



Winter Newsletter



Important Dates

October:

- 1st: Rent is Due
- 6th: Late Fees Accrue
- 31st: Halloween

November:

- 1st: Rent is Due
- 6th: Late Fees Accrue
- 24th: Thanksgiving
- 25th: Office is Closed

December:

- 1st: Rent is Due
- 6th: Late Fees Accrue
- 25th: Christmas-Office is Closed

January:

- 1st: Rent is Due
- 1st: New Years Day
Office is Closed
- 6th: Late Fees Accrue

Heat needs to be kept at a minimum of 55 degrees F at all times and in all rooms throughout the winter months of October through May.

IMPORTANT

As we begin to enter winter, we would like to remind you of the following.....

- Please utilize your assigned garage for parking your vehicle if applicable.
- Snow removal will be occurring throughout the day. Please ensure that all sidewalks are clear of personal items. In addition, please do not cover sidewalks with vehicle bumpers when parking or electrical cords when parking. Nothing can impede the walkways.
- All snow needs to be swept from balconies and patios to prevent water damage to the property.
- Please notify the office of any absence longer than 3 days for maintenance emergency purposes. Prior to leaving, please open all cabinets that contain plumbing to allow for heat circulation and prevent the pipes from freezing.
- Light bulb and smoke detector battery replacement is a tenant responsibility, please plan accordingly.
- Trash is **NOT** permitted to be left outside by the doors, on the balconies or walkways. Please take it to the dumpster immediately. Tenants will be sent warning letters and fines will be imposed for subsequent violations.
- Run your exhaust fan in the bathroom during and after your shower, for as long as an hour in order to prevent condensation and moisture damage.
- Use the exhaust fan above your stove when cooking.
- The Fitness Center and the spa closes at 10:00 p.m.

Office Hours

Mon-Fri 9:00am-5:00pm
Sat (First & Last of Month)
10:00am-2:00pm

Contact Information

(406) 556-0500
Fax (406) 556-0502
www.bozemanapartments.biz

Resident Managers for after hours emergencies (406) 539-4417

NOTE: Soon you will be able to pay your rent online at bozemanapartments.biz!

Keep checking the website as the payment option will be available on or before November 1st, 2016.

NOTE: INCLUDE BUILDING AND UNIT NUMBER ON ALL PAYMENTS TO ENSURE YOUR ACCOUNT IS PROPERLY CREDITED.

Friendly Reminders

Extreme Cold

During times of extreme cold, you may need to turn the heat up higher than normal to maintain a comfortable temperature in the unit.

Quiet Hours are between 10:00p.m. and 7:00a.m.

Parking

To avoid any parking issues, we are requesting that tenants ask their guests to park on the street sides and not in marked Trout Meadows parking spots on site. If there are any unauthorized vehicles on the Trout Meadows property, they will be towed at the owner's expense. In addition, inoperable vehicles will be towed which includes but is not limited to, flat tires, expired registration, or vehicles sitting in the same spot for more than 10 days. Recreational vehicles and trailers are **NOT** permitted to be parked on site. Please utilize street parking on Catamount and Davis for these vehicles.

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 may 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 & Hot Tub

Please observe the posted warnings and rules. The spa is open depending on weather. No smoking, alcohol, food, or glass containers are allowed around pool and spa areas. No unsupervised children are permitted in the area. **Please cover the hot tub when you leave. If you are found to be in violation of the posted warnings or house rules your access card may be confiscated. All guests must be accompanied by tenants.**

Named Tenant/Occupant

The premises shall not be occupied by **ANY** persons other than those named as Tenants or Additional Occupants on the lease agreement. **NO** substitutions of Tenants or Occupants may occur without written notice and prior management approval. Subletting is not permitted.

Drop box payments

Please include your **building # and unit #** on all checks to ensure proper credit to your account. Also, please refrain from using envelopes as they get stuck in the drop box slot.

Trash

Please remember to put all household trash in the dumpster **nearest** to your door. Please **do not** place household trash in the smaller trash cans.

Reducing moisture in your apartment

1. Raise blinds 2-3" above the window sill to prevent condensation from forming.
2. Dehumidifiers are helpful.
3. Open window coverings during the day.
4. Fresh air can help evaporate condensation.

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 or a lease holder.

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
- All postal correspondence from the office will be mailed directly to your address on property. Please remember to check your mail box on property regularly.

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.

In case of after hours noise complaints please contact the non-emergency police line by dialing (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 hours to 2 weeks 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.

