



716 Randall Ave, Cheyenne, WY 82001 (307)631-1028 info@Cheyenne4rent.com www.Cheyenne4rent.com

Application Instructions and Criteria

(October 8, 2025)

APPLICATIONS: APPLICATIONS WILL NEED TO BE SUBMITTED PRIOR TO VIEWING ANY PROPERTIES.

PLEASE NOTE: Before we can process an application, our policy requires that the property be viewed in person by you or by someone you authorized to view it on your behalf.

VIEWING THE PROPERTY: ONCE THE PROPERTY HAS BEEN VIEWED, YOU WILL NEED TO CALL OUR OFFICE AT (307)631-1028 TO LET US KNOW IF YOU WOULD LIKE US TO PROCEED WITH PROCESSING THE APPLICATION.

MOVING FORWARD: IF YOU ARE NO LONGER INTERESTED IN THE PROPERTY AFTER VIEWING, WE CAN TRANSFER IT TO ANOTHER PROPERTY, OR WE CAN CANCEL AND REFUND THE APPLICATION FEE.

*****FAILURE TO ATTEND YOUR SCHEDULED APPOINTMENT, WITHOUT ADVANCED NOTIFICATION TO CPMG, WILL RESULT IN THE FORFEITURE OF YOUR APPLICATION FEE.***

ADULT APPLICANTS: EACH RESIDENT OVER THE AGE OF 18 MUST SUBMIT A SEPARATE RENTAL APPLICATION.

BACKGROUND CHECK: We will conduct a background check that will search for any felony convictions within the past seven years, as well as any violent or sexual crimes.

CREDIT REQUIREMENT: The credit portion of the application will involve a hard inquiry. We require a minimum credit score of 600, and we will review the full credit report. If your credit score is between 575-599, you may be considered with additional terms, such as a co-signer or additional security deposit. Credit scores 574 and below will be automatically denied. Large sums of past due child support are also grounds for application denial.

INCOME VERIFICATION: The combined gross household income must be at least three (3) times the monthly rent to qualify.

PROOF OF INCOME: Please provide six (6) weeks of pay stubs or an Offer of Employment, or three (3) months of bank statements showing consistent deposits.

RENTAL HISTORY: We will verify rental history, including checking for any prior evictions, judgments, and references, if applicable. If you have an eviction on your record or are in debt to another rental company or utility company, you will automatically be denied.

CO-SIGNER CRITERIA: A 650 credit score with no negatives, and income at least four (4) x the rent amount.

PAPER APPLICATION FEE: Please be prepared to pay the application fee of \$60 in the form of cashier's check, money order, or debit/credit card.

IDENTIFICATION: You will be required to provide a copy of a valid form of identification.

PET SCREENING: You will receive an email to set up a Pet Screening profile, whether you have animals or not. Please get this completed as soon as possible so there will not be delays in processing your applications.

PLEASE REMEMBER: EVERYONE OVER THE AGE OF 18 THAT WILL BE RESIDING IN THE PROPERTY MUST SUBMIT A SEPARATE APPLICATION.

APPLICATIONS ARE NOT CONSIDERED COMPLETE UNTIL THE PROPERTY HAS BEEN VIEWED, SUFFICIENT INCOME VERIFICATION HAS BEEN PROVIDED, AND PET SCREENING PROFILES HAVE BEEN CREATED.



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APPLICATION TO RENT
TENANT'S PERSONAL AND CREDIT INFORMATION
(Must be filled out completely to be processed)

PERSONAL DATA
Please Print Legibly

Rental Address _____

Name _____ Birthdate _____ SSN _____

Cell Phone _____ Work Phone _____ eMail _____

Nearest Living Relative Name _____ Phone # _____

Number of Occupants _____ Relationships to Self _____

List Any Pets _____ Breed(s) _____

Maiden Name or Alias/If Divorced, Previous Name _____

Present Address _____ Zip _____ Phone # _____

How Long at Present Address _____ Reason for Moving _____ Current Rent \$ _____

Current Landlord Name _____ Phone # _____

Previous Address _____ Zip _____ Previous Rent \$ _____

Previous Landlord Name _____ Previous Landlord Phone # _____

Car Make _____ Year _____ Model _____ Color _____ Lic Plate # _____

Car Make _____ Year _____ Model _____ Color _____ Lic Plate # _____

OFFICE USE ONLY

Payment: Cash/Check # _____ /Money Order _____

FICA _____ Negative _____ Eviction _____ Criminal _____

Denied _____ Approved _____ Initials _____ Adverse Action Letter Sent _____

Lease Signing Date ____/____/____ Move In Date ____/____/____

	PRESENT OCCUPATION	PRIOR OCCUPATION
Employer		
Self-Employed, D.B.A.		
Business Address		
Phone		
Position Held		
How Long		
Name of Supervisor and Phone Number		
Type of Business		
Monthly Gross Income		

_____ I understand and agree that security, first month's rent, and or prorated rent must be paid at the time a lease agreement is executed.

Rental Price: \$ _____ Security Deposit: \$ _____

Have you ever been convicted of a felony Y/N If Yes, When _____ What Charges _____
 Have you owned a home in the past Y/N If Yes, How Long _____ How Many _____
 Have you ever filed a petition for Bankruptcy Y/N If Yes, When _____
 Have you ever been evicted from any Tenancy Y/N If Yes, Address _____
 Have you ever willfully and intentionally refused to pay rent when due Y/N _____

_____ I hereby authorize Landlord/Agent to verify the validity of all the above information, and to inquire now or periodically with my employers, financial institutions, and any of the credit reporting bureaus available to him. I agree to supply any additional information needed by Owner/Agent to process this application, and I acknowledge that my deposit will be forfeited if I do not comply with any such requests.

_____ I agree that my screening and administration fee of ***\$60.00 per adult applicant*** is non-refundable.

_____ I hereby acknowledge receipt of a copy of this application agreement. I agree that Landlord/Agent may terminate any agreement entered into in reliance on any misstatement made above.

I declare, under penalty of perjury, all of the above information to be true and correct to the best of my knowledge.

Applicant

Date