



716 S 20th Avenue, Suite 102
 Bozeman, MT 59718
 406-585-7776
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 www.rentbozeman.com

RENTAL APPLICATION

APPLICANT NAME: _____

PROPERTY APPLYING FOR: _____

RENTING POLICIES & PROCEDURES

Thank you for choosing Peak Property Management for your residential housing needs. We take pride to ensure our properties are managed, rented and maintained in a manner that protects the quality of the dwellings and upholds the integrity of the neighborhoods where our tenants reside. For this reason, we utilize a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have found a rental property in which you are interested, you must *complete, sign, and return* this Rental Application Form. **Each** person over the age of 18 years who intends to reside in the rental property must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant.

The **APPLICATION FEE IS \$50 PER ADULT (OVER THE AGE OF 18)**, which includes the processing fee and credit report. **If you are financially supported by someone other than yourself or have poor/no credit, you may need a co-signer to complete a Third Party Guaranty Form, which is an additional \$35.00 processing fee.**

The Application and Third Party Guaranty Fees must be paid by Money Order, Check or Cash, and are due upon submission of each application. The **APPLICATION AND THIRD PARTY GUARANTY FEES ARE NON-REFUNDABLE.**

In order for an Applicant to be considered for tenancy, the following minimum requirements must be met. If any of the following requirements are not met, a Third Party Guaranty will be required:

1. **Application** - The application must be completed in its entirety. **FAILURE TO COMPLETE THE ENTIRE APPLICATION MAY DELAY PROCESSING OR RESULT IN A DENIAL OF THE APPLICATION.** *Complete applications will be processed in the order in which they are received.*
2. **Income** – Proof of sufficient income to pay rent is needed - three times the rental amount per month is preferred, but not required. Permanent employment of at least 4 months at the same job is preferred.
3. **Verifiable Good Credit** - Credit reports will be checked with a national credit bureau.
4. **Rental History** – Good rental history is needed, and we make every attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying correct & complete information to Peak lies with the Applicant. *Peak Property Management reserves the right to decline an application on the basis of omitted information, the inability to contact the references provided, any prior evictions and/or for poor rental references.*

Application processing takes between 2 and 3 business days from submission; however, it may take several days longer due to inability to contact previous landlords, employers or references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from us within (2) business days of submission. *Applications will not be “pre-screened” outside the standard process under any circumstances and incomplete or falsified applications may be rejected without further notice.* All applications submitted become the property of Peak Property Management.

We cannot guarantee any unit to be available by the time your application is processed. Rental units are rented to the first **approved** applicant that submits a full security deposit and signs a lease. Applications are **not** considered on a first come, first served basis. If your application is approved and your move-in date is not immediate, a security deposit will be collected in advance. **SECURITY DEPOSITS MUST BE PAID BY CASHIER’S CHECK OR MONEY ORDER ONLY, NO PERSONAL CHECK OR CASH WILL BE ACCEPTED.**

Subject to the terms and conditions of your Rental Agreement, the Security Deposit is fully refundable within 10 to 30-days of move-out, depending upon the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. Those **Dwelling Units that allow pets require payment of an additional Security Deposit and / or a monthly pet rent** as specified in the individual Rental Agreements of such units. Please be aware that only select properties allow pets and the presence of unauthorized pets in a Dwelling Unit is grounds for collection of additional fees and/or immediate termination of lease under our standard Rental Agreement.

DISCLOSURE AND AUTHORIZATION

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees that any false statements/representations and/or inaccurate information identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by Peak Property Management. The undersigned specifically authorizes and directs any and all persons or entities listed on their credit report and/or named by Applicant herein to receive, provide, and exchange with Peak Property Management, its principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, and my rental history. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to Peak Property Management, its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Peak will rely upon this Rental Application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this Application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of Peak Property Management, Peak may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom. The Rental Application and Third Party Guaranty are an integral part of the rental agreement and will be used in conjunction with all legally binding documents and/or agreements. After executing a rental agreement ("lease") with Peak Property Management, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours.

I understand that Peak Property Management reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me, including any amendments, renewals or extensions thereof. Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Rental Agreement including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the rental or lease of a residence for which application was made.

Beginning at the time in which I sign a lease agreement and tender a deposit for a property, which I intend to lease, I agree to lease the property according to the terms and conditions of the lease agreement for that property. The starting date for my occupancy of the property will be the first day the property is made available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted.

Peak Property Management welcomes all applicants and supports the precepts of equal access and "Fair Housing." Peak Property Management will not refuse access to any housing, accommodation, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND PEAK PROPERTY MANAGEMENT: Peak Property Management is the sole and exclusive agent of the Owner of the properties listed for rent or lease and represents the Property Owner's interest in any and all transactions related to the rent or lease of said property.

Applicant Signature _____

Date _____

*There is **NOT** a freeze on my credit ____ (initial) *If credit is frozen & we have to pull credit twice, an additional \$35 fee applies.

