remain on the market until lease is signed and deposit is paid
 - *An application in process or approved application does not guarantee the property, only a signed lease agreement and paid deposit takes the property off the market*
- You have a right to request a copy of your credit report within 30 days of your application

Upon/Before Move In:

- All utilities must be turned on and confirmations must be provided before move-in
- Renters insurance listing Cedar Mills is **REQUIRED**, and proof must be given to Cedar Mills BEFORE move-in date
 - Usually your car insurance provider can provide this at a very low cost
- First full month's rent is due upon move in
 - Cashier's check or money order only
 - Property condition walk through and keys given once first month's rent is collected

312 S Laura Ave, Wichita, KS 67211 | (P) 316.636.9339 | (F) 316.558.5802
info@cedarmillswichita.com | www.cedarmillswichita.com





Application and Leasing Procedure

Thank you for applying for a Cedar Mills Property Management property. We will need the following two forms, a \$40 application fee per person, and income verification to process your application. Please complete and return to Cedar Mills Property Management. If you have any questions, please contact us. We look forward to working with you!

Applicant's Information:

Applicants Name _____ Telephone Number _____

Applicants Email Address _____

Property Applying For _____

Desired Move-in Date _____ Length of Lease _____

Income/Employment:

Are you employed? _____ If so, where? _____

Employer's Address _____ Length of employment _____

Position Held _____ Monthly Salary _____

Supervisor's Name _____ Telephone Number _____

If you are not employed, please explain the source of your income _____

Any additional income? _____

Rental History:

Current Rental Address _____

Current Landlord's Name _____ Telephone Number _____

Dates Occupied _____ Current Rent Rate _____

Do you think the landlord would lease to you again? _____ If no, why? _____

Reason for leaving _____

Other:

Do you have pets? _____ If so, how many and what type? _____

Have you ever been convicted of a crime? _____ If so, what? _____

Have you ever been evicted? _____ If so, why? _____

Are you a smoker? _____ In the event you don't qualify alone, would you be able to provide a co-signer? _____

*List all occupants that will reside in the home and their dates of births on back of form

**Complete
Landlord's
Employment
And
Rental
Services**

**Authorization To Obtain CREDIT REPORT And PUBLIC
RECORD Information Relating To Application To Rent Or
Lease**

Wichita, KS 67278-1526
P.O. Box 781526
E-mail: info@clearsinc.com

Telephone: (316) 683-6861
Toll-free: (877) 683-6281
Toll-free Fax: (877) 880-0743

NAME _____
First Middle Last

 (Maiden or other name, if present name has been used for LESS THAN 2 YEARS)

SSA NO. _____ DATE OF BIRTH _____
 PRESENT ADDRESS _____
Street and Apt. ZIP
City, State
 DRIVER'S LICENSE NO. _____ STATE _____

**NOTICE: YOUR SIGNATURE IS YOUR PERMISSION FOR CEDAR MILLS PROPERTY
MANAGEMENT OR ITS' AGENTS TO OBTAIN CREDIT REPORTS, CRIMINAL RECORDS, VERIFY
EMPLOYMENT AND PREVIOUS RENTAL HISTORY, AND OBTAIN ANY RECORDS WHICH ARE PUBLIC
RECORDS FOR PURPOSES OF EVALUATING YOUR APPLICATION TO RENT OR LEASE. ANY SUCH
RECORDS OBTAINED WILL REMAIN CONFIDENTIAL AND WILL ONLY BE USED FOR SAID PURPOSE.
I ACKNOWLEDGE RECEIPT OF A COPY OF "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT
REPORTING ACT."**
 APPLICANT SIGNATURE _____ DATE _____

CEDAR MILLS PROPERTY MANAGEMENT CUSTOMER NO 1026

REQUEST DATE _____ PHONE: 316-636-9339 FAX: 316-558-5802
 REQUESTOR'S NAME _____ () COURT RECORDS; () CREDIT REPORT;
 () CREDIT SCORING; () OTHER _____
Describe and give purpose. IF YOU HAVE REQUESTED VEHICLE REGISTRATION, EXPLAIN WHY.
 () OUT OF AREA ADDRESSES () SPECIAL ORDER SEARCH, ADDRESS GIVEN () CHECK THIS
 ADDRESS _____

WARNING: The above information, and any credit reports and public records information provided in response, are for the exclusive use of the requestor. Said credit reports and records are provided based on the requestor's representation that the request is for a legitimate purpose as defined in the Fair Credit Reporting Act, Fair Housing Act, Landlord and Tenant Act, or other applicable laws. All information provided in response to this request will be from sources believed to be reliable, but the accuracy of which cannot be guaranteed. Requestor agrees to indemnify and hold harmless *CLEARs Inc.* and its' agents, servants, and employees from any damages arising from any improper use of this information. Requestor agrees to maintain all information provided in response to this request in confidence, not disclosing it anyone, except as required by law.

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