

## Cedar Mills Property Management: Application and Leasing Procedure

Phone (316) 636-9339 Fax (316) 558-5802  
8080 E. Central Suite 110 Wichita KS 67206 Cedarmillsict@gmail.com

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**
  - \$30.00 Non-Refundable Fee for Credit and Background Check for ALL Adults over 18
    - Check or money order preferred, No Change can be given
  - Include check stubs or other income evidence for the latest month
  - Include rental references and contact info., if less than 6 months provide two
    - We will be contacting your current renter 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
  - Accurate and honest 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 550
    - Evictions or other negative rental references
    - Judgments and Collections
    - Criminal Background, Felony Charges- No applicants with non-violent felony charges less than 3 years old, or with violent felonies or sexual assault charges will be approved
    - Bills in Collections; especially those pertaining to previous rental or utilities
- **If Approved**
  - No longer than 24 hours after approval, deposit is paid and lease agreement signed
    - Deposit must be paid in full with Cashier's check or Money order
    - Property will remain on the market until the Lease is signed and Deposit 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 of 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 is **REQUIRED** and proof must be given to Cedar Mills **BEFORE** move in
    - 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 rent is collected
- **Helpful Numbers**

Westar Energy	(800) 383- 1183	Kansas Gas	(800) 794-4780
Wichita Water	(316) 265-1300	Renters Insurance	(316) 264-4657
Waste Connection	(316) 838-4920	Waste Management	(888) 964-9756



Equal Housing Opportunity  
www.cedarmillswichita.com

# Cedar Mills Property Management

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*Please if you have any questions, just talk to your property manager; we are here to help.*

*Thank you and we look forward to working with you in the near future!*

Thank you for applying for a Cedar Mills Property Management property. We will need the following two forms to complete your application and a \$30 application fee. Please complete the application and return to Cedar Mills Property Management.

## **Applicant's Information**

Applicants Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Applicant's email address \_\_\_\_\_

Property Address Applying For \_\_\_\_\_

Move-in Date \_\_\_\_\_ Length of Lease \_\_\_\_\_

## **Income/ Employment**

Are you employed? \_\_\_\_\_ If so, where? \_\_\_\_\_

Length of employment \_\_\_\_\_ Monthly gross income \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

\_\_\_\_\_

## **Rental History**

Previous Landlord's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Previous Rental Address \_\_\_\_\_

Dates occupied \_\_\_\_\_

Do you think your landlord would lease to you again? \_\_\_\_\_ If no, Why? \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## **Other**

Do you have any 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? \_\_\_\_\_

**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](mailto: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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