

MOBILE HOME RENTAL APPLICATION POLICIES & PROCEDURES

Please read carefully before completing rental application

The attached form is an application to lease a residence. IT IS NOT A LEASE OR RENTAL AGREEMENT. Applications are not approved on a first come-first serve basis. Each application is reviewed and a decision will be made based on the property and its requirements.

\$30.00 Non-refundable application fee must accompany each application

(Applications will not be processed until completed, signed and accompanied by the application fee.)

Application Checklist

Missoula Property Management makes every effort to process applications within 48 hours. In order to reach this goal and better serve our applicants, the application will not be accepted unless the following checklist has been initialed and documentation, if applicable, attached.

- ☐ Copy of valid driver's license or photo I.D.
 - ☐ Proof of income (i.e. paystubs, tax document, bank statement, etc.)
 - ☐ No information left blank on application. If something does not apply please mark N/ A or provide explanation.
 - ☐ Current and past landlord reference phone and fax numbers.
 - ☐ If you do not meet the criteria provided below, you will be required to obtain a co-signer(s) or pay an additional deposit.
- Co-signer forms must be signed in front of a Notary, Co-signer fee of \$15.00 paid and proof of Co-signer income provided.
- ☐ If you have a pet(s), you must provide a copy of the current vaccination records and a recent picture of the pet.
 - ☐ Proof of Ownership (Bill of Sale, Title, etc.)

Application Criteria, Policies and Procedures

1. **Each applicant** over the age of 18 must complete, sign and date a separate application, regardless of familial/ marital status or relationship to any other applicant. Submitted applications become the property of Missoula Property Management, LLC and will remain on file for 6 months
2. **Qualifications** for application approval are based on:
 - *Sufficient Income* – Income must equal 3 times the monthly rental amount and may be combined by multiple applicants
 - *Verifiable Credit* – Credit is verified by a national credit bureau
 - *Criminal Background Check* - Missoula Property Management, LLC reserves the right to decline persons who have been convicted of a crime. (A registry of Sexual and Violent Offenders is available through City and County Law Enforcement Offices as well as the website: <http://svor2.doj.state.mt.us:8010/index.htm>)
 - *Good Rental History* – Inability to verify previous/ current landlords may result in denial of the application

- *Complete Application* – Applications may be denied if not entirely complete, signed or necessary copies of photo ID; pictures, proof of ownership and insurance of mobile home; and/ or a picture and immunizations of each pet are not submitted.

* If any of the above requirements are not met, a co-signer or larger security deposit may be required.

3. **Processing** applications takes 24-48 hours. However processing may take longer if the application is incomplete. Processing time may be reduced if you include written income verification and/ or a written reference from your landlord. Missoula Property Management, LLC cannot guarantee that the property you have applied for will still be available by the time your application is processed.
4. **Once an application is approved** the applicant must pay the first month's rent/ prorated rent, security deposit and any other necessary requested funds. This application will become an integral component of the Rental Agreement.
5. **Should you require a reasonable accommodation or modification**, please ask for assistance from a leasing agent. Missoula Property Management, LLC strictly adheres to all Fair Housing Laws.
6. Applicable residence rules and regulations and a sample lease **are available for your review upon request. You should thoroughly understand them before making an application to rent from us. In addition, you will receive executed copies of your Rental Agreement at lease signing with Missoula Property Management, LLC.**

I, the undersigned, certify that the information given herein is true and complete to the best of my knowledge. I have read and understand all of the application policies and procedures. I consent to the investigation of all statements contained in this application. I authorize Missoula Property Management, LLC to contact any persons, agencies, employers or corporations necessary to verify information at any time. All persons and firms may freely release any information including, but not limited to credit reports, criminal investigations, employment and income verification, rental history and personal references. I declare that I am legally able to sign a contract in the State of Montana and understand that Missoula Property Management, LLC may terminate any Rental Agreement entered into for any misrepresentations made in this Rental Application. I understand Missoula Property Management, LLC 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. **Electronic Submissions: By entering information onto this application. Applicant and Missoula Property Management LLC agree to the above agreement.**

Applicant's Signature: _____ How did you hear about us: _____

Applicant Name: _____ Date: _____

Residence applied for: _____ Expected Move-In Date: _____

Please return applications to: PO Box 17858, Missoula MT 59808 or by fax or email.

Please share with us how you discovered our company: _____

Name of Applicant: _____
Have you gone by any other name: _____
Home Phone #: _____ Cell Phone #: _____
Social Security #: _____ Drivers License # & State: _____
Date of Birth: _____ Email Address: _____

Provide a copy of a Valid Photo ID

Current Address: _____ City, State, Zip: _____
Lease Term: From (Month/ Year): ____ / ____ to: ____ / ____ Monthly Rent: _____
Landlord Name: _____ Landlord Phone #: _____
Any relation to the Landlord: Y / N If yes, relationship: _____
Number of People in Household: _____ Reason for Leaving: _____

Previous Address: _____ City, State, Zip: _____
Lease Term: From (Month/ Year): ____ / ____ to: ____ / ____ Monthly Rent: _____
Landlord Name: _____ Landlord Phone #: _____
Any relation to the Landlord: Y / N If yes, relationship: _____
Number of People in Household: _____ Reason for Leaving: _____

Employment Information:

Company Name: _____ Phone#: _____
Address: _____ City, State, Zip: _____
Supervisors Name: _____ Monthly Income: _____
Length of Employment: _____ Position: _____
Other Income (Indicate source and amount & provide letter or bank statement showing proof):

Previous Employment Information:

Company Name: _____ Phone#: _____
Address: _____ City, State, Zip: _____
Supervisors Name: _____ Monthly Income: _____
Length of Employment: _____ Position: _____

Additional Occupants: (if additional occupants, please indicate on a separate page)

1. _____ 2. _____ 3. _____

Do you have any pets? YES NO (Please provide a picture of pets with application) (Additional Monthly Pet Fee Applies)

* No more than 2 pets. Immunization records and licensing of pet(s) are required if pet(s) are approved.

