

**BITTERROOT PROPERTY MANAGEMENT, INC.**

414 W. Broadway • Missoula, MT 59802 • Phone: : 406-549-9631 • Fax 406-542-1396

Website: www.rentbpm.com

**RENTAL APPLICATION AND RENTING POLICIES**

I have physically inspected this unit on \_\_\_\_\_ (date) and am satisfied with the condition and cleanliness of the unit. I therefore submit this application to you for consideration.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**REQUESTED LENGTH OF LEASE:** \_\_\_\_\_

Applicant must clearly and completely fill out application form once they have decided on a rental. There is a \$40.00 application fee applied only if applicant is approved for a unit. This fee is not refundable. A photo ID will be required at the time you submit the application for processing.

Applications are accepted and approved based on the following criteria:

1. Good Credit—A credit bureau report will be obtained from a national credit bureau. Credit references may be contacted. Please provide phone numbers.
2. Employment of at least 4 months is preferred. Please note if you are a student this may be waived.
3. Good Previous Rental History—We may verify your rental history, please provide accurate names and phone numbers.
4. Complete Application—Failure to complete the entire application can result in a denied application.

We will try to process your application within 24 hours. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of Bitterroot Property Management, Inc.

We cannot guarantee any unit you have seen to be available by the time your application is processed. We cannot be held responsible for any unit that is rented after you have seen it and turned in an application.

If your application is approved and your move-in date is no immediate, the security deposit, first months rent and the application fee will be taken in advance to secure the unit for you. **The deposit, first months rent and fees must be paid in either cash, money order or cashier’s check.** Upon move out the security deposit is refundable as outlined by state law.

Please inform us of any phone number changes and/or places of employment within 48 hours of signing the lease.

Bitterroot Property Management staff is available to answer any questions regarding the application process, rental agreement, or other pertinent information. We want to make sure that you understand what you are reading and signing. If you have questions, please ask.

Thank you for this opportunity to assist you. We value you as a customer and look forward to servicing your rental needs.

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**APPLICATION FORM**

**ADULT APPLICANTS OVER THE AGE OF 18 YEARS ONLY MAY APPLY**

**Personal Information:**

Your Full Name: \_\_\_\_\_

Have you ever used another name? Y / N If yes, name(s): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Current Phone: \_\_\_\_\_

Spouse's Full Name: \_\_\_\_\_

Have your spouse ever used another name? Y / N If yes, name(s): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

List any other persons who will reside with you: \_\_\_\_\_

\_\_\_\_\_

Do any of the people who will be residing in this unit smoke? Y / N      Do you have rental insurance? Y / N

Do you have pets? \_\_\_\_\_ Breed: \_\_\_\_\_ Size and Age: \_\_\_\_\_

Name of nearest relative \_\_\_\_\_ phone \_\_\_\_\_ relationship \_\_\_\_\_

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

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

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

How long at this address? From: \_\_\_\_\_ To: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

Name and Number of Landlord: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Did you maintain a yard including mowing, raking, weeding and watering? \_\_\_\_\_

Have you ever filed for bankruptcy? Y / N When? \_\_\_\_\_

Are there any judgments against you? Y / N If yes, list specifics of judgments and collection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Employment Information:**

Current Employer: \_\_\_\_\_ How Long? Years: \_\_\_\_\_ Months: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Spouse's Current Employer: \_\_\_\_\_ How Long? Years: \_\_\_\_\_ Months: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Other sources of income: \_\_\_\_\_

**Vehicle Information:**

How many vehicles do you have? \_\_\_\_\_ provide a registration copy for each vehicle.

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_

**Criminal History:**

Have you ever been convicted of or pleaded guilty or no contest to a felony whether or not resulting in a conviction?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Has your spouse? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you ever been convicted of or pleaded guilty or not contest to a misdemeanor involving sexual misconduct whether or not resulting in a conviction?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Has your spouse? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you listed as a sexual and/or violent offender with the Department of Justice?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Has your spouse? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Spouse's Signature Date

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**DISCLOSURE AND AUTHORIZATION**

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Bitterroot Property Management, Inc to any property which I am applying for.

I further understand and agree that Bitterroot Property Management, Inc will rely upon the rental application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this application are true. If any facts prove to be untrue, Bitterroot Property Management, Inc may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney’s fees resulting therefrom.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Bitterroot Property Management, Inc. accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, though not yet signed. The starting date for my occupancy of the property will be the first day the property is 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 the deposit is accepted.

Bitterroot Property Management, Inc. welcomes all applicants and supports fair housing. Bitterroot Property Management, Inc. does not discriminate against a person because of marital status, sex, race, creed, religion, age, familial status, color, national origin, physically or mentally challenged persons.

Notice of the contractual relationship between the Property Owner and Bitterroot Property Management, Inc: Bitterroot Property Management, Inc. is an exclusive agent of the Property Owner and represents the Property Owner’s interest in any and all rental transactions.

Applicant  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse’s  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Received  
By \_\_\_\_\_ Date \_\_\_\_\_