



716 S 20<sup>th</sup>, Ste 102  
Bozeman, MT 59718  
Phone (406) 585-7776  
Fax (406) 587-3417  
[www.rentbozeman.com](http://www.rentbozeman.com)

## RENTAL APPLICATION

APPLICANT NAME: \_\_\_\_\_

PROPERTY APPLYING FOR: \_\_\_\_\_

### RENTING POLICIES & PROCEDURES

Thank you for choosing Peak Property Management for your residential housing needs. We take pride to ensure our properties are managed, rented and maintained in a manner that protects the quality of the dwellings and upholds the integrity of the neighborhoods where our tenants reside. For this reason, we utilize a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have found a rental property in which you are interested, you must *complete, sign, and return* this Rental Application Form. **Each** person over the age of 18 years who intends to reside in the rental property must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant.

The **APPLICATION FEE IS \$35 PER ADULT (OVER THE AGE OF 18)**, which includes the processing fee and credit report. **If you are financially supported by someone other than yourself or have poor/no credit, you will need a co-signer to complete a Third Party Guaranty Form, which is an additional \$25.00 processing fee.**

The Application and Third Party Guaranty Fees must be paid by Money Order, Check or Cash, and are due upon submission of each application. The **APPLICATION AND THIRD PARTY GUARANTY FEES ARE NON-REFUNDABLE.**

In order for an Applicant to be considered for tenancy, the following minimum requirements must be met. If any of the following requirements are not met, a Third Party Guaranty will be required:

1. **Application** - The application must be completed in its entirety. **FAILURE TO COMPLETE THE ENTIRE APPLICATION MAY DELAY PROCESSING OR RESULT IN A DENIAL OF THE APPLICATION.** *Complete applications will be processed in the order in which they are received.*
2. **Income** – Proof of sufficient income to pay rent is needed - three times the rental amount per month is preferred, but not required. Permanent employment of at least 4 months at the same job is preferred.
3. **Verifiable Good Credit** - Credit reports will be checked with a national credit bureau.
4. **Rental History** – Good rental history is needed, and we make every attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying correct information to Peak lies with the Applicant. *Peak Property Management reserves the right to decline tenancy on the basis of our inability to contact the references provided, any prior evictions and/or for poor rental references.*

Application processing takes between 2 and 3 business days from submission; however, it may take several days longer due to inability to contact previous landlords, employers or references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from us within (2) business days of submission. *Applications will not be “pre-screened” outside the standard process under any circumstances and incomplete or falsified applications may be rejected without further notice.* All applications submitted become the property of Peak Property Management.

We cannot guarantee any unit to be available by the time your application is processed. Rental units are rented to the first **approved** applicant that submits a full security deposit and signs a lease. Applications are **not** considered on a first come, first served basis. If your application is approved and your move-in date is not immediate, a security deposit will be collected in advance. **SECURITY DEPOSITS MUST BE PAID BY CASHIER’S CHECK OR MONEY ORDER ONLY, NO PERSONAL CHECK OR CASH WILL BE ACCEPTED.**

Subject to the terms and conditions of your Rental Agreement, the Security Deposit is fully refundable within 30-days of move-out, depending upon the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. Those **Dwelling Units that allow pets require payment of an additional Security Deposit and / or a monthly pet rent** as specified in the individual Rental Agreements of such units. Please be aware that only select properties allow pets and the presence of unauthorized pets in a Dwelling Unit is grounds for collection of additional fees and/or immediate termination of lease under our standard Rental Agreement.

## **DISCLOSURE AND AUTHORIZATION**

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by Peak Property Management. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Peak Property Management, its principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, and my rental history. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to Peak Property Management, its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Peak will rely upon this Rental Application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this Application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of Peak Property Management, Peak may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom. The Rental Application and Third Party Guaranty are an integral part of the rental agreement and will be used in conjunction with all legally binding documents and/or agreements. After executing a rental agreement ("lease") with Peak Property Management, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours.

I understand that Peak Property Management reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me, including any amendments, renewals or extensions thereof. Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Rental Agreement including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the rental or lease of a residence for which application was made.

Beginning at the time in which I sign a lease agreement and tender a deposit for a property, which I intend to lease, I agree to lease the property according to the terms and conditions of the lease agreement for that property. The starting date for my occupancy of the property will be the first day the property is made 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 that the deposit is accepted.

Peak Property Management welcomes all applicants and supports the precepts of equal access and "Fair Housing." Peak Property Management will not refuse access to any housing, accommodation, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

**NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND PEAK PROPERTY MANAGEMENT:** Peak Property Management is the sole and exclusive agent of the Owner of the properties listed for rent or lease and represents the Property Owner's interest in any and all transactions related to the rent or lease of said property.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\*There is **NOT** a freeze on my credit \_\_\_\_ (initial) \*If credit is frozen & we have to pull credit twice there will be an additional \$35 fee.