Name: _____ Type/ Breed: _____ Age: _____ Weight: _____ Sex: M F Altered: YES NO
Name: _____ Type/ Breed: _____ Age: _____ Weight: _____ Sex: M F Altered: YES NO

Vehicle Information: * Vehicle's must be licensed to be approved in the mobile home park.

Make:_____ Model:_____ Vin:_____

Yr:_____ Color:_____ Plate#:_____

Make:_____ Model:_____ Vin:_____

Yr:_____ Color:_____ Plate#:_____

Bank Information:

Name:_____ Address:_____ City, State, Zip:_____

Phone #:_____ Account Number:_____ Type: Checking Savings Loan

Other Financial References:_____

Background Information:

Do you or any of the applicants smoke? YES NO

Do you have any liquid-filled furniture (including fish tanks over 10 gallons)? YES NO

Have you ever been charged (regardless of whether or not it resulted in a conviction), convicted, or pled guilty or "no contest" to a felony? YES NO

Have you ever been convicted of or pled guilty or "no contest" to a misdemeanor involving sexual misconduct whether or not resulting is a conviction? YES NO

Do you currently have any legal judgments or lawsuits against you? YES NO

If yes, please explain:_____

Are you required to register as a violent or sexual offender in any jurisdiction? YES NO

Emergency Contact Info:

Name:_____ Relationship:_____ Phone #:_____

Address:_____ City, State, Zip:_____

Personal References:

Name:_____ Relationship:_____ Phone#:_____

Address:_____ City, State, Zip:_____

Name:_____ Relationship:_____ Phone#:_____

Address:_____ City, State, Zip:_____

Mobile Home and Owner of Mobile Home Information:

* Include photos, proof of ownership/ purchasing contract and insurance of home in order to process the application*

Name:_____ Address:_____ Phone #:_____

Year:_____ Make/ Model:_____ Size: ____X____ Serial #:_____

Title #:_____ Insured By:_____ Policy #:_____

Expiration Date:_____ Purchased Outright: Y / N Purchased on a contract: Y / N

Length of contract: _____ yrs/ months Monthly payment amount \$ _____

MISSOULA

PROPERTY MANAGEMENT

2809 Great Northern Loop Suite 400, Missoula MT 59808

Phone: 406-251-8500

Fax: 406-543-8889

www.Rentinmissoula.com

Applicant must complete the top section

Landlord's Name: _____
Phone#: _____
Fax#: _____

Return to: Missoula Property Management, LLC
P.O. Box 17858
Missoula, MT 59808
Phone #: 406-251-8500
Fax #: 406-543-8889

Name of Applicant: _____
Address of property rented: _____
Address of property applied for: _____

I consent to the investigation of all statements contained in the application. I authorize Missoula Property Management, LLC to contact any persons, agencies, employers or corporations necessary to verify information. All persons and firms may freely release any information including, but not limited to credit reports, criminal investigations, employment and income verification, rental history and personal references. I declare that I am legally able to sign a contract in the State of Montana and understand that Missoula Property Management, LLC may terminate any Rental Agreement entered into for any misrepresentation made above.

Signature of Applicant: _____ Date: _____

This section to be filled out by previous landlord:

1. Are you the owner or manager of the property? MANAGER OWNER
2. Are you related to the applicant? YES NO
If yes would you be willing to co-sign for the applicant? YES NO
3. What is the address you rented to the above applicant? _____
4. Term of the lease: Month to Month Fixed Term
If fixed term, did the applicant stay for the term of the agreement? YES NO
If no, please explain: _____
5. What in the beginning and end date of the tenancy? Move In Date: _____ Move Out Date: _____
6. Amount of monthly rent: _____
7. Number of late payments/ returned checks: _____
8. Did the Applicant have any roommates? _____ If yes who? _____
9. Number & type of disturbances/ complaints: _____
10. Were any of the disturbances/ complaints the fault of roommate(s)? _____
11. Did the applicants have pets? YES NO
If yes, how many and what kind: _____
12. Was proper notice to vacate given? YES NO
13. Rate the applicants quality of care of the property: GOOD FAIR POOR
14. Did you return the full security deposit? YES NO
If no, how much and why: _____
15. Would you rent to this applicant again? YES NO
If no, please explain: _____

Landlords Signature: _____

Date: _____

Title: _____

EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

TO: (Name & address of employer) Date: _____

RE: _____
Applicant/Tenant Name Social Security Number Unit # (if assigned)

I hereby authorize release of my employment information.

Signature of Applicant/Tenant Date

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Project Owner/Management Agent _____

Return Form To:

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____

Presently Employed: Yes _____ Date First Employed _____ No _____ Last Day of Employment _____

Current Wages/Salary: \$_____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

Average # of regular hours per week: _____ Year-to-date earnings: \$_____ through ____/____/____

Overtime Rate: \$_____ per hour Average # of overtime hours per week: _____

Shift Differential Rate: \$_____ per hour Average # of shift differential hours per week: _____

Commissions, bonuses, tips, other: \$_____ (circle one) hourly weekly bi-weekly semi-monthly monthly yearly other _____

List any anticipated change in the employee's rate of pay within the next 12 months: _____; Effective date: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

Employer's Signature Employer's Printed Name Date

Employer [Company] Name and Address

Phone # Fax # E-mail

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.