Received by _____

Date _____

Previous Landlord: _____
Name Phone

Rental Address / Unit # Rent Amount Dates of Residence

Reason for moving: _____

Are you related to this landlord &/or the property owner? _____

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Name Phone

Rental Address / Unit # Rent Amount Dates of Residence

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Are you related to this landlord &/or the property owner? _____

Have you ever rented from Peak Property Management? Y / N

If yes, when and where? _____

Have you ever vacated a rental leaving a large balance due and/or been the subject of an eviction proceeding or settlement, regardless of whether or not a suit was actually filed? Y / N

If yes, please explain, including dates, rental premises address, and name & contact information for landlord/property manager: _____

FINANCIAL INFORMATION :

Employer Name Contact Name/Number Employment dates Net Income Per Month

Employer Name Contact Name/Number Employment dates Net Income Per Month

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, family assistance, etc.) ***Provide recent copies documenting each source of income**

CRIMINAL HISTORY

1. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or “no contest” to a felony? Yes____ No____

2. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or “no contest” to a misdemeanor involving sexual misconduct or the manufacturing and/or sale of drugs? Yes____ No____

3. Are you or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction? Yes____ No____

*If yes to any of the above questions, please provide additional information, including but not limited to: the offenders full legal name, the charge, if there was a conviction / plea bargain / probation, when this occurred, what the current status is, and the city/state AND county it occurred in. Use a separate sheet if necessary.

CREDIT INFORMATION:

Have you ever filed bankruptcy?* Y / N When?_____

*Bankruptcies **will** be considered.

Are there any judgments against you? Y / N

If Yes, list specifics of judgments and collections:

AUTOMOBILE INFORMATION :

Make / Model Year State / License #

Make / Model Year State / License #

PERSONAL REFERENCES :

Name Phone Number Relationship

Name Phone Number Relationship

THE STATEMENTS AND INFORMATION PROVIDED IN THE SECTIONS ABOVE ARE TRUE AND CORRECT. STATEMENTS FOUND TO BE FALSE OR MISLEADING MAY RESULT IN IMMEDIATE APPLICATION DENIAL AND/OR TERMINATION OF ANY RENTAL CONTRACT.

SIGNATURE:_____ **DATE:** _____

***Applicant: sign the LAST LINE ONLY REGARDLESS of rental/owner history**

RENTAL HISTORY VERIFICATION FORM

_____ (applicant) has completed an application for a property managed by Peak Property Management. It is important that we determine the applicant's past rental history of meeting financial obligations, and also whether the applicant has a record of lease violations or eviction notices. The information requested will be kept confidential and used only for the purpose of evaluating the applicant's current rental application. As indicated by the signature on this form, the applicant has consented to releasing the requested information. Please return this form via fax **as soon as possible as to not delay this application.**

Thank you, Peak Property Management

Date _____

RENTAL HISTORY QUESTIONS

1. Is the applicant currently living in your rental unit? Y / N
2. Are you related to the applicant? Y / N
3. Did the applicant have a lease? Y / N
4. Date applicant moved in _____ Moved out _____
5. What was the monthly rent? \$ _____
6. Did the applicant have a record of paying rent promptly? Y / N
7. If applicant paid late, how many days late? _____ How often? _____
8. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
9. Does the applicant still owe you money? Y / N If yes, how much? _____
10. Did the applicant keep the unit clean? Y / N
11. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear? Y / N
12. Did the applicant pay for the damage? Y / N
13. Did you keep any of the applicant's security deposit? Y / N
If yes, how much and why? _____
14. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y / N
If yes, describe _____
15. Did the applicant ever create any noise disturbances or disruptions? Y / N
If yes, describe _____
16. Did the applicant ever have anyone other than those named on the lease living in the unit? Y / N
17. Did the applicant ever have any pets in the unit? Y / N If so, were they authorized? Y / N
18. Did you have any problems with the pet? Y / N
If yes, describe _____
19. Did the applicant give you proper notice before moving? Y / N
20. Did you ever give the applicant a termination notice? Y / N
If yes, why? _____
21. Would you rent to this applicant again? Y / N
Why or why not? _____

INFORMATION PROVIDED AND VERIFIED BY:

Name _____ Company _____ Date _____

RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to Peak Property Management.

***APPLICANT SIGNATURE** _____ **Date** _____

APPLICATION CHECKLIST and MOVE IN DETAILS

Did you. . . ?

___ Read through the ENTIRE application?

___ Supply ALL necessary phone #'s and addresses?

___ Complete every page of the application and initial and sign where NOTED

___ Fill in each blank (if Not Applicable, write N/A)?

___ Pay the \$50.00 Application Fee (and \$35.00 Third Party Guarantee Fee if Applicable)?

What Happens Next?

It typically takes two to three business days to process your application (summer months may be longer). Upon approval:

1. You will need to sign a lease and pay (in CASHIERS CHECK OR MONEY ORDER) a security deposit (typically \$600 MORE than the monthly rent).
2. On move in day, you are required to pay the monthly rent (or a pro-rated portion if moving in mid-month).
3. For properties that allow pets, an additional security deposit is required.
4. You will also be required, prior to move-in day, to provide proof of renters insurance with a \$300,000 minimum liability limit and naming Peak Property Management as an additional insured.

If you have any other questions, please feel free to let us know!

Thank You!