

Lease Form A - 9/14/17

# LEASE QUALIFICATIONS

1. Each applicant must:
  - a. be at least 18 years of age. Minors 17 years old or younger may not apply.
  - b. be listed on the Lease and sign the Lease.
  - c. read and provide signed copy of:
    - (1) Lease Form A - Lease Qualifications
    - (2) Lease Form 1 - Real Estate Brokerage Disclosure
    - (3) Lease Form 2 - Rental ApplicationApplication will not be processed until non-refundable \$40 is paid (cash/money order/certified check/online).
  - (4) Lease Attachment - Authorization for Release of Information
2. At least one applicant must have/provide proof & length of current employment while renting the premises.
  - a. Applicants combined total take home income must be at least three times the monthly rent.
  - b. Non-qualifying income includes but is not limited to retirement, unemployment, child support, disability payments.
3. At least one applicant must have a credit report that shows you are handling your accounts in an acceptable manner. Any derogatory findings in the credit/background/criminal investigation can be cause for disqualification to lease a unit.
4. Applicants must pay Security/Damage/Cleanup Deposit IN FULL to hold any unit.
  - a. Lease Form 3 - Deposit must be signed by all adults when deposit paid (cash/money order/certified check/online).
    - (1) The deposit is refundable if we do not accept you to lease a unit.
    - (2) The deposit is **NON-REFUNDABLE** if you are accepted and do not sign, start & complete Lease.
  - b. **NO unit will be placed on HOLD until ALL adult occupants applications are received & deposit is paid in full.**  
**ALL Lease paperwork must be initialed/signed/returned to office within 5 days of Management approval.**
5. Applicants must pay first and last months rent. Exception to the last month rent may be granted if:
  - a. Credit score is 700 or better, AND
  - b. Tenant has been a resident of Cheyenne for a minimum of one year, AND
  - c. Tenant has been employed in Cheyenne with the same company for one year, AND
  - d. Tenants have monthly take home income equal to at least three times the monthly rent.
6. Applicants without employment must:
  - a. have a qualifying roommate, OR
  - b. have a qualifying co-signer plus pay security deposit, first AND last month's rent, OR
  - c. pay security deposit and rent for full term of lease, OR
  - d. have verifiable disability and receive rent assistance through programs such as Section 8 Housing.
7. Lease Requirements:
  - a. First month rent is pro-rated from starting date to end of the month. Future rents are due by first day of each month.
  - b. Occupancy standards are set at two persons per bedroom.
  - c. Smoking is prohibited in all units
  - d. Pets are prohibited by most Owners. A Pet Agreement is required BEFORE any pet is permitted on premises.
  - e. Responsibility for payment of utilities varies per property.
  - f. Any exceptions to the requirements must be in writing and signed by both parties.

I have read, understand, and agree to the Lease Qualifications per my signature (one person per line).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_