



## Steed-Corry Property Management

337 S. Main Suite #130

Cedar City, Ut 84720

(435) 586-2323

<http://www.steed-corrypm.com>

### Rental Criteria

All tenant applications are processed when submitted together with half of the security deposit. Applications are reviewed in the order in which they are received. Upon approval tenant has 48 hours to submit the other half of the deposit along with the signing of the lease. However if the tenant does not comply within that time frame they will no longer be considered first in line for that property, therefore be forfeiting the portion of the security deposit obtained.

**Screening:** All adults over the age of 18 who plan on residing in the residence are required to complete the application/screening process and qualify as tenants.

**Application Fee:** Half of the security deposit. Must be cleared funds; such as money order or cash. No checks, debit cards or credit cards will be accepted. If not approved you will receive this money back; however if approved and you decide not to take it, you will forfeit the money.

**Income:** The tenants planning to reside in the property combined must make at least three (3) times the rental amount monthly.

**Fees:** May be required on occasion, usually for items like pets and/or cleaning and also maintenance problems. This money is non-refundable.

**Deposits, First Month's Rent:** All deposit money and first month's rent, are due in full prior to occupancy. We do not accept partial payment.

**Reasons for Denial:** Any applicant who has ever been evicted, has ongoing credit issues, a history of damaging property, poor rental reference(s), or provides false information.

**Submitting Application(s):** You may drop off the application at our office at 337 S. Main St. Suite 130 Cedar City, Utah. Or if you are from out of the area, please feel free to fax it to (435) 867-1330 with a copy of a money order and drivers licenses and then mail all originals to 337 S. Main St. Suite 130 Cedar City, Ut 84720.



**RENTAL HISTORY**

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Dates Lived at Address: From \_\_\_\_\_ to \_\_\_\_\_

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

Landlord/Manager: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_

Dates Lived at Address: From \_\_\_\_\_ to \_\_\_\_\_

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

Landlord/Manager: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_

Dates Lived at Address: From \_\_\_\_\_ to \_\_\_\_\_

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

Landlord/Manager: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Applicant's** Current Employer Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Dates Employed at this Job: From \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Spouse's** Current Employer Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Dates Employed at this Job: From \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_



Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_

I/we certify that all the information given above is true and correct and understand that my rental or lease agreement may be terminated if I/we have made any false or incomplete statements in this application. I/we authorize verification of the information provided in this application from my/our credit sources, current and previous landlords and employers, and personal/relative references. I/we, the undersigned, do hereby authorize the Landlord to check and verify credit scores and credit reports. I/We, deposit \$\_\_\_\_\_ as earnest money to be refunded to me if this application is not accepted within 3 business banking days, If I/we should change our mind then it will be forfeited.

\_\_\_\_\_  
Date Applicant Signature/ Email

\_\_\_\_\_  
Date Applicant Signature/Email

Notes by Landlord/Manager: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Linda Steed/Loydine Zeigler  
Property Management  
Steed-Corry Property Management  
337 S. Main, Ste. #130  
Cedar City, UT 84720  
Office: (435) 586-2323  
Fax: (435) 867-1330



# Steed-Corry Property Management

Linda Steed, Marnie Heaton & Amber Forgie

590-2119, 691-4785, & 327-0307

337 S. Main Suite #130

Cedar City, Ut 84720

(435) 586-2323

<http://www.steed-corrypm.com>



## Employment Verification Form

I, \_\_\_\_\_ hereby give permission for Steed-Corry Property Management to retain the following information as part of their rental screening process.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_

Position held by employee: \_\_\_\_\_

Gross monthly income: \_\_\_\_\_

If s/he was to quit tomorrow, would you rehire her/him? Yes / No

Is s/he a dependable, on-time employee? Yes / No

Is there any other information that will be helpful to us in renting to this individual?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you.



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### Rental Verification Form

I, \_\_\_\_\_ hereby give permission for Steed-Corry Property Management to retain the following information as part of the rental screening process.

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

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Dates occupied:** \_\_\_\_\_ to \_\_\_\_\_. **Rental Amount:** \$ \_\_\_\_\_

**Did the Tenant pay their rent on time? Yes / No**

If No, Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Did Tenant have any Pets? Yes / No**

If Yes, Was there any damage caused by the pets? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does Tenant Smoke? Yes / No**

**Did Tenant violate any of your lease provisions or break any "house rules"? Yes / No**

If Yes, Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does Tenant have any outstanding balances with you? Yes / No**

If Yes, Please explain: \_\_\_\_\_  
\_\_\_\_\_

**Have the Tenants given proper notice of vacating the premises? Yes / No**

**Would you rent to this tenant again? Yes / No**

If there is any other information that you feel is necessary that we know about this tenant please feel free to attach it to this document. Thank you.