



TROUT MEADOWS

at Cattail Lake

a Montana Crestview Property



MONTANA CRESTVIEW

June — September 2018 Newsletter

Important Dates

<u>June</u>		<u>July</u>		<u>August</u>		<u>September</u>	
1st	Rent Due	1st	Rent Due	1st	Rent Due	1st	Rent Due
6th	Late Fees Accrue	4th	Independence Day	6th	Late Fees Accrue	3rd	Labor Day
17th	Father's Day		Office Closed				Office Closed
21st	First Day of Summer	6th	Late Fees Accrue			6th	Late Fees Accrue
						22nd	First Day of Fall

Important Notices

Updated Resident Manager phone number: Stephen 406-589-7836.

Staff will be walking the complex to see which units have damaged blinds that are visually unappealing. Damaged blinds will be replaced, at cost to the tenant with labor charged at \$30.00 an hour with one hour minimum. The office will notify residents if their blinds will need replacement and schedule a time for maintenance to perform the work.

Blinds vary in price depending on width and length of window.

High Reflective Films are not permitted on windows. The films create moisture issues and damage the property. We will require them to be removed. If the films are not removed a **violation fee** will be issued. Alternative options are blackout curtains or draperies with a thick weave to retain/block heat and light in a unit.

Satellite Dishes are required to be mounted on poles only in approved locations if there is not line of sight from the balcony. If your dish is not properly mounted the cables will be cut and the dish will be removed by maintenance with no exceptions. Please schedule your dish to be mounted properly. Ensure that the

provider contacts the office to get locations approved prior to mounting the dish.

All remaining non-approved Satellite receivers will be removed by July 15th.

Our office is now by **appointment only**. Meaning, should you have any questions regarding your tenancy, ledger balance, etc. you must request a meeting in writing. We have the appropriate forms in our office and online. This change will assist us in scheduling our day and providing our tenants with the time and attention they deserve. We have implemented a new standard operating procedure which requires **all requests to be in written form**. We have created request forms for our tenants convenience. This procedure will allow us to track all changes requested by a tenant and keep a paper trail of any issues/concerns/adjustments on every file.

Trash/Waste Disposal

It is pertinent that all trash (including cigarette butts and pet waste) is disposed of properly. This includes but is not limited to: placing trash on common walkways, on back balconies, in common areas and grounds, at garages and in the pet waste baskets (these cans are for small pieces of trash, not bags of trash). The first offense will result in a warning letter, any additional offenses will result in a **violation fee**.

Balcony Storage

The only items that should be on your back balcony are outdoor furniture, outdoor decorations and potted plants. All other personal property may not be stored on balconies. Tenants found to be in violation of this notice will receive a written warning, if items are not removed, a **violation fee** will be issued to the tenant. Items are never permitted on the front, common walk ways.

Friendly Reminders

Animals

No animal sitting is allowed at any time. Cats and/or dogs are allowed in all buildings with references and owner approval. Please do not bring, keep, or maintain any animal on the premises except animals listed on your animal addendum. For those who have an animal **please do not tether your animal outside on the premises** or leave leashes laying in yard area as this is a rental agreement **violation** which will incur a **violation fee**. If we see a leash or a tether, we will dispose of it. Animals must be under direct supervision at all times.

Exercise Facility, Pool, & Hot Tub

Pool hours 10am-10pm, Gym hours 5am-10pm

Access and use of the common area facilities is limited to tenants and guests accompanied by tenant. Please remember to observe and abide by the posted warnings and rules. No unsupervised children are permitted in the area. Please keep the cover on the hot tub when not in use.

Named Tenant/Occupant

The premises shall not be occupied by any persons other than those individuals named as Tenant(s) or additional occupant(s) on the rental agreement. No substitution of Tenants or occupants may occur without written notice and acceptance of landlord. Subletting is **NOT** permitted.

Absences

Going on vacation? Please be sure to notify the office of any anticipated absence of greater than seven (7) days.

- *Reminder: The office will not accept tenant packages in the event of absence.*

Recreational Vehicles

Boats, ATV's, off road vehicles etc. are not permitted to be parked or stored on site as parking is limited.

Referral credits

Do you know anyone looking to move? Refer them to Montana Crestview to receive a credit from referrals resulting in a new rental agreement. Simply ask anyone you refer to write on their application that he or she was referred by you to get the credit. Such credit is limited to one for each new rental agreement. Management will review any case in which a new tenant is being referred by multiple existing tenants

Office Hours

Mon-Fri 9:00am-5:00pm

Contact Information

(406) 556-0500

Fax (406) 556-0502

mapts@montanacrestview.com

www.bozemanapartments.biz

Helpful Tips

Adding Tenants

- Want to have a friend move in? Come into the office and submit a request form with their application to add them to your rental agreement or as an additional occupant.

Adopting an animal

- If you are interested in adopting a new animal, contact the office first. We are more than happy to assist you and answer any questions about our animal policy. *Please note **all animals must need management approval prior to bringing them on the premises.**

Inquires

- For your convenience, you may now email inquiries, questions, comments, and **maintenance** requests through our website: www.bozemanapartments.biz. For Maintenance after hours contact Michael Kearns, our Resident Manager at (406)589-7836.

Online Payments

- You may now pay your rent online at bozemanapartments.com

Payments

- Please remember we only accept one payment per unit. We will not accept post dated checks or counter checks. Payments should be made in the form of personal checks, cashiers checks, money orders or credit cards.

Short Term furnished leasing

- We have furnished units available at Crestview for shorter rental agreement terms, please contact us for rates.

**In case of after hours noise complaints
please contact the police
(406)582-2000**



Application Policy and Non-Discrimination Policy

We have recently revised our application and non-discrimination policy:

Once the applicant has submitted a complete application, the process will take anywhere from 24 to 72 hours depending on how quickly we can obtain third party information including but not limited to your Rental History.

Anyone over the age of 18 years is required to fill out their own application.

\$35.00 fee per application.

Copy of Photo Identification required.

Copy of ALL sources of Income required.

If you have animals, must provide vet records which state age, type, breed, weight, & up-to-date vaccination records of the animal.

Qualifying Factors:

Income

Credit Report

Criminal/Violent/Sexual Offender

Rental History References/Home ownership

Personal References

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.