

Montana Crestview

Crestview Apartments, River Rock Apartments, Trout Meadows Apartments

4200 Expressway, Missoula, MT 59808

406-327-1212 Fax: 406-327-1203

www.missoulaapartments.biz www.bozemanapartments.biz www.riverrockapts.com

Rental Application Policies and Procedures

****Please review carefully****

A \$40.00 non-refundable fee must accompany each application.

Complete the attached rental application.

A separate completed application signed and dated is required for each applicant who is 18 or older and who intends to reside at the property at any time during the lease term. No exceptions will be made. Submit applications, proof of identification, income verification, application fee and pet records if applicable. Submitted applications and information obtained when processing the application become the property of Montana Crestview.

INITIAL: _____

A forty dollar (\$40) non-refundable application fee must accompany each application. If the fee is paid in check, money order or bank card, it must be for the exact amount due. NOTE: If you are paying with a bank card you must sign the authorization below. We cannot guarantee any unit you have seen to be available by the time your complete application is processed. All units are rented to the first approved applicant with the full earnest money paid. Earnest money will not be accepted until all applicants for the unit are approved.

INITIAL: _____

Qualifications are based on the following criteria:

- 1) Income –
Regardless of the source of income, documentation is required. Income may be verified by paystubs or income tax forms or other third party documentation. Please provide documentation of all sources of income
- 2) Credit Report –
A credit report will be obtained for each applicant from a national credit bureau.
- 3) Criminal/Violent/Sexual Offenders –
Background check on all occupants of legal age will be performed by Montana Crestview.
- 4) Rental History Documentation / Homeownership –
Inquiries and references from all prior landlords and property managers (not including friends or relatives) will be requested from all applicants.
- 5) Personal References –
Personal references (not including relatives) will be contacted for all applicants.

Once an application has been approved, you must sign the appropriate documents and pay the necessary funds when requested.

INITIAL: _____

Renter's Insurance.

Renters insurance is required for the unit for which you are applying. You will be required to provide proof of renters insurance within ten (10) days of signing the rental agreement. Minimum liability coverage required will be \$100,000 with Crestview Apartments, River Rock Apartments or Trout Meadows Apartment, as applicable, listed as an additional insured on your policy or proof of insurance. The policy must be in force for the entire tenancy. If you have questions please contact an insurance company for insurance rates and coverage information.

INITIAL: _____

Pets: Pets will be considered with current immunization and vet records, additional deposit and pet rent, if applicable. Pet records indicating breed description, age and weight are required **before** applicant can be approved. Approval of pets is at the discretion of Montana Crestview, when allowed by applicable law.

It is the policy of Montana Crestview not to allow waterbeds and large aquariums.

Smoking: We do not allow smoking inside any of our rental units. All residents and guests must smoke outside according to applicable city and county ordinances and dispose of the remains properly.

Registry of Sexual and Violent Offenders: A registry is available through City and County Law Enforcement Offices as well as on the website for the DOJ State of Montana.

INITIAL: _____

I, (applicant), have read, agree to, and acknowledge the terms of the application process. By my signature below, I hereby permit Montana Crestview to request and receive all information listed above.

Signature: _____ Date: _____

I hereby authorize Montana Crestview to charge my bank card for the application fee/fees:

Signature: _____ Date: _____ Amount: \$ _____

PERSONAL INFORMATION

Montana Crestview

Applicant Name _____ Date of Birth _____ Are you a US Citizen? _____

SS# _____ Street Address _____ City _____ State _____ Zip _____

Cell/Home Phone _____ Email Address _____

Driver's License # _____ State DL Issued _____ Names/ages of all individuals who will occupy the unit: _____

Do you have any animals? Y / N If Yes, how many? Dog _____ Cat _____ Breed _____

Age(s) _____ Coloration _____ Weight _____ Sex _____ Spayed/Neutered _____

Provide copies of pet records which include weight and breed description.

Nearest Relative:
Name: _____ Phone: _____ Address: _____ Relationship: _____

Please provide a personal reference. (MAY NOT BE A RELATIVE):
Name: _____ Phone: _____ Address: _____

What size unit are you interested in _____ Expected move in DATE _____ Length of Lease _____
Which community? (Circle One) Crestview, River Rock, Trout Meadows

Referred by: TV Radio Internet (please list website) _____ Newspaper Other _____

INCOME INFORMATION - **Provide copies documenting each source of income listed below.**

EMPLOYER: _____ POSITION/TITLE: _____

DATES EMPLOYED AT THIS JOB: _____ SUPERVISOR: _____ PHONE: _____

EMPLOYER'S ADDRESS: _____ MONTHLY NET INCOME: \$ _____

PREVIOUS EMPLOYER: _____ POSITION/TITLE: _____

DATES EMPLOYED AT THIS JOB: _____ SUPERVISOR: _____ PHONE: _____

EMPLOYER'S ADDRESS: _____ MONTHLY NET INCOME: \$ _____

STUDENT: Yes _____ No _____ SCHOOL INFORMATION: _____

FINANCIAL AID INFORMATION: _____

OTHER SOURCES OF INCOME:
OTHER SOURCE/INVESTMENT: _____ MONTHLY NET INCOME/VALUE: \$ _____

OTHER SOURCE/INVESTMENT: _____ MONTHLY NET INCOME/VALUE: \$ _____

CRIMINAL HISTORY

Have you or any other occupant ever been convicted of a crime? Yes No Date of Conviction _____