**Received by** \_\_\_\_\_

**Date** \_\_\_\_\_

**PERSONAL INFORMATION :**

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial                      Social Security Number

\_\_\_\_\_  
Spouse/ Partner                      First Name                      Middle Initial                      Social Security Number  
Last Name

\_\_\_\_\_  
Current Street Address                      City                      State                      Zip                      Phone Number

NAMES & AGES OF ALL INTENDED ROOMMATES OR CHILDREN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When do you need to move into a unit? \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Do You Smoke?                      Y / N

Do You Have Any Pets?                      Y / N    If yes, please fill out the following:

Type \_\_\_\_\_ Age \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ M/F                      Spayed /  
Neutered

Name \_\_\_\_\_ Color \_\_\_\_\_ How long have you owned pet \_\_\_\_\_  
Type \_\_\_\_\_ Age \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ M/F                      Spayed /  
Neutered

Name \_\_\_\_\_ Color \_\_\_\_\_ How long have you owned pet \_\_\_\_\_

**\*\*Please note: prior to approval, you will need to provide your dog's immunization record from your vet indicating breed and we'll need to meet your dog.\*\***

Who should we contact in case of emergency? \_\_\_\_\_  
Name

\_\_\_\_\_  
Address                      Phone

**RESIDENCE HISTORY :**

**Present/Most Recent Landlord:** \_\_\_\_\_  
Name                      Phone

\_\_\_\_\_  
Rental Address / Unit #                      Rent Amount                      Dates of Residence

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

Is your lease expired?    Y / N                      If not, when is your lease expiration date? \_\_\_\_\_

**Previous Landlord:** \_\_\_\_\_  
Name Phone

Rental Address / Unit # Rent Amount Dates of Residence

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

**Previous Landlord:** \_\_\_\_\_  
Name Phone

Rental Address / Unit # Rent Amount Dates of Residence

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

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Have you ever rented from Peak Property Management? Y / N

If yes, when and where? \_\_\_\_\_

Have you ever been the subject of an eviction proceeding or settlement, regardless of whether or not a suit was actually filed? Y / N

If yes, please explain, including dates, rental premises address, and contact information for property owner and property manager: \_\_\_\_\_

#### **FINANCIAL INFORMATION :**

\_\_\_\_\_  
Name Of Employer Contact Name Phone Number Net Income Per Month

\_\_\_\_\_  
Name Of Employer Contact Name Phone Number Net Income Per Month

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, family assistance, etc.) **\*Provide recent copies documenting each source of income**

\_\_\_\_\_  
\_\_\_\_\_

## **CRIMINAL HISTORY**

1. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or “no contest” to a felony? Yes\_\_\_\_\_ No\_\_\_\_\_
2. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or “no contest” to a misdemeanor involving sexual misconduct or the manufacturing and/or sale of drugs? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Are you or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction? Yes\_\_\_\_\_ No\_\_\_\_\_

## **CREDIT INFORMATION:**

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

\*Bankruptcies **will** be considered.

Are there any judgments against you? Y / N

If Yes, list specifics of judgments and collections:

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## **AUTOMOBILE INFORMATION :**

Make / Model	Year	State / License #
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Make / Model	Year	State / License #
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## **PERSONAL REFERENCES :**

Name	Phone Number	Relationship
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Name	Phone Number	Relationship
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THE STATEMENTS ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. STATEMENTS FOUND TO BE FALSE OR MISLEADING MAY RESULT IN TERMINATION OF ANY RENTAL CONTRACT.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*Applicant: Please sign the LAST LINE ONLY  
To fax to your previous landlord**

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**RENTAL HISTORY VERIFICATION FORM**

\_\_\_\_\_ (applicant) has completed an application for a property managed by Peak Property Management. It is important that we determine the applicant's past rental history of meeting financial obligations, and also whether the applicant has a record of lease violations or eviction notices. The information requested will be kept confidential and used only for the purpose of evaluating the applicant's current rental application. As indicated by the signature on this form, the applicant has consented to releasing the requested information. Please return this form via fax **as soon as possible as to not delay this application.**

Thank you, Peak Property Management

Date \_\_\_\_\_

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**RENTAL HISTORY QUESTIONS**

1. Is the applicant currently living in your rental unit? Y / N
2. Are you related to the applicant? Y / N
3. Did the applicant have a lease? Y / N
4. Date applicant moved in \_\_\_\_\_ Moved out \_\_\_\_\_
5. What was the monthly rent? \$ \_\_\_\_\_
6. Did the applicant have a record of paying rent promptly? Y / N
7. If 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 applicant pay for the 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 you have any problems with the pet? Y / N  
If yes, describe \_\_\_\_\_
19. Did the applicant give you proper notice before moving? Y / N
20. Did you ever give the applicant a termination notice? Y / N  
If yes, why? \_\_\_\_\_
21. Would you rent to this applicant again? Y / N  
Why or why not? \_\_\_\_\_

**INFORMATION PROVIDED AND VERIFIED BY:**

Name \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

**RESIDENT RELEASE**

By my signature below, I hereby authorize the release of the information requested on this application to Peak Property Management.

**\*APPLICANT SIGNATURE**

**Date**

## **APPLICATION CHECKLIST and MOVE IN DETAILS**

Did you. . . ?

\_\_\_\_ Read through the ENTIRE application?

\_\_\_\_ Supply ALL necessary phone #'s and addresses?

\_\_\_\_ Complete every page of the application and initial and sign where NOTED?

\_\_\_\_ Fill in each blank (if Not Applicable, write N/A)?

\_\_\_\_ Pay the \$35.00 Application Fee (and \$25.00 Third Party Guarantee Fee if Applicable)?

### **What Happens Next?**

It typically takes two to three business days to process your application (summer months may be longer). Upon approval, you will need to sign a lease and pay (in CASHIERS CHECK OR MONEY ORDER) a security deposit (usually \$100 MORE than the monthly rent). On move in day, you are required to pay the monthly rent (or a pro-rated portion if moving in mid-month). For properties that allow pets, an additional security deposit is required.

If you have any other questions, please feel free to let us know!

# **Thank You!**

## **We Look Forward To Working With You!**