

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 _____

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.

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: _____

BITTERROOT PROPERTY MANAGEMENT, INC.

414 W. Broadway · Missoula, MT 59802 · 406-549-9631 (phone) · 406-542-1396 (fax)
http://www.rentbpm.com

Application Form (continued)

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

Applicant 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

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Verification

I verify the information on the application for tenancy is true and correct and hereby authorize the making of inquiries necessary to evaluate the application for accuracy and credit standing. It is acknowledged that incomplete, inaccurate or falsified information shall be grounds for denial of the application or subsequent termination of tenancy upon determination of such falsified data. Information provided may be made available to other services or agencies for verification either during application or, if approved, during occupancy. By completing and returning this application, applicant(s) does not acquire any rights in any rental units.

Applicant Signature

Date

BELOW THIS LINE OFFICE USE AND VERIFICATION ONLY

Name of applicant: _____
Address being verified: _____
Landlord's Name: _____
Rent Amount: _____ Rented from: _____ to: _____
Given notice to vacate: _____
Does tenant currently owe you money? _____
Did tenant have pets? _____
Would you re-rent to the tenant? _____

**Thank you for your time.
Please fax back to 406-542-1396
Bitterroot Property Management, Inc.**