If yes, what crime? _____ Are you on probation or parole? Yes No

Terms: _____ Officer in charge: _____ Phone: _____

Are there any criminal or civil actions pending against you or any other occupant? Yes No If yes please describe _____

Are you currently an illegal user or an illegal abuser of a drug? Yes No
Have you been convicted of illegal manufacture or distribution of a controlled substance? Yes No

RENTAL HISTORY

Please list all states that you have resided in: _____

Current Landlord/Manager Name: _____ Relative? _____ Friend? _____ Other: _____

Address Rented: _____ City _____ State: _____ Zip _____

Tenancy Dates: From: _____ To: _____ Landlord Phone # _____ Landlord Fax# _____

Rent per month: \$ _____ Roommates(s) name: _____

Reason for moving: _____

Did you sign a lease? YES _____ NO _____ When does your lease expire: _____

Previous Landlord/Manager Name: _____ Relative? _____ Friend? _____ Other: _____

Address Rented: _____ City _____ State: _____ Zip _____

Tenancy Dates: From: _____ To: _____ Landlord Phone # _____ Landlord Fax# _____

Rent per month: \$ _____ Roommates(s) name: _____

Reason for moving: _____

Did you sign a lease? YES _____ NO _____ When did your lease expire: _____

AUTOMOBILE INFORMATION

YEAR	MAKE	MODEL	COLOR	STATE	LICENSE PLATE
1. _____					

Do you have any of the following? (please circle) Waterbeds Aquariums

Do you or any of the occupants smoke? Y / N

Are you in the process of a personal bankruptcy? Y / N

Have you ever been part of an eviction proceeding or settlement whether or not a suit was actually filed? Yes / No

If yes, please explain _____

Occupancy Standard is no more than 2 people per bedroom. (The addition of a newborn or infant may not apply.)

DISCLOSURE AND AUTHORIZATION

Montana Crestview welcomes all applicants and supports Fair Housing. Montana Crestview does not discriminate against a person because of marital status, sex, sexual orientation, gender identity, race, creed, religion, age, familial status, color, national origin, physically or mentally challenged persons.

The undersigned applicant declares that the all information given on this application is true and correct and agrees that Montana Crestview may terminate any agreement entered into in reliance of any false statements or representations made above. I have read Montana Crestview Application Policies and Procedures and understand Renters Insurance is required for the property that I am applying for and I agree to obtain coverage prior to signing a lease. I hereby declare that I am legally able to sign a contract in the State of Montana and to be fully responsible for the terms and conditions of a rental contract.

I hereby authorize Montana Crestview and Vic-Tig to request and receive any and all background information about or concerning me, including but not limited to my criminal history, credit history including a consumer report under the Fair Credit Reporting Act, 15 U.S.C. 1681, et seq. (the "FRCA"), driving record, employment history, rental history and references, military background, civil listings, educational background, professional license from any individual, corporation, partnership, law enforcement agency, institution, school, organization, credit bureau, state boards, licensing agency, and other entities including my present and past employers and my present and past landlords/managers.

I further release and discharge Montana Crestview and Vic-Tig and all of their subsidiaries, affiliates, officers, employees, contract personnel, or associates, from any and all claims and liability arising out of any request (s) for, or receipt of, information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable. Montana Crestview will only use and retain the information as permitted by the FRCA and other applicable law.

I understand that I have the right to make written request within a reasonable period of time to the "Service Provider" (Vic-Tig) for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the above information and I have carefully read and I understand this authorization.

APPLICANT SIGNATURE _____ DATE _____



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**Applicant: Please do not fill this form out just sign the last line on this page.
 We will contact your previous landlord to obtain this information.**

RENTAL HISTORY VERIFICATION FORM

_____ (applicant) has made an application for a property managed by Montana Crestview. It is important that we determine the applicant's past rental history, lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Thank You,

 Montana Crestview Date Present/Past Address

RENTAL HISTORY QUESTIONS

1. Is the applicant currently living in your community? Y / N
2. Are you related to the applicant? Y / N
3. Did the applicant have a lease? Y / N
4. Lease Term: From: _____ To: _____
5. Monthly rental Amount? \$ _____
6. Did the applicant have a record of paying rent promptly? Y / N
7. If the 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 applicants pay for any 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 the applicant give you proper notice before moving? Y / N
19. Did you ever give the applicant a termination notice? Y / N
 If yes, why? _____
20. Would you rent to this applicant again? Y / N
 Why or why not? _____

INFORMATION PROVIDED AND VERIFIED BY: Company _____

Name (Please print) _____ Title _____

Signature _____ Date _____

RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to Montana Crestview.

* Applicant Signature _____ Date _____