



**Cedar Brooke**  
 APARTMENT COMMUNITY  
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 Independence, MO 64055  
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**ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA**

**A RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE OR OLDER AND A NON-REFUNDABLE APPLICATION FEE PAID FOR EACH APPLICANT.**

1. **INCOME:** Gross income per apartment must be verified. If not verifiable by employer, we require the past 2 months of bank statements or previous year tax returns. Income requirement is 3 times the monthly rent amount (Note: applicants not meeting income requirements are required to have a guarantor). The guarantor must complete an application, pay the application fee, meet all criteria, (Note: Income must be four times the amount of rent and credit not to exceed 10% negative.), and must sign all required paper work and have it notarized before the resident moves in.
2. **EMPLOYMENT:** An applicant must have verifiable current employment and six months employment history or a verifiable source of income. School will be accepted as an alternative to employment history provided it can be verified.
3. **CREDIT:** All applicants must provide a valid social security number. A credit report will be processed on each applicant. All applicants will be evaluated on a percentage system. All medical debts will be excluded and therefore, not used to calculate the percentage of credit. If an applicant takes exception with the credit findings, he or she is responsible for contacting the credit bureau. If the discrepancy can be cleared up, an applicant will be considered on the basis of new information. Bankruptcy must be discharged.
  - 0% - 33% negative credit: Is considered approved credit
  - 34% - 44% negative credit: An additional \$100 (1 bd) or \$200 (2 bd) deposit will be required.
  - 45% - 55% negative credit: An additional \$200 (1 bd) or \$300 (2 bd) deposit will be required.
  - 56% - 66% negative credit: An additional \$300 (1 bd) or \$400 (2 bd) deposit will be required
  - 67% - 100% negative credit : A total deposit equal to 1 month's rent will be required.
 All additional deposits are to be paid in advance with cashier's check or money order in order to secure the lease.
4. **RESIDENCY/RENTAL HISTORY:** Any amounts owed to previous landlord must be paid in full and proof must be provided.
5. **CRIMINAL:** A National and Local criminal background check will be processed on all applicants.
6. **DENIAL OF APPLICATION WILL OCCUR FOR THE FOLLOWING REASONS:**
  - a) Anyone with unresolved debts to a previous landlord/mortgagor and/or non-compliance with any terms of the lease/contract and/or community policies.
    - \*\*Foreclosure Forgiveness Program\*\* An applicant with a Foreclosure will be accepted with approved credit and a total deposit equal to 1 month's rent.
  - b) Anyone currently in the process of filing bankruptcy.
  - c) Anyone having been convicted of or having pending charges of a felony offense or a misdemeanor crime against persons and/or property or involving controlled substances or deadly weapons. If pending charges are dismissed, applicant may reapply for residency after providing proof of dismissal of such charges.
  - d) Falsification of any information on the rental application.
7. **AGE:** Applicants must be at least 18 years of age.
8. **OCCUPANCY:** Maximum number of occupants per apartment: 1- bed: 3, 2- bed: 5  
 If for any reason, the number of occupants exceeds the maximum number for that floor plan, residents will have a maximum of 90 days to transfer to the appropriate floor plan to comply with our occupancy limits.
9. **SECURITY DEPOSIT:** A security deposit and non-refundable application fee must be paid in full prior to moving in.  
 1-bedroom: \$150.00 2- bedroom: \$250.00 If applicant is not approved we will return the deposit. The applicant has 72 hours from the time the deposit is placed on an apartment to cancel with no penalty. **After 72 hours, the entire deposit is forfeited.**
10. **PET DEPOSIT AND PET POLICY:** A maximum of two pets per apartment will be allowed with a \$150.00 additional deposit and a \$150.00 non-refundable pet fee. Pets must weigh no more than 50 lbs. All pets are subject to management approval. All residents with pets must have a pet agreement on file. Dog owners must show proof of renter's insurance. (The only exception to these policies would be animals that are designated as service or assistive animals, provided the resident can verify the need with a qualified medical professional for a reasonable accommodation to have an exception to this policy.)
11. **PARKING:** Applicant has one free covered parking space.
12. **RENT:** All rent, deposits and fees must be paid by check, money order or cashier's check. If the bank returns the deposit check, application will automatically be denied. All late rent must be paid in certified funds.
13. First Pacific Group and Cedar Brooke are dedicated to providing equal treatment to all people in the rental and management of residential housing and complying with the provisions and conditions of the Fair Housing Amendments Act and the Landlord Tenant Act.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.

APPLICANT'S SIGNATURE	DATE
APPLICANT'S SIGNATURE	DATE
OWNER'S REPRESENTATIVE	DATE

**CEDAR BROOKE RENTAL APPLICATION**

Please complete the requested information on this form.

Non-Refundable application credit check fee \$35.00 Paid \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Spouse: \_\_\_\_\_ Spouse's Social Security No. \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Other(s) \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Do you have a pet? \_\_\_\_\_

**PREVIOUS RESIDENCES**

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For How Long? \_\_\_\_\_ Telephone \_\_\_\_\_

Present landlord or mortgage holder \_\_\_\_\_ Telephone \_\_\_\_\_

Amount of rent (mortgage payment) \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

Previous Address \_\_\_\_\_ For how long? \_\_\_\_\_ Telephone \_\_\_\_\_

Landlord or mortgage holder \_\_\_\_\_ Telephone \_\_\_\_\_

Amount of rent (mortgage payment) \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

**EMPLOYMENT HISTORY**

Applicant's employer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

For how long? \_\_\_\_\_ Position held: \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_

Spouse employer \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

For how long? \_\_\_\_\_ Position held \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \$ \_\_\_\_\_

**BANK & CREDIT REFERENCES**

Banking and Credit References: Bank \_\_\_\_\_ Account Type \_\_\_\_\_

Address: \_\_\_\_\_ Account No. \_\_\_\_\_

Credit Reference \_\_\_\_\_ Account No. \_\_\_\_\_

Address \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Credit Reference \_\_\_\_\_ Account No. \_\_\_\_\_

Address \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Personal Reference \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone No \_\_\_\_\_

**VEHICLE & LICENSE INFORMATION**

Applicant's Driver's License No # \_\_\_\_\_ State Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Make of Car \_\_\_\_\_ Year \_\_\_\_\_

Color of Car \_\_\_\_\_

License No. \_\_\_\_\_ State \_\_\_\_\_ Car titled in name of \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**HAVE YOU OR YOUR SPOUSE EVER PLEAD GUILTY, BEEN CONVICTED OF, OR BEEN PLACED ON PROBATION**

