



Rental Qualifying Criteria

All rental applications must be completely filled out in writing and signed by the applicant. A \$40 non-refundable application fee per person is due with the application. Fees must be paid online or with a money order. We do not accept cash. All persons over the age of 18 living in the apartment must apply to be on the lease. To qualify, the following criteria will be reviewed:

Equal Housing – Cyrus Property Management is an Equal Housing Opportunity provider. We do business in accordance with the Federal Fair Housing Act, and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act.

Income – Total monthly gross household income must be at least two and a half (2.5) times the amount of the apartment's rental rate. Proof of income must be legal and verifiable. Acceptable documents include a) two current pay stubs showing tax deductions and year-to-date earnings, b) current or previous year signed tax return for self-employed persons, c) bank statements showing government payments for disability or social security, d) court order for child or spousal support, e) statements of income from investments or trust funds and f) official offer letter on company letterhead for new employment.

Occupancy – Maximum number of persons allowed in an apartment is as follows: one bedroom apartment – three (3) people, two-bedroom apartment – five (5) people and three-bedroom apartment seven (7) people.

Identification – All applicants must show current/valid government issued photo identification prior to move-in.

Credit – Applicants' history will be reviewed for late payments, charge offs, collections, open bankruptcies, judgments, and eviction records. Evictions or debt to property management companies will result in an automatic denial. An additional security deposit may be required for credit or residency issues. A copy of the credit report will not be given to applicants, but a decision on credit worthiness will.

Non-US Citizens – A Passport, VISA, and/or Tax Identification Number (TIN) will be required.

Pets: Please see individual communities for pet policies.

Criminal History Policy: It is the policy of Cyrus Property Management to obtain information on past criminal activities of prospective residents. Such criminal information may include arrests, convictions and pending criminal actions. This community shall not deny applicants solely on the basis of arrests or pending criminal actions. Those may be included with other factors that may as an aggregate be determined to warrant denial. Cyrus Property Management shall NOT allow persons who are on any sex offender list. Likewise, persons with criminal convictions which relate to the manufacture or distribution of controlled substances shall be denied. Persons whose convictions relate to possession of controlled substances may be accepted if they provide evidence of completion of a treatment program. Persons who have convictions involving violence, gang activity, arson, and injury to persons will be required to provide additional information to establish that they do not pose a risk to the property or other residents. In evaluating prior criminal history, Cyrus Property Management will consider the type of crime, severity of the crime, and the length of time since conviction and release. Terms and conditions of parole and probation may also be considered. Each case will be evaluated on a case by case basis. Denied applicants may petition for reconsideration by providing additional information regarding mitigating circumstances and other information that may assist Cyrus Property Management in a review of the applicant's criminal history.

An automatic denial may occur if the applicant appears on the list of known terrorists and wanted fugitives and provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies.

Please allow a minimum of three (3) days to process your application. Acceptance of any application by a CPM community does not guarantee approval, nor does it guarantee the applicant can move in on the desired date. Application process may require additional information from the Applicant. All aspects of the process must be completed before final approval and move-in. If the application is denied, the applicant will be notified with an Adverse Action Letter. If the application is approved, applicant has 72 hours from the time of approval notification to cancel without forfeiture of any holding deposit. Any deposit will be lost if applicant cancels after 72 hours of approval notification.

Notification of Denial or Conditional Approval: You have the right under the Fair Credit Reporting Act to a free copy of your report from CIC, the reporting agency used by Cyrus Property Management to evaluate your background information if the request is made no later than 60 days after you receive notification of a denial or conditional approval. Notifications are delivered via the email address you provided herein within 30 days of the date of screening. Applicant(s) may also request a copy of the notification in person at the Community Leasing Office.

PLEASE NOTE: Rental criteria, pricing and availability are subject to change at any time without notice. Square footage, features and amenities may vary and are subject to availability.

Applicant

Date

Applicant

Date

Management

Date